

Accounts Payable Help

Accounts Payable handles all your payables record keeping and reporting needs, regardless of the size and complexity of your business. [More...](#)

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What's New in Accounts Payable 2014

Accounts Payable 2014 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 2013:
 - The alignment and positioning of some information has been changed so that it prints in the correct place on these forms.
 - The 1099-MISC form now includes the following boxes:
 - 11 Foreign tax paid
 - 12 Foreign country or U.S. possession

Upgrading from an Earlier Version?

- If you are upgrading from version 6.0, see [Changes in Accounts Payable 2012](#).
- If you are upgrading from version 5.6, see [Changes in Accounts Payable 6.0](#).
- If you are upgrading from version 5.5, see [Changes in Accounts Payable 5.6](#).
- If you are upgrading from version 5.4, see [Changes in Accounts Payable 5.5](#).
- If you are upgrading from version 5.3, see [Changes in Accounts Payable 5.4](#).

Getting Started

Find help, documentation, tips, and resources to get Accounts Payable up and running quickly and easily.

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Support and Resources

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 Sage 300 ERP
- ▶ I want to share knowledge with other Sage 300 ERP users
- ▶ I want to contact a Sage 300 ERP representative

 [Related Topics](#)

Home > [Getting Started](#) > Finding Help and Documentation

Finding Help and Documentation


You can find information about setting up and using Sage 300 ERP in the Sage 300 ERP Learning Center and in the product documentation included with this release.

Note: For technical support, visit [Customer Support](#) or contact your Sage business partner.

The Sage 300 ERP Learning Center


The Learning Center is where you'll find documentation for new product features and modules in the Sage 300 ERP Portal. It features articles and information about the portal, shortcuts, snapshots, and Inquiry.

You view the Learning Center in one of the following ways:

- Open the Sage 300 ERP Portal, and on the welcome bar at the top of the screen, click **Help > Learning Center**.
- On the tab menu  for any portal tab, click **Help**.

Context-Sensitive Help

Sage 300 ERP features context-sensitive help that you can use to quickly open and view articles and information directly from Sage 300 ERP screens.

- In the Sage 300 ERP Portal, click **Help** on the tab menu  to view help for the current screen.
- On the Sage 300 ERP Desktop, press **F1** to view help for the current screen.

Product Documentation

Sage 300 ERP includes guides in printable PDF format, including the *Installation and Administration Guide*, *Upgrade Guide*, and other documentation related to installation and setup.

These guides are available in the Docs folder on the Sage 300 ERP server, and online in the [Sage Customer Portal](#).

To view the guides in the Docs folder:








- On the Windows taskbar, click **Start > Programs > Sage 300 ERP > Documentation**.





Data Entry Tools and Shortcuts

Use these tools and shortcuts to speed up data entry in Sage 300 ERP.

Note: We are updating the visual design of Sage 300 ERP. Some screens, but not all, include redesigned buttons, as shown below.

Data Entry Tools and Shortcuts

Tool	Shortcut Key	Description
Drilldown 	n/a	The Drilldown  button appears beside some data entry fields and in some column headings in transaction detail entry tables. Click it to view details of the record or transaction in the corresponding field. More...
Finder 	F5	The Finder  appears in some data entry fields, and in some table headings in transaction entry screens. Click it when you want to look up records you can select for a field. More... Tip: For additional instructions on using the Finder to select records, press F1 when the Finder screen appears.
Go 	F7	The Go  button appears on screens where you must enter information (such as filter criteria) before viewing records that match the information you enter. More...
Navigation 	n/a	Click the Previous and Next buttons to navigate through a list of existing records, or click the First and Last buttons to navigate to the first and last records. More...

New 	n/a	Click the New  button or select New from a menu to begin creating a new record.
Zoom 	F9	Click the Zoom  button or press the F9 key to view or enter supplementary information for a transaction detail or for a field. More... After viewing or editing the information in the detail screen, you can press F9 to close the screen.
Add/Save	n/a	Click 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.
Cancel	n/a	Use this command to cancel the changes you have made and to return the record to the way it was when you selected it.
Close	n/a	Click the Close button to close the current screen. If you are editing a record, the program asks you whether you want to save your changes or cancel them.
Delete	n/a	Use this command to delete the displayed record, account, batch, or transaction. If you cannot delete a record, you see a warning message that explains why you cannot delete it. You can delete a batch at any time (using the Batch List screen for the type of batch), but you cannot reuse the batch number.

 [Related Topics](#)

Working with Detail Entry Tables

The first tab of each transaction entry screen in Sage 300 ERP contains a detail entry table that shows the document details in tabular format.

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

Tip: 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 rearrange the order of columns, or change column widths, consistent with how you enter data.

You can also view and edit all the fields for a single detail on a separate Detail Items/Taxes screen. To view this screen, select a detail line and click the **Item/Tax** button below the table, or press F9.

Note: You use the Detail Items/Taxes screen to view or change tax information for a detail. Detail tax fields do not appear in the detail table.

To add details using the detail table, 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 table.

If you want to insert a new line in a specific location, highlight the line above the location, and then press Insert.

Note: A detail line is saved as you enter it on the detail entry table.

To edit details using the detail table:

- Select the line you want to edit, and then enter your changes on that line.

Note: For information about using your keyboard to move within a detail table, see [Keyboard Shortcuts for Detail Tables](#)

To delete details using the detail table:

1. Select 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 edit item information or detail tax information using the Detail Items/Taxes screen:

1. Select the detail on the table, and then either click the **Item/Tax** button, or press F9.
2. Edit the item information and/or change the **Tax Class** or **Tax Included** options for the detail.

 [Related Topics](#)

Keyboard Shortcuts for Detail Tables

Use the following keyboard shortcuts to navigate in detail tables.

Key	Menu Command	Action
Ins/Insert	New	Insert a blank row to add a new record.
Del/Delete	Delete	Remove the selected row.
Up or Down Arrow		Go up or down one row.
Left or Right Arrow		Go left or right one column.
Pg Up		Go to the top row in view.
Pg Dn		Go to the bottom row in view.
Home	First	Go to the first row in a list.
End	Last	Go to the last row in a list.
Tab or Enter; Shift+Tab or Shift+Enter		Go to the next or previous column in a list.

 [Related Topics](#)

Menu Commands

The following commands appear on the File, Settings (when available), and Help menus on Sage 300 ERP screens.

Note: Menu names and commands may differ by screen.

File Menu

File Menu Commands

Command	Description	Notes
Close	Closes the current screen.	You can also press Alt+F4 to close a screen.
Customize	Lets you hide or display fields for users by UI Profile ID.	<p>Click File > Customize to hide fields on an open screen for users assigned to a UI Profile ID for that screen.</p> <p>When these fields are hidden, data that would normally appear in these fields cannot be printed.</p> <p>For more information, see the help for the UI Profile Maintenance screen in the System Manager help.</p>
Export	Exports data records to other Sage 300 ERP databases and non-Sage 300 ERP programs.	<p>Click File > Export to export data.</p> <p>For example, you could export purchase statistics for use in spreadsheet or database software.</p> <p>Note: You cannot export serial or lot numbers for kit components.</p>
Import	Imports data records from other databases and from non-Sage 300 ERP programs.	<p>Click File > Import to import data.</p> <p>For example, you could use a spreadsheet to enter current requisitions or purchase orders when setting up your system, and then import the transactions later.</p> <p>Note: You cannot import serial or lot</p>

		numbers for kit components.
Print	Prints the current report, list, or screen.	On screens with a corresponding report, click File > Print to open the report screen, which you use to select report options (if applicable) before printing the report.
Print Setup	Selects a printer and sets printing options.	Click File > Print Setup to set up your printer. You can select the default printer or select another from the list of installed printers. For more information about print options, refer to your operating system documentation.
Save	Saves the entries or changes you have made to the current screen.	If you have just entered a new record, Add appears instead of Save .

Settings Menu

Settings Menu Commands

Command	Description	Notes
Auto Clear	Creates a new entry automatically when you post a transaction.	<p>Use the Auto Clear option to streamline data entry in transaction entry screens.</p> <ul style="list-style-type: none">• If Auto Clear is turned on, all fields are cleared each time you post a transaction, allowing you to immediately begin entering another transaction.• If Auto Clear is turned off, transaction information remains on the screen after you post it. Click the New button to begin entering another transaction.
Quick Mode	If you select Quick Mode, 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.	<p>This command is available for Invoice Entry. When you click Quick Mode on the Settings menu, a separate screen appears that lets you select Quick Mode settings:</p> <ul style="list-style-type: none">• To copy header fields to new transactions in the batch you are working on, select Quick Mode For Entries, and then specify the entry fields you want to copy.• To copy detail fields to new

		<p>details in the transaction you are working on, select Quick Mode For Lines, and then specify the detail fields you want to copy.</p>
Clear Saved Settings	Restores default settings for a report.	This command is available for forms and for some reports.
Save Settings as Defaults	Saves the current report settings as personal defaults.	This command is available for forms and for some reports.

Help Menu

Help Menu Commands

Command	Description
About	Displays version and copyright information for the current screen and program.
Contents	Opens Help.
Using Help	Opens Help to an introductory topic on how to use Help.


 [Related Topics](#)

Setting Finder Criteria

To help you search quickly through a long list of records, you can use criteria to restrict the records that are displayed in the Finder and when you use the navigation buttons.

However, at other times, if the Finder uses criteria, it might not display all the records you expect to see.

To check or remove the criteria:

1. Click the Finder .
2. Click the **Set Criteria** button.
3. On the screen that appears, click the **Clear** button.

For instructions on setting criteria, click the **Help** button when the Set Criteria screen appears.

 [Related Topics](#)

Setting Up Accounts Payable

Use Accounts Payable Setup screens to set up records and options that determine how Accounts Payable:

- Processes transactions.
- Interacts with General Ledger and other Sage 300 ERP modules.

[Steps for Setting Up Accounts Payable](#)

[Using a Self-Assessed Tax](#)

[Accounts Payable Security Authorizations](#)

[Accounts Payable Options](#)

[Integration with General Ledger](#)

[Setting Up and Maintaining Processing Records](#)

[Customizable Formats for Accounts Payable Forms](#)

Setting Up Accounts Payable

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

• Before you start

Step 1: Select options and add setup records

1. Use the A/P Options screen and the A/P G/L Integration screen to specify how your Accounts Payable system will operate.
2. Design coding schemes for your Accounts Payable records. For more information, see [About Designing Accounts Payable Coding Schemes](#).
3. Add records and print setup reports. For more information, see:
 - [Adding 1099 / CPRS Codes](#)
 - [Adding or Modifying an Account Set](#)
 - [Adding or Modifying a Distribution Code](#)
 - [Adding or Modifying Distribution Sets](#)
 - [Adding or Modifying E-mail Messages](#)
 - [Adding or Modifying an Optional Field](#) (if you use them)
 - [Adding or Modifying a Payment Code](#)
 - [Adding Payment Selection Codes](#)
 - [Adding or Modifying a Terms Code](#)

Step 2: Add vendor records

For more information, see:

- [Adding, Modifying, or Deleting a Vendor Group](#)
- [Adding, Modifying, or Deleting a Vendor](#)
- [Adding, Modifying, or Deleting a Remit-to Location for a Vendor](#) (optional)
- [Setting Up a Recurring Payable for a Vendor](#)

- [Printing the Vendors List](#)
- [Printing the Vendor Group List](#)
- [Printing the Remit-To Locations Report](#) (optional)

Step 3: Transfer your accounting data to Accounts Payable

For more information, see:

1. [About Entering Current and Historical Transactions](#)
2. [About Batch Processing in Accounts Payable](#)
3. [Printing Batch Listings](#) and [Printing Posting Journals](#)

Step 4: Design formats for your preprinted forms

Design and test formats for printing checks, advices, letters, and labels, or adapt the sample formats to print on your own forms. For more information, see [Customizable Formats for Printed Accounts Payable Forms](#)

Using a Self-Assessed Tax

A self-assessed tax is one that you must pay, even though the vendor does not collect it. These taxes commonly arise when you order goods from another state or province, but you 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.

To create a self-assessed tax for use in Accounts Payable:

1. In Tax Services:

- Use the Tax Authorities screen to 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.
- Use the Tax Classes screen to create Purchases tax classes for vendors and items for both tax authorities.
- Use the Tax Rates screens to define 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.

Note: The two taxes will cancel each other, and not add to the value of the invoice.

- Use the Tax Groups screen to add both taxes to the tax group you want to use for purchases that involve self-assessed taxes.

For more detailed information about setting up tax authorities, tax classes, and tax groups, see the help for Tax Services.

2. In Accounts Payable, specify the self-assessing tax group when you add an invoice.

Note:

- Make sure that you are using the same tax class for both taxes.
- 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" in the **Tax Included** field.

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > Accounts Payable Security Authorizations

Accounts Payable Security Authorizations

If security is turned on for your Sage 300 ERP system, the system administrator must assign users security authorization for Accounts Payable screens.

For information on turning on security, setting up security groups, and assigning authorizations, refer to the System Manager help.

Note: To change the print destination for forms and reports, you must have Change Print Destination security authorization for Administrative Services.

To view records and to print reports in Accounts Payable, you must belong to a security group with Common Inquiry authorization. However, Common Inquiry authorization by itself does not let you edit any Accounts Payable records.

To edit records or perform processing tasks, the system administrator must grant the group access to additional tasks from the following list:

Accounts Payable Security Authorizations

Security Authorization	Description
Common Inquiry	<p>View records and print reports for Vendor Groups, Vendors, and Remit-to Locations.</p> <p>View setup records and print setup reports.</p> <p>Common Inquiry is automatically assigned with any other type of authorization, except:</p> <ul style="list-style-type: none">• Import Processing• Export Processing• Transaction Optional Fields• Set Ready To Post (for any type of batch)• Check Printing

<p>Setup Maintenance</p>	<p>Update and print setup choices and records using the A/P Options, Account Sets, 1099/CPRS Codes, Distribution Codes, Distribution Sets, Terms, G/L Integration, Payment Codes, E-mail Messages, and Optional Fields screens.</p>
<p>Control Payments</p>	<p>Process payment controls using the Control Payments screen.</p>
<p>Vendor Maintenance</p>	<p>Update records for Vendor Groups, Vendors, Remit To Locations, and 1099/CPRS Amounts (if the Allow Edit of 1099/CPRS Amounts option is selected on the A/P Options screen).</p> <p>Add or delete optional fields for vendor groups, vendors, and remit-to locations.</p>
<p>Vendor Analysis</p>	<p>View vendor information in Vendor Activity.</p> <p>Use the 1099 Electronic Filing screen.</p> <p>Print Vendor Transactions, Aged Payables, Aged Cash Requirements, Aged Retainage, 1099/CPRS Amounts, and Letters/Labels.</p>
<p>Invoice Batch Inquiry</p>	<p>View and print transactions in the Invoice Batch List and Invoice Entry screens.</p> <p>View and print recurring payables records.</p> <p>View records in the 1099/CPRS Amounts screens.</p> <p>View invoice records in the Vendor Activity screen.</p> <p>Print transaction reports for invoices from the Batch Listing, Batch Status, Posting Journals and Posting Errors, and transaction entry screens.</p> <p>Use the 1099 Electronic Filing screen.</p>

<p>Invoice Batch Entry</p>	<p>The same rights as Invoice Batch Inquiry, plus:</p> <ul style="list-style-type: none"> • Create, edit, and delete transactions using the Invoice Batch List and Invoice Entry screens. • Create, edit, and delete records using the Recurring Payables setup screen, and create batches of recurring payable invoices using the Create Recurring Payable Batch screen. • Create batches of retainage documents using the Create Retainage Batch screen. <p>If you also have Payment Entry authorization, enter prepayments in Invoice Entry.</p> <p>If you also have Set Invoice Batch Ready To Post authorization, set batches ready to post on the Invoice Batch List screen.</p>
<p>Invoice Batch Posting</p>	<p>The same rights as Invoice Batch Inquiry, plus:</p> <ul style="list-style-type: none"> • Post invoice batches using the Invoice Batch List and Post Batches screens. • Send transactions to the General Ledger automatically, if the Create G/L Batches During Posting option is selected on the A/P Options screen. <p>If you also have Set Invoice Batch Ready To Post authorization, set batches ready to post on the Invoice Batch List screen.</p>
<p>Set Invoice Batch Ready To Post</p>	<p>If you also have Invoice Batch Entry or Invoice Batch Posting authorization, set invoice batches ready to post on the Invoice Batch List screen.</p>
<p>Payment Batch Inquiry</p>	<p>View and print transactions using the Payment Batch List, Payment Entry, Payment Inquiry, and Check Register screens.</p>

	<p>View payment records on the Vendor Activity screen.</p> <p>Print transaction reports for payments using the Batch Listing, Batch Status, Posting Journals, Posting Errors, and G/L Transactions screens.</p> <p>Use the 1099 Electronic Filing screen.</p>
<p>Payment Batch Entry</p>	<p>The same rights as Payment Batch Inquiry, plus:</p> <ul style="list-style-type: none"> • Create, edit, and delete transactions using the Payment Batch List and Payment Entry screens. • Create payment batches automatically using the Create Payment Batch screen. • Create, edit, and delete payment selection codes. <p>Print transaction reports for payments using the Batch Listing, Batch Status, Check Register, and G/L Transactions screens.</p> <p>If you also have Set Payment Batch Ready To Post authorization, set batches ready to post on the Payment Batch List screen.</p>
<p>Payment Batch Posting</p>	<p>The same rights as Payment Inquiry, plus post payment batches using the Payment Batch List and Post Batches screens.</p> <p>Send payment transactions to the general ledger automatically, if the Create G/L Batches During Posting option is selected on the A/P Options screen.</p> <p>If you also have Set Payment Batch Ready To Post authorization, set batches ready to post on the Payment Batch List screen.</p> <p>Note: You cannot set a payment batch Ready To Post if it contains unprinted checks. You require Check Printing authorization to print the checks.</p>

<p>Check Printing</p>	<p>Print checks using the Payment Entry and the Payment Batch List screens.</p> <p>Note: You also require Payment Inquiry, Payment Entry, or Payment Posting authorization to print checks.</p>
<p>Set Payment Batch Ready To Post</p>	<p>If you also have Payment Batch Entry or Payment Batch Posting authorization, set payment batches ready to post.</p>
<p>Adjustment Batch Inquiry</p>	<p>View transactions and print reports using the Adjustment Batch List and Adjustment Entry screens.</p> <p>Print transaction reports for adjustments using the Batch Listing, Batch Status, Posting Journals, Posting Errors, and G/L Transactions screens.</p> <p>Use the 1099 Electronic Filing screen.</p>
<p>Adjustment Batch Entry</p>	<p>The same rights as Adjustment Batch Inquiry, plus create, edit, and delete transactions in the Adjustment Batch List and Adjustment Entry screens.</p> <p>If you also have Set Adjustment Batch Ready To Post authorization, set batches ready to post on the Adjustment Batch List.</p>
<p>Adjustment Batch Posting</p>	<p>The same rights as Adjustment Batch Inquiry, plus post adjustment batches using the Adjustment Batch List and Post Batches screens.</p> <p>Send transactions to the General Ledger automatically, if the Create G/L Batches During Posting option is selected on the A/P Options screen.</p> <p>Use the 1099 Electronic Filing screen.</p> <p>If you also have Set Adjustment Batch Ready To Post</p>

	authorization, set batches ready to post on the Adjustment Batch List screen.
Set Adjustment Batch Ready To Post	If you also have Adjustment Batch Entry or Adjustment Batch Posting authorization, set adjustment batches ready to post on the Adjustment Batch List screen.
Transaction History Inquiry	View vendor information on the Vendor Activity screen and the inquiry screens. Use the 1099 Electronic Filing screen.
Transaction Optional Fields	Add or delete optional fields on the Invoice Entry, Payment Entry, Adjustment Entry screens, and other Accounts Payable screens that create transactions automatically.
Clear History / Records / Stats	Do periodic processing using the Clear History, Clear Statistics, and Delete Inactive Records screens. View and print vendor and setup records.
Period End Maintenance	Do periodic processing using the Create G/L Batch and Revaluation screens. Print revaluation transactions using the Posting Journals and G/L Transactions screens.
Year End Maintenance	Do periodic processing using the Year End screen.
Import Processing	Import records using the File menu. Note: You also require update authorization for the types of records you want to import. For example, to import vendor records, you need both Import Processing and Vendor Maintenance authorizations.
Export	

Processing	<p>Export setup, vendor, and transaction records, using the File menu.</p> <p>You also require Inquiry authorization for the types of records you want to export. For example, to export payment records, you need both Export Processing and Payment Inquiry authorization.</p>
Aged Payables Snapshot	View and configure the Aged Payables snapshot in the Sage 300 ERP portal.
Days Payables Outstanding Snapshot	View and configure the Days Payables Outstanding snapshot in the Sage 300 ERP portal.
Vendor Developer Inquiry	<p>This authorization supports the Inquiry feature in the Sage 300 ERP portal.</p> <p>Developers of third-party programs, including macros, need to incorporate this resource in their security structures.</p>
Sage 300 ERP Inquiry	<p>Query Accounts Payable data in the portal.</p> <p>If you also have Export Processing authorization for Accounts Payable, print or export the results of these queries.</p>

Accounts Payable Options

The options you select on the A/P Options screen determine how your Accounts Payable system operates and the types of data that it stores and displays. You can change most of these options after setup, as needed.

[About Selecting Accounts Payable Options](#)

[About Prepayment Numbering Options](#)

[About Displaying Open Documents in Payment Entry](#)

[Selecting Options for Accounts Payable](#)

[Using Multicurrency Accounting in Accounts Payable](#)

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About Selecting Accounts Payable Options

Once you have activated Accounts Payable, your first task is to use Accounts Payable's Options screen to choose the options you want to use with your Accounts Payable system.

You also use the G/L Integration screen 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 screens after setup to review your entries and change most of them, if necessary.

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Accounts Payable Options](#) > About Prepayment Numbering Options

About 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 A/P Options screen.

You may be able to continue using your current numbering scheme. At any time, you can also specify a different prefix and next number on the A/P Options screen for Accounts Payable to assign. (However, 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 screen, Accounts Payable automatically assigns a document number, using the prefix and next number you specified on the A/P Options screen. If you use the assigned number, the Next Number box is updated on the A/P Options screen.

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 on the A/P Options screen 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.

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Accounts Payable Options](#) > About Displaying Open Documents in Payment Entry

About 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 screen. 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 on the A/P Options screen.

You can choose to display open documents for each vendor account by:

- **Document number.** This choice lists open documents, such as invoices, credit notes, and debit notes, by their document numbers, beginning with the lowest document number for each transaction type.

If you use this option, you should consider prefixing vendor invoices, credit notes, and debit notes so Accounts Payable will list documents in the order you prefer.

The following prefixes would list invoices first, followed by interest invoices, credit notes, debit notes, and adjustments:

- IN (invoice)
 - INT (interest invoice)
 - NCR (credit note)
 - NDR (debit note)
 - XADJ (adjustment)
- **PO number.** This choice groups open (unpaid or unapplied) documents (invoices, credit notes, and debit notes) by their purchase order numbers. Documents issued from the lowest purchase order number are displayed first.

- **Due date.** This choice lists open invoices, credit notes, and debit notes by their due dates, beginning with the document with the oldest (earliest) due date.
- **Order number.** This choice groups open documents by their sales order numbers. Documents entered with the lowest sales order number are listed first.
- **Document date.** This choice lists open documents by the document dates entered with them, beginning with the oldest date.
- **Current Balance.** This choice lists open documents by their outstanding balances, beginning with the smallest amount.

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Accounts Payable Options](#) > Selecting Options for Accounts Payable

Selecting Options for Accounts Payable

You use the A/P Options screen to select processing, transaction, and numbers options and enter general information about your Accounts Payable ledger.

Note: You use the G/L Integration screen to select options that control how Accounts Payable interacts with General Ledger, including when and how to process General Ledger transactions.

► Before you start

To set processing options for Accounts Payable:

1. Open **Accounts Payable > A/P Setup > Options**.
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 A/P Options screen if any other Accounts Payable screens are open.

5. Click **Close** when you are finished or to leave the screen without changing any information.

► After selecting options for Accounts Payable

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Accounts Payable Options](#) > Using Multicurrency Accounting in Accounts Payable

Setting Up Accounts Payable to Use Multicurrency Accounting

Accounts Payable lets you process invoices and payments in any currencies your vendors use.

Note: You require a license for Sage 300 ERP Multicurrency to use multicurrency features.

► Before you start

To set up a multicurrency Accounts Payable ledger:

1. On the Processing tab of the A/P Options screen, select the **Multicurrency** option for Accounts Payable.

Note: Once you turn on the **Multicurrency** option, you cannot turn it off again.

2. Use the A/P Account Sets screen to add at least one account set for each currency you want to use in Accounts Payable.

For each account set, enter the currency code and the numbers of your exchange gain and loss general ledger accounts.

3. 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.

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

4. If you post transactions to add year-to-date figures, enter them in the appropriate currencies.
5. 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.

- ▶ [After setting up a multicurrency Accounts Payable ledger](#)

 [Related Topics](#)

Integration with General Ledger

You select options on the A/P G/L Integration screen to:

- Control how Accounts Payable interacts with General Ledger.
- Specify the types of information to send with the transactions you send to General Ledger from Accounts Payable.

[About Using Accounts Payable with General Ledger](#)

[Selecting General Ledger Integration Options for Accounts Payable](#)

Home > [Setting Up Accounts Payable](#) > [Integration with General Ledger](#) > About Using Accounts Payable with General Ledger

About Using Accounts Payable with Sage 300 ERP General Ledger

If you use Sage 300 ERP General Ledger, Accounts Payable creates batches of general ledger transactions in General Ledger and displays and validates General Ledger account numbers in Accounts Payable.

The G/L Transactions report and the summary at the end of each Accounts Payable posting journal list the general ledger accounts that will be debited and credited with payables transactions when you post the Accounts Payable batch of general ledger entries in General Ledger.

You use the G/L Integration screen to specify the type of reference and description to include with each General Ledger transaction.

Until you clear the transactions using the A/P Clear History screen, you can drill down from the General Ledger Transaction History screen to view originating transactions in Accounts Payable and Order Entry (if you use it).

General Ledger Accounts Used in Accounts Payable

Accounts Payable uses the following general ledger accounts: Payables Control, Bank, Purchase Discounts, Prepayment, and the accounts you assign to distribution codes or enter with transactions.

Multicurrency Ledgers

If you use multicurrency accounting, Accounts Payable also uses General Ledger's unrealized and realized exchange gain and loss accounts.

If your Sage 300 ERP General Ledger system is at another location, Accounts Payable creates its general ledger transactions in a batch that you can import into General Ledger.

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Integration with General Ledger](#) > Selecting General Ledger Integration Options for Accounts Payable

Selecting General Ledger Integration Options for Accounts Payable

You use the A/P G/L Integration screen to select options that govern how Accounts Payable interacts with General Ledger, including when and how to create G/L batches and the type of information to send to General Ledger with posted transactions.

◆ Before you start

To change G/L integration options:

1. Open **Accounts Payable > A/P Setup > G/L Integration**.
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. [More...](#)
4. When you are satisfied with your choices for G/L integration, click **Save**, and then click **Close**.

◆ After selecting G/L Integration options

 [Related Topics](#)

Setting Up and Maintaining Processing Records

Before you can add vendor records to Accounts Payable, you must set up the records that you will assign to vendors:

- 1099/CPRS codes
- Account sets
- Distribution codes
- Distribution sets (optional)
- E-mail messages (optional)
- Optional fields (if you use Sage 300 ERP Transaction Analysis and Optional Field Creator)
- Payment codes
- Payment selection codes
- Recurring Payables
- Terms

[About Designing Accounts Payable Coding Schemes](#)

[About Importing Setup and Vendor Records](#)

[1099 / CPRS Codes](#)

[Account Sets](#)

[Distribution Codes](#)

[Distribution Sets](#)

[E-mail Messages](#)

[Optional Fields](#)

[Payment Codes](#)

[Payment Selection Codes](#)

Terms Codes

Home > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > About Designing Accounts Payable Coding Schemes

About 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 these codes, you may be able to continue with the same system. To check whether each code type allows for the number and type of characters you use in your current system, review the following list:

Codes Used in Accounts Payable

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

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] ! " # \$ % & ' () * + , - . / 0 1 2 3 4 5 6 7 8 9 : ; < = > ? @ 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 [\] ^ _ ` 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 { | } ~

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, to avoid number sequences such as:

- 100
- 10000
- 19
- 2
- 2000

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > About Importing Setup and Vendor Records

About Importing and Setup and Vendor 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

Example: You could 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 export data to different types of file, including:

- Microsoft Excel
- Microsoft Access
- Comma Separated Values and Continuous ASCII
- dBase 5
- ODBC
- XML

You can also create files to be imported by Accounts Payable in any of the above programs or formats.

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

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > 1099 / CPRS Codes

1099 / CPRS Codes

1099/CPRS expense class codes identify different categories of 1099/CPRS payments and establish how you print 1099/CPRS forms for different vendors. You must assign a 1099/CPRS code in the Vendors screen to each vendor you mark as subject to 1099/CPRS reporting.

[About 1099 CPRS Codes](#)

[List of 1099 / CPRS Codes](#)

[Adding 1099/CPRS Codes](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [1099 / CPRS Codes](#) > About 1099 CPRS Codes

About 1099 / CPRS Codes

You use the A/P 1099/CPRS Codes screen to add codes to assign to vendors that are subject to 1099/CPRS reporting. You must enter a 1099/CPRS code in the Vendors screen 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.

Note: 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 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: 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.

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 screen to print the non-standard codes.

 [Related Topics](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [1099 / CPRS Codes](#) > List of 1099 / CPRS Codes

List of 1099 / CPRS Codes

Accounts Payable creates the following 1099 / CPRS codes:

1099/CPRS CODES

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
9	5,000	Direct Sales
10	600	Crop insurance proceeds
11	zero	Foreign tax paid
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

Note: Accounts Payable does not create a code for box 12 on the 1099 form, which is used to specify a vendor's country. However, when you print the form, the country specified for the vendor is entered

automatically in box 12.

 [Related Topics](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [1099 / CPRS Codes](#) > Adding 1099/CPRS Codes

Adding 1099 / CPRS Codes

1099 forms are used in the United States to report the amount of purchases from your US vendors.

The Contract Payment Reporting System (CPRS) is a Canadian tax reporting system designed for reporting payments made to Canadian construction subcontractors.

▶ Before you start

To add a 1099/CPRS code:

1. Open **Accounts Payable > A/P Setup > 1099/CPRS Codes**.
2. Add the 1099/CPRS codes you need, entering for each:
 - **1099/CPRS Code.** Type the number of the box on the form that contains the 1099/CPRS code.
 - **Description.** Type a description of the 1099/CPRS code.
 - **Minimum To Report.** Enter the lowest amount you are required to report for each code. Only vendors with a total 1099 amount equal to or greater than this amount are included in the electronic 1099 file or on printed 1099-MISC forms.
3. Click the **Add** button.
4. Repeat steps 2 to 3 for each code you want to add.

▶ After adding 1099/CPRS codes

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > Account Sets

Account Sets

An account set is a group of general ledger account numbers, including the payables control account, to which vendors' transactions are distributed.

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

[About Account Sets](#)

[Adding or Modifying an Account Set](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Account Sets](#) > About Account Sets

About Account Sets

An account set is a group of general ledger account numbers, including the payables control account, to which vendors' transactions are distributed.

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.

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.

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.

Home > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Account Sets](#) > Adding or Modifying an Account Set

Adding or Modifying an Account Set

You use the *A/P Account Sets* screen to create groups of general ledger account numbers that you can use to categorize vendor transactions when they are posted in general ledger.

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

◉ Before you start

To add a new account set:

1. Open **Accounts Payable > A/P Setup > Account Sets**.
2. On the screen that appears, enter information in the following fields:
 - **Account Set Code.** Type a code, up to six characters, to identify the account set.
 - **Description.** Type a description of the account set.
 - **Currency Code.** If this is a multicurrency account set, type the currency code, or use the Finder to select it.

Note: You cannot change the currency code after you add the set.

- **General Ledger Accounts.** Type or select the general ledger account numbers that make up the set. If you use Sage 300 ERP General Ledger, you can select the account numbers from the Finder.

In a multicurrency account set that does not use the functional currency, you must also enter the currency code and account numbers for the exchange gain, exchange loss, and exchange rounding accounts.

3. 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.

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

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, editing, or deleting account sets](#)

Home > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > Distribution Codes

Distribution Codes

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.

[About Distribution Codes](#)

[Adding or Modifying a Distribution Code](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Distribution Codes](#) > About Distribution Codes

About Distribution Codes

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 set (a group 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.

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.

Effects of Changes

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

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 assign the inactive distribution code to items, or use it 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: 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.

 [Related Topics](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Distribution Codes](#) > Adding or Modifying a Distribution Code

Adding or Modifying a Distribution Code

You use the Distribution Codes screen 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.

► Before you start

To add a distribution code:

1. Open **Accounts Payable > A/P Setup > Distribution Codes**.
2. On the screen that appears, enter information in the following fields:
 - **Distribution Code.** Type a code, up to six characters, to identify the distribution code.
 - **Description.** Type a description of the distribution code.
 - **G/L Account.** Enter the general ledger account number to which amounts posted with the distribution code are distributed. If you use Sage 300 ERP General Ledger, you can select the general ledger account number from the Finder.
 - **Discountable.** Select this option if you want invoice, credit note, debit note, and recurring payable details that use this distribution code to be discountable by default. (You can change the Discountable status when you enter a detail.)
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, editing, or deleting distribution codes](#)

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > Distribution Sets

Distribution Sets

Distribution sets are groups of distribution codes or accounts.

For example, if you typically distribute invoices from vendors to three different accounts, you can define three distribution codes, then define one distribution set that includes the three codes. You then assign the distribution set to vendor accounts.

[About Distribution Sets](#)

[Adding, Editing, or Deleting Distribution Sets](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Distribution Sets](#) > About Distribution Sets

About Distribution Sets

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.

For each distribution set, 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.

Accounts Payable also lets you enter particular General Ledger accounts, as well as distribution codes, in distribution sets.

You do not have to add distribution sets, but it is more efficient to enter a single distribution set rather than several distribution codes or accounts when you add a transaction.

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.)

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.

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Distribution Sets](#) > Adding, Editing, or Deleting Distribution Sets

Adding or Modifying Distribution Sets

You use the Distribution Sets screen to add distribution sets.

◆ Before you start

To add a distribution set:

1. Open **Accounts Payable > A/P Setup > Distribution Sets**.
2. For each distribution set, enter the following information:

Distribution Set. Enter a code to identify the distribution set, using up to six characters.

Description. Type a description of the distribution set.

Distribution Method. Select the method by which to apportion an invoice amount among the accounts in the distribution set:

- **Spread Evenly.** This method divides the invoice amount evenly among all the distribution codes in the distribution set. You can then edit the result.
- **Fixed Percentage.** This method lets you specify the percentage of the total invoice amount to allocate to each distribution code. You can specify a negative percentage or a percentage more than 100%. You can also edit the results of this distribution method.
- **Manual.** This method provides no amount allocation; it just enters the distribution codes and lets you enter the amounts of the distribution.
- **Fixed Amount.** This method distributes a specific amount to each distribution code in the distribution set. You must specify a currency code to use this method, and you can select the distribution code only for vendors that use this currency. You can edit the result.

Note: The setting you select determines the default invoice distribution, which you can override at invoice entry.

Distribution Code. Type the distribution code you want to add to the

distribution set or select the code from the Finder. Once you enter the code, Accounts Payable displays the code description and general ledger account number so you can verify them.

If you are adding to an existing list of codes, press the **Insert** key to start a new line.

Distribution Amount. If you selected **Fixed Amount** as the distribution method, enter the amount to allocate to the distribution code.

Distribution Percent. If you selected **Fixed Percentage** as the distribution method, enter the percentage of the document total to distribute to each distribution code you add to a set.

You can use negative percentages and percentages greater than 100 percent, providing the total is 100 percent. Accounts Payable warns you if the percentages you enter for a distribution set do not add up to 100 percent, but lets you add or save the record.

Use this type of distribution set when you need to enter additional general ledger account distributions with invoices, but do not want to include the extra accounts in the distribution set.

3. When finished, click the **Add** button.
4. Repeat steps 2 and 3 for each distribution set you want to add.

To edit a distribution set

1. Open **Accounts Payable > A/P Setup > Distribution Sets**.
2. Enter the code for the distribution set, or select it from the Finder.
3. Make the changes you need.

Tip:

To reuse the description and Discountable status from an existing distribution code:

- a. Insert the code in the distribution set, as usual.
- b. Clear the code by double-clicking the **Dist. Code** field, then

pressing the **Delete** key.

- c. In the **G/L Account** field, enter the General Ledger account you want to use.
-

4. Click **Save** to record the changes.

To delete a distribution set

1. Open **Accounts Payable > A/P Setup > Distribution Sets**.
2. Enter the code for the distribution set, or select it from the Finder.
3. Click **Delete**.

If a message appears asking you to confirm the deletion, click **Yes**.

▶ [After adding distribution sets](#)

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > E
mail Messages

E-mail Messages

You use the A/P E-mail Messages screen to create standard messages to send with e-mailed statements, letters, and invoices.

[About E-mail Messages](#)

[Substitute Variables for Use in E-mail Messages](#)

[Adding E-mail Messages](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [E-mail Messages](#) > About E-mail Messages

About E-mail Messages

You use the E-mail Messages screen to create standard messages to send with e-mailed letters.

You can use variables (field names) from your company database to include vendor- or company-specific information on the messages.

You identify each e-mail message with a unique 16-character Message ID code. When you select Vendor as the Delivery Method on the Letters/Labels screen, you can select message codes for the message you want to send with e-mailed letters.

Variables for E-mail Messages

If you use variable names from your company database in the subject line or in the body of e-mail messages that you set up for use with letters, the program substitutes (or “merges”) vendor- or company-specific information in the e-mailed messages.

For a list of the variables you can use with e-mail messages, see [E-mail Message Variables](#).

 [Related Topics](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [E-mail Messages](#) > Substitute Variables for Use in E-mail Messages

E-mail Message Variables

A variable is a field name from your company database that can be replaced with specific terms or values from your company records.

You can use variables in the subject line and body of e-mail messages you create to send with letters to vendors. Accounts Payable substitutes vendor- or company-specific information when you specify an e-mail delivery method and code when printing letters.

Example: In an e-mail message to a company where the specified vendor contact is Mr. Carl Jenner, the line "Dear \$VENDOR_CONTACT" is replaced with "Dear Mr. Carl Jenner" when the message is sent.

You can use the following Accounts Payable variables in all e-mail messages.

Common E-mail Message Variables

Value to Insert	E-mail Message Variable
Company contact	\$COMPANY_CONTACT
Company name	\$COMPANY_NAME
Company fax number	\$COMPANY_FAX
Company telephone number	\$COMPANY_PHONE
Vendor ID	\$VENDOR_ID
Vendor contact	\$COMPANY_CONTACT
Vendor name	\$VENDOR_NAME

 [Related Topics](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [E-mail Messages](#) > Adding E-mail Messages

Adding or Modifying E-mail Messages

You use the E-mail Messages screen to create standard messages to send with letters that you e-mail to your vendors.

◆ Before you start


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

1. Open **Accounts Payable > A/P Setup > E-mail Messages**.
2. In the **Message ID** field, type a code to identify the message, using up to 16 characters.
3. In the **Description** field, type a description for the message, using up to 60 characters.
4. In the **E-mail Subject** field, type the subject line to use for e-mailed messages that use this message ID.
5. Enter the body of the message in the text box.

Note: You can use field names, preceded by a dollar sign to insert vendor- or company-specific information in the subject line and body of messages.

6. Click **Add** when you are satisfied with your message.

To modify an e-mail message:

1. Open **Accounts Payable > A/P Setup > E-mail Messages**.
2. In the **Message ID** field, type the message ID, or use the Finder  or the navigation buttons to select the code for the message you want to change.
3. Make your changes.
4. Click **Save**.

To delete an e-mail message:

1. Open **Accounts Payable > A/P Setup > E-mail Messages**.
 2. In the **Message ID** field, select the code for the message you want to delete.
 3. With the message displayed, click **Delete**.
- ▶ [After adding, editing, or deleting e-mail messages](#)

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > Optional Fields

Optional Fields

Optional fields are available if you purchased and activated Sage 300 ERP Transaction Analysis and Optional Field Creator.

Accounts Payable optional fields let you customize your Accounts Payable system by letting you store an unlimited amount of additional information with vendor records and transaction details.

[About Accounts Payable Optional Fields](#)

[Adding or Modifying an Optional Field](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Optional Fields](#) > About Accounts Payable Optional Fields

About Accounts Payable Optional Fields

Note: Optional fields are available if you use Sage Transaction Analysis and Optional Field Creator.

You can customize your Accounts Payable system by using optional fields to store additional information that you want to keep with vendor records and transaction details.

Optional fields also provide an additional means of analyzing vendors and transactions in Accounts Payable. You can include optional field information when you print lists of vendors, vendor groups, remit-to locations, and recurring payables. In addition, you can select aging reports and reports of vendor transactions by optional fields.

If you use exactly the same optional fields in Accounts Payable and General Ledger, General Ledger will retain the optional field information sent with transactions that you generate in Accounts Payable.

You can use an unlimited number of optional fields in Accounts Payable. However, you must first define optional fields for your Sage 300 ERP system using the Optional Fields screen in Common Services. For more information about setting up optional fields in Common Services, see the System Manager help.

Once you have set up optional fields for your Sage 300 ERP system, you use the A/P Options screen in the A/P Setup folder to define optional fields for use with the following Accounts Payable records and transactions:

- Vendors and vendor groups
- Remit-to locations
- Invoices (including interest and recurring payable invoices)
- Invoice details
- Adjustments
- Payments
- Revaluation

You can then assign the optional fields to particular setup records (vendor, vendor group, remit-to location, and recurring payable records) in Accounts Payable.

You can also assign optional fields that you set up for use in transaction entry screens to particular transactions (adjustments, invoices, payments) and invoice details.

Note: The Recurring Payables setup screen uses the same optional fields you assign to Invoice Entry.

Validating Optional Field Entries

Optional fields may use validation, which limits the values that can be entered in the fields:

- If the optional field is validated, you must specify a value that is defined for the optional field in Common Services.

Note: If the optional field allows blanks, you can leave the value field blank.

- If the optional field is not validated, you can enter any value that is consistent with the type of field (such as yes/no, text, number, date, or amount), providing the value you enter does not exceed the length permitted for the field. You can also leave the field blank.

 [Related Topics](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Optional Fields](#) > Adding or Modifying an Optional Field

Adding or Modifying an Optional Field

Note: Optional fields are available if you use Sage Transaction Analysis and Optional Field Creator.


Optional Fields let you store custom information with records and transactions. You can define an unlimited number of optional fields for each type of Accounts Payable record or transaction, providing the optional fields are set up in Common Services for use in your system.

You can change the default value and Auto Insert status for an optional field at any time. If the field is validated, you must select a value that is defined for the optional field in Common Services.

Any change you make to an optional field affects only records or transactions added after you make the change.

► Before you start

To set up an optional field for use in Accounts Payable:

1. Open **Accounts Payable > A/P Setup > Optional Fields**.
2. In the **Optional Fields For** field, select the type of record or transaction for which you are defining the optional field. [More...](#)
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 you select.

Note: If you want to retain Accounts Payable optional field information 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.

4. If you want to specify a default value for the optional field:
 - a. Double-click in the **Value Set** column to set the field to “Yes” for a selected optional field.

- b. In the **Default Value** field, enter or select the value that the program will display as the default for the optional field. [More...](#)

When you specify a value from Common Services, the program displays the description for the value.

5. To indicate that the optional field must be used in the records and transactions for which it is created, double click the **Required** field.

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. To display the optional field and its default value when you set up new records or enter transactions on the screen for which you are defining the optional field, select **Yes** in the **Auto Insert** field.

7. Click the **Settings** button, if it is available, to specify additional settings for the optional field.

A separate screen appears, listing all the groups of accounts that are affected when you post transactions of the type for which you are defining the optional field. Use the screen to specify:

- The account groups for which values pass to General Ledger when you post transactions that include the optional field.
- Whether Accounts Payable passes optional field information for job related transactions to Project and Job Costing, if you use Sage 300 ERP Project and Job Costing.

Note: If the optional fields in the posted transactions match the optional fields defined for billings in Project and Job Costing, the optional field information is sent to that program.

8. Click **Add** (or **Save**).

To edit an optional field:

1. Open **Accounts Payable > A/P Setup > Optional Fields**.
2. In the **Optional Fields For** field, select the type of record or transaction for which you are defining the optional field.

3. Make the changes you need on the table.
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. In the **Optional Fields For** field, select the type of record or transaction for which you want to delete an optional field.
3. On the table, select (highlight) the optional field that you want to remove.
4. Click the **Delete** button, or press the **Delete** key on your keyboard.
If a message appears asking you to confirm the deletion, click **Yes**.

• [After adding, editing, or deleting optional fields](#)

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > Payment Codes

Payment Codes

You can enter all types of payments in Accounts Payable, including cash, checks, credit cards, and the other ways that you pay vendors, or that vendors refund payments to you. Accounts Payable uses the payment code you enter during payment entry to add information automatically about the type of payment.

Your Accounts Payable system must contain at least one payment code before you can add payment transactions.

[About Payment Codes](#)

[Adding or Modifying a Payment Code](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Payment Codes](#) > About Payment Codes

About Payment Codes

You can enter all types of payments in Accounts Payable, including cash, checks, credit cards, and the other ways you pay your vendors.

You use the A/P Payment Codes screen to create codes that identify each type of payment you make. During payment entry, you simply enter the code, and Accounts Payable adds the information about the type of payment.

Tip: Consider batching payments by payment code.

 [Related Topics](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Payment Codes](#) > Adding or Modifying a Payment Code

Adding or Modifying a Payment Code

◆ Before you start

To add a payment code:

1. Open **Accounts Payable > A/P Setup > Payment Codes**.
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 payment 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, editing, or deleting payment codes

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > Payment Selection Codes

Payment Selection Codes

When you create an automatic payment batch with Accounts Payable, you specify a payment selection code for the batch, which contains criteria for selecting vendors and invoices to pay.

[About Payment Selection Codes](#)

[Adding Payment Selection Codes](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Payment Selection Codes](#) > About Payment Selection Codes

About Payment Selection Codes

When you create an automatic payment batch with Accounts Payable, you specify a payment selection code for the batch, which contains criteria for selecting vendors and invoices to pay.

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).

You create payment selection codes using the Payment Selection Codes screen.

You cannot use the Create Payment Batch screen 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 screen. 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.

 [Related Topics](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Payment Selection Codes](#) > Adding Payment Selection Codes

Adding Payment Selection Codes

You must create at least one payment selection code if you want Accounts Payable to generate payments for invoices automatically.

Note: You do not have to create payment selection codes if you intend to enter all your payments individually to a batch using the Payment Entry screen.

◆ Before you start

To add payment selection codes:

1. Open **Accounts Payable > A/P Setup > Payment Selection Codes**.
2. In the **Selection Code** field, enter or select a code to identify the payment selection criteria (such as “ALL” if you are defining only one).
3. In the next field, type a description for the code.
4. Complete the Select tab as follows:
 - **Pay From Bank.** Select the bank on which you are writing the checks.
 - **Select Vendors With This Bank Code Only.** This option restricts the payment selection to vendors that specify this bank in their vendor records.
 - If you have a multicurrency ledger, you also select the bank currency and the vendor currency.

All checks in a batch must be:

- Drawn on the same bank.
- In the same check currency.
- For vendors with the same source currency.
- **Bank Currency.** This is the check currency. You can only use one

in a batch.

- **Rate Type (Bank).** If the bank currency is different from your functional currency, you can enter or select the exchange rate type you want to use. (You can override this rate when you create a payment batch.)
- **Vendor Currency.** All the vendors must use the same source currency. However, you do not have to specify the currency in the selection criteria record; you can select it when you generate payments.
- **Rate Type (Vendor).** If the vendor currency is different from your functional currency, you can enter or select the exchange rate type for converting vendor currency to functional currency.
- **Apply Method.** Specify how to apply partial payments to invoices that use different contracts, projects, and categories. [More...](#)

Note: The apply method affects only job-related invoices for which the applied amount is less than the current balance.

5. Fill in the Criteria tab as follows:

- **Select Documents By.** Specify how to select documents for payment. [More...](#)
- **Pay All Selected Documents / Only Forced Documents.** Specify whether to pay all documents in the selection, or only transactions that have a Forced status. (You use the Control Payments screen to place invoices on hold or force their payment.)
- **Vendor Selection Range.** Specify the range of vendor groups, vendor numbers, account sets, vendor (check) amounts, payment codes, and (if you use optional fields) a vendor optional field from which you want to choose documents for payment.

Specifying a range of vendor amounts lets you maintain different procedures for smaller checks.

Note: You can select a vendor optional field only if you use Sage Transaction Analysis and Optional Field Creator and you have defined optional fields for vendors. If you specify an optional field,

additional fields appear, letting you specify a range of values for the field. If you do not want to use an optional field as a criterion, accept **None**, the default setting for this field.

6. On the Exclusion tab, list any vendors that you want to exclude from the payment run.
7. If you use Sage Transaction Analysis and Optional Field Creator and you want to assign optional fields to this payment selection code, click the Optional Fields tab.

Any optional fields set up for automatic insertion on payments appear on the table, along with their default values.

You can accept, change, or delete these entries. You can also add any other optional fields that are defined for payments.

Note: If you delete an automatically inserted optional field, the program reinserts the optional field with its default value when you create a batch using the payment selection code.

8. When ready, click the **Add** button.
9. Repeat the preceding steps for each payment selection code you want to add.

► [After adding payment selection codes](#)

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > Terms

Terms

You use the *A/P Terms* screen to define all the terms Accounts Payable uses to determine invoice due dates, set the rates and eligibility periods of discounts for early payment, and calculate discount bases.

You assign a terms code to each vendor record to set the default terms that appear when you enter invoices for the vendor.

You must define at least one set of terms before you can add vendor records.

[About Terms Codes](#)

[Adding or Modifying a Terms Code](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Terms Codes](#) > About Terms Codes

About Terms Codes

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

For each terms code you:

- 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.

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.

When you enter invoices for a multiple payment schedule, Accounts Payable automatically calculates the schedule, but you can change schedule amounts or due dates for each invoice. For example, you can specify that the first payment is not due for a year from the invoice date.

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, 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.

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.

 [Related Topics](#)

[Home](#) > [Setting Up Accounts Payable](#) > [Setting Up and Maintaining Processing Records](#) > [Terms Codes](#) > Adding or Modifying a Terms Code

Adding or Modifying a Terms Code

You use the A/P Terms screen to set up codes for your vendors' payment terms.

You assign a terms code to each vendor record to set the default terms that appear when you enter transactions for the vendor. However, you can specify different terms during transaction entry.

Changes you make to terms codes have no effect on existing, unposted documents that use the codes. You must edit invoice batches to register changes such as new discount percentages and dates.

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

◆ Before you start

To add a terms record:

1. Open **Accounts Payable > A/P Setup > Terms**.
2. In the **Terms Code** field, enter the identifying code.
3. Press the **Tab** key, and then type a description for the terms code.
4. 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. [More...](#)
5. 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.
6. In the **Due Date Type** field, select the method by which you calculate invoice due dates. [More...](#)
7. 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. [More...](#)
8. Click **Add**.

To edit a terms code:

1. Open **Accounts Payable > A/P Setup > Terms**.
2. Use the Finder or the navigation buttons for the **Terms Code** field to select the terms code you want to change, or type the code in the field.
3. Make your changes.
4. Click **Save**.

To delete a terms code:

1. Open **Accounts Payable > A/P Setup > Terms**.
2. Use the Finder or the navigation buttons for the **Terms Code** field to select the terms code you want to delete, or type the code in the field.
3. Click **Delete**.

If a message appears asking you to confirm the deletion, click **Yes**.

🔗 [After adding, editing, or deleting terms codes](#)

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > Customizable Formats for Printed Accounts Payabl
Forms

Customizable Formats for Printed Accounts Payable Forms

Accounts Payable includes sample checks and payment advices, letters, labels, and 1099/1096 and T5018 (CPRS) reports. You may be able to use these sample formats "as is," or adapt them to print on the forms you use.

Before entering or processing transactions, you should set up and test the formats you want to use for printing these forms.

You use Crystal Reports to design or edit formats for printing Accounts Payable reports and forms. (Crystal Reports is available separately.)

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

Forms Included with Accounts Payable

File Name	Description
AP1099	Sample 1099 format for laser printers. Only standard 1099-MISC codes are printed on the stock report. Important! This format was valid at the time this program was released. If the form changes, you can update the report format using Crystal Reports.
AP1096	Sample 1096 format for laser printers. Important! This format was valid at the time this program was released. If the form changes, you can update the report format using Crystal Reports.
APCHECK	Advice-only form for laser printers.
APCHK01	Advice-check-advice form for laser printers.

APCHK01A	<p>Similar to APCHK01. The check portion is ANSI-compliant.</p> <p>For more information, see About Clearing Checks Electronically.</p>
APCHK02	Advice and check.
APCHK03	Check-advice-advice.
APCHK11	Check-advice-advice for 11-inch check forms.
APCHK11A	<p>Similar to APCHK11. The check portion is ANSI-compliant.</p> <p>For more information, see About Clearing Checks Electronically.</p>
APCHK14	Check-advice-check-advice for 14-inch forms.
APCPRS	<p>Sample T5018 (CPRS) format for laser printers.</p> <p>Important! This format was valid at the time this program was released. If the form changes, you can update the report format using Crystal Reports.</p>
APLBL01	Sample labels, approximately 6.5 cm by 2.5 cm, which are designed to fit a tab of 30 labels arranged in 3 columns
APLETT01	Sample letter.

Modifying Reports

For information about how to customize forms, see the online document [Customizing Printed Forms with SAP Crystal](#).

 [Related Topics](#)

Home > [Setting Up Accounts Payable](#) > [Customizable Formats for Accounts Payable Forms](#)
About Clearing Checks Electronically

About Clearing Checks Electronically

The American National Standards Institute standard facilitates the conversion of checks to electronic images so that they can be cleared electronically. You can print ANSI-compliant refund checks for the US and Canada.

The ANSI format has a slightly different layout from other printed forms, as follows:

- The date is printed in one of the formats DDMMYYYY, MMDDYYYY, YYYYMMDD, depending on your windows setup.
- The currency code and currency symbol (for example, \$) is printed before the check amount, depending on the currency setup in Common Services.
- The text version of the amount prints "Dollars."

 [Related Topics](#)

Setting Up and Maintaining Vendor Records

After setting up processing records, such as the account sets, terms codes, payment codes, and distribution codes that you assign to vendor records, you can add vendor records to Accounts Payable.

Use the screens in the *A/R Vendors* folder to add the following types of records for vendors:

- Vendor groups
- Vendors
- Remit-to locations
- Recurring payables

[Vendor Groups](#)

[Vendors](#)

[Remit-To Locations](#)

[Recurring Payables](#)

[Inquiring on Vendors](#)

[About Entering Current and Historical Transactions](#)

Vendor Groups

You use vendor groups to classify your vendor records into groups that share similar characteristics, such as geographical location.

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

[About Setting Up Vendor Groups](#)

[Adding, Modifying, or Deleting a Vendor Group](#)

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About Vendor Groups

You use vendor groups to classify your vendor records into groups that share similar characteristics. You define vendor groups adding vendor records.

Vendor groups 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 criteria.)
- Select vendors on reports. (Vendor transactions, aged payables, aged cash requirements, letters, and labels can all be printed for a range of vendor groups.)

About Setting Up Vendor Groups

You must define at least one vendor group, and you may define multiple vendor groups.

You use the Vendor Groups screen 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 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.
- Specify a default code for the distribution method. For example, if you select G/L Account, you must specify the default general ledger account to which you want to distribute amounts.
- If you have a multicurrency ledger, specify the default rate type for vendors in the group.
- 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.)

 [Related Topics](#)

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About Editing Vendor Groups

You can change most of the information in a vendor group record, with the following restrictions:

- You cannot change the vendor group code.
- In a multicurrency ledger, you cannot change the account set to one that uses a different currency.
- You can edit vendor group statistics only if the **Allow Edit Of Statistics** option is selected on the *A/P Options* screen. For more information, see [A/P Options Screen](#).

Most changes you make to a vendor group affect only the vendor records you add to the group after making the changes. The only exception is if you set the status of the group to Inactive. 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).

Tip: If you need to make the same change to a number of vendor groups, use Sage 300 ERP's macro facility. For more information, see the System Manager Help.

Optional Fields

If you use Sage 300 ERP Transaction Analysis and Optional Field Creator, you can use the Optional Fields screen to define vendor optional fields, marking for automatic insertion the ones you want to use as defaults when you add new vendor group records. For more information, see [A/P Optional Fields Screen](#).

 [Related Topics](#)

Home > [Setting Up and Maintaining Vendor Records](#) > [Vendor Groups](#) > Adding, Modifying,
Deleting a Vendor Group


Adding, Modifying, or Deleting a Vendor Group

You use the A/P Vendor Groups screen to add records for vendor groups to Accounts Payable. You must add at least one vendor group record before you can add vendor records.

You can change the information in a vendor group record at any time, with some restrictions. [More...](#)

Note: Most of the changes you make to a vendor group record have an effect only on new vendor records you create and add to the group, later.

To add a vendor group record:

1. Open **Accounts Payable > A/P Vendors > Vendor Groups**.
2. In the **Group Code** field, do one of the following:
 - To create a completely new vendor group record, click the New  button.
 - To create a vendor group record based on an existing vendor group record, enter the code for an existing vendor group, and then press [Tab](#).
3. In the **Group Code** field, enter a code for the new vendor group.
4. Complete the fields on the vendor group record.
5. Click **Add**.

To edit or view an existing vendor group record:

1. Open **Accounts Payable > A/P Vendors > Vendor Groups**.
2. In the **Group Code** field, specify the vendor group record you want to edit.
3. Make the changes you need in the record.
4. Click **Save**.

To delete a vendor group record:

1. Open **Accounts Payable > A/P Vendors > Vendor Groups**.
2. In the **Group Code** field, specify the vendor group record you want to delete.
3. Click **Delete**.
4. If a message appears asking you to confirm that you want to delete the record, click **Yes**.

▶ [After modifying a vendor group record](#)

 [Related Topics](#)

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Vendors

You must add vendor records before you can enter and process transactions in Accounts Payable.

[About Setting Up Vendor Records](#)

[Adding, Modifying, or Deleting a Vendor Record](#)

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About 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 *A/P Vendors* screen to enter most of your vendor information, including:

- The vendor number (the code you use to identify the account).
- Whether the account is on hold.
- An optional "short name," (an abbreviation or acronym that represents the vendor).
- 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 on the *A/P Options* screen for your vendor records, if you purchased the separate *Optional Fields* package from Sage 300 ERP.

Tip: If you have a large number of one-time vendors, you should add a "miscellaneous vendor" record, so you can process payments using *Create Payment Batch* and keep statistical data for this class of vendor. Make sure that you select the option *Generate Separate Payments For Each Invoice* for the miscellaneous vendor (on the *Processing* tab of the *Vendors* screen).

Vendor Numbers

For each vendor record, you assign a unique vendor number, using 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, we recommend that you 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 an established system for 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.

Processing Options

You 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 used 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 general ledger 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 separately 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.

- If you use multicurrency accounting, the rate type for converting source currencies to their functional-currency equivalents.

In addition to the information you can enter for each vendor in the

Vendors screen, Accounts Payable automatically adds the statistics it collects from all transactions posted to each vendor account

Note: If you select the **Allow Edit Of Statistics** option on the A/P Options screen, you can enter statistical figures when you are setting up a new Accounts Payable system, and revise them as needed.

You can define additional remit-to addresses on the A/P Remit-To Locations Screen. For more information, see [Adding, Modifying, or Deleting a Remit-to Location for a Vendor](#).

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 screen. For more information, see [About Recurring Payables](#).

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.

Example:

You have four vendors. When listed alphabetically, their names appear in this order:

- A. Craig & Son
- Bashaw Bulldozing
- Mr. Stephen Kershaw
- The Garden Restaurant

You can assign short names to these vendors to change the order in which they are listed:

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

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.

Inactive and On Hold Account Statuses

You can change the status of a vendor account to either of the following:

- **Inactive.** You can set a vendor record inactive prior to deleting it, to ensure that no further transactions are processed for the account.

Note: You cannot set a vendor record inactive if there are any unposted transactions for the vendor.

- **On Hold.** If you place a vendor account on hold, you cannot enter payments or prepayments for the vendor, or otherwise decrease the balance in the vendor account, using the Create Payment Batch screen. However, you can still create invoices for the vendor. You can also pay the vendor using the Payment Entry screen.

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 screen, 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 screens 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.

Vendor Statistics

Accounts Payable keeps period and activity statistics for vendors, and displays them in the Vendors screen. For more information, see [About Vendor and Vendor Group Statistics](#).

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

Vendor Optional Fields

If you use Transaction Analysis and Optional Fields Creator, you can assign optional fields to store additional information you want to keep with vendor records.

You use the Optional Fields tab in the vendor record to assign optional fields to particular vendors.

Optional fields that are marked for automatic insertion in vendor records appear on the tab, along with their default values. You can accept the optional fields that are displayed as defaults, or you can delete them.

You can also assign any additional optional fields that are defined in Accounts Payable for vendors and vendor groups. The program assigns default values to the optional fields, as follows:

- For optional fields that match those used by the vendor group, values from the vendor group record appear as defaults.
- If no default entry is specified for an optional field in the vendor group record, the program uses the value specified in the optional fields record.

You can accept or change the default entries. However, if the optional field is validated, you must use a value that is defined for the optional field in Common Services.

Retainage Options for Vendors

If you use retainage accounting in your Accounts Payable system, you should also specify default settings for each vendor, including the retainage percentage, retention period, and retainage terms.

When you add a new vendor, Accounts Payable displays on the Invoicing tab of the new vendor record the default retainage percentage, retention period, and retainage terms you specified on the A/P Options screen, but you can change these settings for individual vendors.

When you enter an invoice, credit note, or debit note for a vendor, Accounts Payable uses the settings from the vendor record as defaults.

Processing Vendor Comments

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

Tip: To view an entire comment on a separate screen (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 A/P Clear History screen to clear comments for the vendor number.

About Importing Vendor Records

You can import vendor records into Accounts Payable from non-Sage 300 ERP programs, instead of entering them in the Vendors screen. For more information, see [About Importing and Setup and Vendor Records](#)

 [Related Topics](#)

Home > [Setting Up and Maintaining Vendor Records](#) > [Vendors](#) > [About Setting Up Vendor Records](#) > About Vendor Comments

About Vendor Comments

On the *A/P Vendors* screen, you can enter comments in vendor records. You can add any number of comments to a vendor record. Each comment can be up to 2,500 characters long. You can also specify follow-up and expiration dates for each comment.

You can enter a comment directly on the comment table on the *Comment* tab, or you can double-click in the *Comment* column to open a separate screen that lets you see the entire comment 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 on the A/P Clear History screen, comments that have been kept past the expiration date are deleted, saving you from having to delete each comment individually from the vendor records.

Note: To specify the default number of days to keep comments, use the **Number of Days to Keep Comments** option on the Processing tab of the A/P Options screen.

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.

 [Related Topics](#)

Home > [Setting Up and Maintaining Vendor Records](#) > [Vendors](#) > [About Setting Up Vendor Records](#) > About Editing Vendor Records

About Editing Vendor Records

Use the Vendors screen to edit vendor records in Accounts Payable. You can change most of the information in a vendor record at any time, with the following 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 can select Inactive status for a vendor record only if the account has a zero balance and no outstanding transactions.
- 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.

Tip: If you need to keep more than one address for a vendor, use the Remit-To Locations screen to add any additional addresses you require.

Tip: If you need to make the same change to a number of vendor records, use Sage 300 ERP's macro facility. For more information, see the System Manager Help. For example, you can use a macro to change the default entries in optional fields.

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, be aware that the default choices for the new vendor group 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 on the A/P Options screen.

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.

Optional Fields

If you use Sage 300 ERP Transaction Analysis and Optional Field Creator, you can use the Optional Fields screen to define vendor optional fields, marking for automatic insertion the ones you want to use as defaults when you add new vendor records. For more information, see [A/P Optional Fields Screen](#).

 [Related Topics](#)

Home > [Setting Up and Maintaining Vendor Records](#) > [Vendors](#) > Adding, Modifying, or Deleting a Vendor Record

Adding, Modifying, or Deleting a Vendor


You use the *A/P Vendors* screen to add records for your vendors to Accounts Payable. You must add vendor records before you can enter and process transactions in Accounts Payable.

You can change the information in a vendor record at any time, with some restrictions. [More...](#)

We recommend that you do not change the vendor group or account set assigned to a vendor record to which you have posted transactions. [More...](#)

▶ Before you start

To add a vendor record:

1. Open **Accounts Payable > A/P Vendors > Vendors**.
2. In the **Vendor Number** field, do one of the following:
 - To create a completely new vendor record, click the New  button.
 - To create a vendor record based on an existing vendor record, enter the code for an existing vendor, and then press **Tab**.
3. In the **Vendor Number** field, enter a code for the new vendor.
4. Complete the fields on the vendor record.
5. Click **Add**.

To edit or view an existing vendor record:

1. Open **Accounts Payable > A/P Vendors > Vendors**.
2. In the **Vendor Number** field, specify the vendor record you want to edit.
3. Make the changes you need in the record.

Note:

If you change the vendor group:

- Defaults for the new vendor group will be applied to the vendor record.
 - Statistical comparisons between fiscal periods or between vendor groups will be invalidated (unless you update the vendor group statistics).
-

4. Click **Save**.

To delete a vendor record:

1. Open **Accounts Payable > A/P Vendors > Vendors**.
2. In the **Vendor Number** field, specify the vendor record you want to delete.
3. Click **Delete**.
4. If a message appears asking you to confirm that you want to delete the record, click **Yes**.

 [Related Topics](#)

Remit-To Locations

You use the A/P Remit-To Locations screen to add records for the addresses to which you send payments and other correspondence to vendors.

Then, you can use the remit-to location codes on Accounts Payable invoices, and, if you also use Sage 300 ERP Order Entry, on orders, shipments, and invoices you process in that program.

[About Remit-to Locations](#)

[Adding a remit-to location for a vendor](#)

[Looking up remit-to locations for a vendor](#)

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About Remit-to Locations

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 screen 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 screen), 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.

Note: If you use the remit-to location, these entries override the optional field entries from the vendor record.

Specifying Remit-To Locations

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

Customizing Remit-To Address Information

If you use optional fields, you can use the Optional Fields screen to add extra fields to the Optional Fields tab of the Remit-To Locations screen. For more information, see [A/P Optional Fields Screen](#).

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.

 [Related Topics](#)

Home > [Setting Up and Maintaining Vendor Records](#) > [Remit-To Locations](#) > Adding a remit location for a vendor

Adding, Modifying, or Deleting a Remit-to Location for a Vendor

You use the A/P Remit-To Locations screens to add remit-to location records for your vendors to Accounts Payable.

You can change the information in a remit-to location record at any time, with some restrictions. [More...](#)

◆ Before you start

To add a remit-to location:

1. Open **Accounts Payable > A/P Vendors > Remit-To Locations**.
2. In the **Vendor No.** field, enter the vendor number.
Remit-to locations for the specified vendor are displayed in the table.
3. Click **New**.
A screen appears allowing you to specify information for the new remit-to location.
4. In the **Remit-To Location** field, enter a unique code to identify the remit-to location. Also, in the field to the right, enter a description of the remit-to location.
5. Fill out the fields on each tab.
6. Click **Add**.

To edit an existing remit-to location:

1. Open **Accounts Payable > A/P Vendors > Remit-To Locations**.
2. In the **Vendor No.** field, enter the vendor number.
Remit-to locations for the specified vendor are displayed in the table.
3. Select a remit-to location in the table, and then click **Open**.
A screen appears allowing you to edit information for the specified remit-to location.

Tip: You can also edit other remit-to locations on this screen. To do so, enter the code for another remit-to location in the **Remit-To Location** field.

4. Make your changes.

Notes:

- If you make a remit-to location inactive:
 - You can no longer use it when adding an invoice.
 - Ensure that the **Primary Remit-To** option is not selected.
 - You cannot make a remit-to location inactive if it is used on any unposted documents.
-

5. Click **Save**.

To delete a remit-to location:

1. Open **Accounts Payable > A/P Vendors > Remit-To Locations**.
2. In the **Vendor No.** field, enter the vendor number.

Remit-to locations for the specified vendor are displayed in the table.

3. Select a remit-to location in the table, and then click **Delete**.
-

Note: You cannot delete a remit-to location if it is used on any unposted documents.

4. If a message appears asking you to confirm the deletion, click **Yes**.

► [After adding or modifying a remit-to location](#)

 [Related Topics](#)

Home > [Setting Up and Maintaining Vendor Records](#) > [Remit-To Locations](#) > Looking up remit to locations for a vendor

Looking Up Remit-to Locations for a Vendor

You can use the *A/P Remit-To Locations* screen to view the remit-to locations that are defined for a vendor.

To view remit-to locations for a vendor:

1. Open **Accounts Payable > A/P Vendors > Remit-To Locations**.
2. In the **Vendor No.** field, enter the vendor number.

Remit-to locations for the specified vendor are displayed in the table.

 [Related Topics](#)

Recurring Payables

Use the A/P Recurring Payables setup screen to create templates for standard invoices you receive from your vendors at regular intervals, such as charges for monthly rent.

Then, you can process the recurring payables periodically, using the A/P Create Recurring Payable Batch screen, or, if you attached schedules that use reminders you can process the payables directly from the Reminder List.

[About Recurring Payables](#)

[Setting Up a Recurring Payable for a Vendor](#)

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About Recurring Payables

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 Payables screen.

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 screen 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.

Specifying When to Invoice Recurring Payables

You can set up a recurring payable to be processed indefinitely, or you can specify a limit for the payable. You can 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.

Note: Once you generate an invoice, you can change the due date, discount percentage, and period on the Invoice Entry screen. For more information, see [A/P Invoice Entry Screen](#).

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 or not taxes are calculated automatically.

 [Related Topics](#)


Home > [Setting Up and Maintaining Vendor Records](#) > [Recurring Payables](#) > Setting Up a Recurring Payable for a Vendor

Setting Up a Recurring Payable for a Vendor

You can set up recurring payable records for recurring payments you make to a vendor.

◆ Before you start

To create a recurring payable:

1. Open **Accounts Payable > A/P Vendors > Recurring Payables**.
2. Click the New  button beside the **Recurring Payable Code** field, and then enter the recurring payable code you want to use with the new payable.

Note: You can use the same recurring payable code for different vendors.

3. Enter a description for the recurring payable.
4. In the **Vendor Number** field, enter the number of the vendor you will pay periodically using this recurring payable.
5. On the **Invoice** tab, enter:
 - a. A start date for the payable.
 - b. An expiration type and related information for the expiration type you specify.
 - c. Header information for the document.
6. On the **Detail** tab, enter details for the recurring payable, as you would for an invoice. [More...](#)
7. Check or change tax information for the document on the **Tax/Totals** tab.
8. Click **Add** (or **Save**, if you are updating an existing recurring payable record).

◆ After creating a recurring payable

 [Related Topics](#)

Inquiring on Vendors

Use the A/P Vendor Activity screen to view the following information for a selected vendor:

- Activity statistics.
- Aging information.
- Document history, including payments and exchange gains and losses for a selected document.
- Payment history.

Use the A/P 1099/CPRS Inquiry screen to look up the history of 1099/CPRS payments made to vendors that are subject to 1099/CPRS reporting.

Tip: You can also use 1099/CPRS Inquiry screen to add, modify or delete 1099 or CPR amounts (if your Accounts Payable systems allows editing of these amounts).

[About Vendor and Vendor Group Statistics](#)

[Looking Up Account Activity for a Vendor](#)

[Looking Up Vendor Payment Information](#)

[Looking Up 1099 or CPRS Vendor Amounts](#)

[Adding, Modifying, or Deleting a 1099 or CPRS Vendor Amount](#)

Home > [Setting Up and Maintaining Vendor Records](#) > [Inquiring on Vendors](#) > About Vendor and Vendor Group Statistics

About Vendor and Vendor Group Statistics

Statistics are automatically accumulated for vendors and vendor groups, and automatically updated when you post invoice batches.

Period Statistics

For each vendor and vendor group, Accounts Payable stores the total amount and number of:

- Invoices.
- Payments.
- Discounts taken.
- Discounts lost.
- Credit notes.
- Debit notes.
- Adjustments.
- Total paid invoices.

Period statistics are reported by the period specified on the A/P Options screen, for as long as you keep transaction details.

Statistics are accumulated into the year and period derived from the document date. Even if you change the year and period to which you post the transaction, the statistics will still go to the period specified by the full document date.

Use the Vendors and Vendor Groups screens to enter, edit, and review statistics. For more information, see [A/P Vendors Screen](#) and [A/P Vendor Groups Screen](#).

Activity Statistics

Activity statistics kept for each vendor include the current outstanding balance, year-to-date amounts, amount and date of the vendor's highest balance and largest invoice in the current and previous years, as well as the amount and date of the last invoice, payment, credit note, debit note, adjustment, and discount posted to the account.

Each vendor record also shows the total amount of the invoices paid in the current year, the number of checks, the average payment, and the total and average number of days it took to pay the invoices. Activity statistics for the previous year are cleared at year end.

No activity statistics are kept for vendor groups.

Options for Keeping Statistics

On the A/P Options screen, you can set the following options for vendor and vendor group statistics:

- **Allow Edit Of Statistics.** Specify whether or not statistics can be manually edited.
- **Include Tax In Statistics.** Specify whether or not to include tax amounts in statistical totals.
- **Accumulate By.** Specify whether to accumulate statistics by calendar year or fiscal year.
- **Period Type.** Specify the length of period by which to accumulate and report statistics.

For more information about these options, see [A/P Options Screen](#).

Changing the Method of Reporting Statistics

If you change the type of year and period (by which Accounts Payable reports all three types of statistics), such changes will distort the figures in past periods.

For example, if you update statistics quarterly for nine months, then change to monthly updating, the totals for the first three quarters become the totals for the first three months. The result is overstated totals in each of the first three months, and zeros in the following six months.

If you need to change the type of year or period by which Accounts Payable reports statistics, you should either do so after running Year End, or edit the statistics for the earlier periods in the year to correct distortions.

 [Related Topics](#)

Home > [Setting Up and Maintaining Vendor Records](#) > [Inquiring on Vendors](#) > Looking Up Account Activity for a Vendor

Looking Up Vendor Activity

On the A/P Vendor Activity screen, you can look up information about account activity for vendors, including:


- Summary account information.
- Specific payments or transaction documents.

To look up information about vendor activity:

1. Open **Accounts Payable > A/P Vendors > Vendor Activity**.
2. In the **Vendor No.** field, specify a vendor number.

On the **Activity** tab, summary account information is displayed for the specified vendor, including the effects of the most recently posted transactions.

Note: If you use multicurrency accounting, you can specify in the **Amounts In** field whether to display amounts in the vendor currency or the functional currency.

3. Look up payments or transactions:
 - a. On the **Payments** tab or the **Transactions** tab, specify search criteria.
 - b. Click the Go  button or press **F7**.

Payments or transaction documents matching the specified criteria are displayed for the specified vendor.

 [Related Topics](#)

Home > [Setting Up and Maintaining Vendor Records](#) > [Inquiring on Vendors](#) > Looking Up Vendor Payment Information

Looking Up Vendor Payment Information

You use the A/P Payment Inquiry screen to look up payments.

To look up payments:

1. Open **Accounts Payable > A/P Transactions > Payment Inquiry**.

The A/P Payment Inquiry screen displays all payments as the default list.

2. Select criteria to limit the list of payments:

- A range of bank codes to list payments that were processed using one of the bank codes that fall within the given range.
- A range of vendor numbers to view payments only for the vendors in the specified range.

Note: To include miscellaneous payments you must use blanks in the vendor number range.

- A Payment status to include only payments that are outstanding, cleared, or returned, or you can display all payments that meet the other specified criteria.
- A transaction type to include only Prepayment or Payment transaction types, or you can display all payments that meet the other specified criteria.
- A range of payment dates to include only payments that were posted within the specified date range.
- A range of years and periods to include only payments that were posted within the specified year and period range.
- A range of payment numbers to limit the list to the specified range of payment numbers.

3. Click the Go  button.

Payments that meet the specified criteria are displayed.

Notes:

- To view a payment in the Payment Entry screen, select the payment on the list, and then click **Document**.
 - 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 screen, select the payment, and then click **Open**.
 - To print the Payment Inquiry report, click **Print**.
-

 [Related Topics](#)

Home > [Setting Up and Maintaining Vendor Records](#) > [Inquiring on Vendors](#) > Looking Up 1
or CPRS Vendor Amounts

Looking Up 1099 or CPRS Vendor Amounts

You use the A/P 1099/CPRS Inquiry screen to look up 1099 or CPRS amounts.

To look up 1099 or CPRS amounts stored in your Accounts Payable system:

1. Open **Accounts Payable > A/P Vendors > 1099/CPRS Inquiry**.
2. Specify search criteria.
3. Click the Go  button.

Amounts matching the specified criteria are displayed for each month of the year, including the last payment date in each month, the number of payments, and the total amount paid.

 [After looking up 1099/CPRS amounts](#)

 [Related Topics](#)

Home > [Setting Up and Maintaining Vendor Records](#) > [Inquiring on Vendors](#) > Adding, Modifying, or Deleting a 1099 or CPRS Vendor Amount

Adding, Modifying, or Deleting a 1099 or CPRS Vendor Amount

You use the A/P 1099/CPRS Inquiry screen to look up 1099 or CPRS amounts. You can also use this screen to:

- Add new amounts.
- Change or delete amounts you look up.

▶ Before you start

To add, edit, or delete a 1099 or CPRS amount for a vendor:

1. Open **Accounts Payable > A/P Vendors > 1099/CPRS Inquiry**.
2. Specify search criteria.
3. Click the Go  button.

Amounts matching the specified criteria are displayed for each month of the year, including the last payment date in each month, the number of payments, and the total amount paid.

4. Do one of the following:
 - To add an amount, click the first blank line on the table or press **Insert**, and then enter information in the field in the line.
 - To change an amount, double-click the **Amount** field, and then enter the correct 1099 or CPRS amount.
 - To delete an amount, select the line for the amount, and then press **Delete**.

 [Related Topics](#)

Home > [Setting Up and Maintaining Vendor Records](#) > About Entering Current and Historical Transactions

About 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.

To properly set up your Accounts Payable system, you must enter and post the current-year opening balances in your vendor accounts. If you set up partway through a fiscal year, you must also enter and post figures for the current year, up to the present date, and all outstanding transactions. If you want to display and print reports of previous-year data, you must enter those figures during setup as well.

Note: You should delete all general ledger batches created from posting historical transactions. If you post these to your general ledger, you will be duplicating posted transactions.

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 screen, 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.

You can use any of the following method to add current-year transactions:

- Enter data directly in Accounts Payable.
- Import data, 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.

Entering Statistics for Previous Years

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 screens.

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

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
- Paid invoices

You can also enter the:

- Amount and date of the high and low balance for the current year and previous year
- Largest invoice for the current year and previous year
- Amount and date of the last:
 - Invoice
 - Payment
 - Credit note
 - Debit note
 - Adjustment
 - 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 screens, 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 figures are updated automatically each time you post transactions.

 [Related Topics](#)

Entering and Posting Accounts Payable Transactions

Use Accounts Payable transaction entry screens to record, edit, post, and inquire on the following types of transactions:

- Invoices, debit notes, credit notes
- Payments
- Adjustments

[About Batch Processing in Accounts Payable](#)

[Invoices, Debit Notes, and Credit Notes](#)

[Payments](#)

[Adjustments](#)

About Batch Processing in Accounts Payable

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.

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

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

- [About Creating Accounts Payable Batches](#)
- [Journal Entries Generated by Accounts Payable](#)
- [About Listing Batches](#)
- [About Posting Batches](#)
- [About Printing Posting Journals and the G/L Transactions Report](#)
- [About Tracking Batches](#)

About Batch Types

There are three types of transaction batches in Accounts Payable:

Invoice batches. Invoice batches contain invoices, debit notes, credit notes, and interest invoices. In multicurrency ledgers, each invoice batch can contain documents in different currencies.

Payment batches. Payment batches contain payments, prepayments, miscellaneous payments, and transactions that apply previously posted payments and credit notes to documents in vendor accounts. You can also enter adjustments to specific documents in payment batches if you use the Allow Adjustments In Payment Batch option.

In multicurrency ledgers, all payments in a single payment batch must be in the same currency, and the currency must be accepted by the bank code assigned to the batch.

Adjustment batches. Adjustment batches contain corrections to posted transactions. In multicurrency ledgers, a single adjustment batch can contain transactions in different currencies.

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).

Number of Open Batches Permitted at One Time

You can have an almost unlimited number of batches open at once, depending on available disk space. The ability to use several open batches means you can group transactions by data entry person, currency, date, location, or any other criteria you find useful.

System-Generated Payment Batches

You can have only one open payment batch that has been created using the A/P Create Payment Batch screen, although you can have other payment batches that you imported or created with the Payment Entry screen.

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.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [About Batch Processing in Accounts Payable](#)
About Creating Accounts Payable Batches

About Creating Accounts Payable Batches

You use the A/P Invoice Entry screen, the A/P Payment Entry screen, and the A/P Adjustment Entry screen to create batches and enter transactions directly into them.

In addition, Accounts Payable automatically creates batches when you:

- Use the Create Payment Batch screen to create a batch of payment transactions for currently due invoices.

Note: You must create at least one payment selection code before you can use the Create Payment Batch screen to create a payment batch.

- Post transactions that contain errors. Accounts Payable posts error-free transactions only, and creates a new batch that contains all the transactions it could not post.
- Use the Create G/L Batch screen 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 programs 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.

[Home](#) > [Entering and Posting Transactions](#) > [About Batch Processing in Accounts Payable](#)
[About Creating Accounts Payable Batches](#) > [About Locked Fiscal Periods](#)

About Locked Fiscal Periods

In Sage 300 ERP, fiscal periods are locked separately for each transaction-oriented Sage 300 ERP program.

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 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, as follows:

- 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 check. (Otherwise, no warning or error appears.)

Important! 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 A/P Create G/L Batch screen (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.

Important! You should create and post General Ledger batches for outstanding Accounts Payable transactions before locking a period for General Ledger.

Home > [Entering and Posting Transactions](#) > [About Batch Processing in Accounts Payable](#)
[About Creating Accounts Payable Batches](#) > About Accounts Payable Batches Created by
Intercompany Transactions

About Accounts Payable Batches Created by Intercompany Transactions

If you use Intercompany Transactions (ICT), the Accounts Payable component in ICT lets you enter invoices, debit notes, credit notes, and interest charges for related companies.

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.

Note: For online help specifically about ICT features, you must open an ICT screen, and then press **F1** on your keyboard. You can do this only if you have installed ICT and activated it for an ICT company.

Home > [Entering and Posting Transactions](#) > [About Batch Processing in Accounts Payable](#)
About Editing and Deleting Batches and Transactions

About Editing and Deleting Batches and Transactions

You can edit transactions or delete open batches according to your selection for the following options:

- Allow Edit Of System Generated Batches.
- Allow Edit Of Imported Batches.
- Allow Edit of External Batches.

Note: System generated batches are payment batches created using the A/P Create Payment Batch screen.

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 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 on the A/P Options screen.

Editing Transactions

The status of a batch must be Open or Printed to edit the transactions. (Printed status 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.

Home > [Entering and Posting Transactions](#) > [About Batch Processing in Accounts Payable](#)
About Posting Batches

About Posting Batches

Posting accomplishes the following tasks:

- Updates vendor accounts with the transaction information entered in batches, and updates vendor and vendor group statistics.
- Updates 1099/CPRS information for vendors who are subject to 1099/CPRS reporting (with tax information from invoices and payment totals from payments).
- Creates general ledger transaction information for the G/L accounts affected by the transactions.

Posting creates G/L batches for the transactions if the Create G/L Transactions During Posting option is selected on the A/P Options screen. 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 for payments that settled invoice transactions. These transactions affect the General Ledger only.
- Updates bank services with payment amounts and check numbers, if you printed and posted checks.
- 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 A/P Options screen.
- If you create General Ledger transactions during posting, updates the sequence numbers for the General Ledger batches on the Integration tab of the Integration screen.
- Updates the status of each batch that was posted.

Preparing to Post Batches

You take the following steps to post batches:

1. Print listings of the batches you want to post.

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.

2. Select the **Ready To Post** option for each batch you want to post.

Posting Invoices and Adjustments

You can post invoices and adjustments in the following ways:

- Post individual batches from the Invoice Batch List screen or Adjustment Batch List screen.
- Post one or more batches in a range using the Post Batches screen. For more information, see [Post Batches Screen](#).

Posting Payment Batches and Printing Checks

You post payment batches using the Print/Post button on the Payment Batch List screen.

Print/Post is a two-stage process:

1. Accounts Payable prints any checks in the batch that have not been printed using the Payment Entry screen, and, if the print run was successful, posts the check information to Bank Services.
2. Once the check data has been posted to Bank Services (when you leave the Print Checks screen), 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 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 on the A/P Options screen. You can look up the current posting sequence numbers on the A/P Options screen 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 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.

Delete Imported Batch Source Files After Posting

When you import and post a batch, the original file you imported still exists in the program where you created it. Imported batches are deleted automatically 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.

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 (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 using the **Append** option when you create G/L transactions. 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.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [About Batch Processing in Accounts Payable](#)
About Tracking Batches

About Tracking Batches

To check on current batches, print their batch listings or print the A/P 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 print destination, or look up the batches using the A/P Invoice Batch List, A/P Payment Batch List, and A/P Adjustment Batch List screens.

Batch Statuses

Batches are categorized by:

- **Status.** Statuses include Open, Deleted, Ready To Post, Printed, Post In Progress, Posted, Check Creation In Progress (payment batches).
- **Type.** These are the methods by which the batches were entered in Accounts Payable, including 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 A/P Batch Status report if you select the option to clear deleted and posted batches on the A/P Clear History screen.

 [Related Topics](#)

[Home](#) > [Entering and Posting Transactions](#) > [About Batch Processing in Accounts Payable](#)
[About Tracking Batches](#) > [About Listing Batches](#)

About 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 the errors, then reprint and check the batch listing before posting 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 on the A/P Options screen. 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 on the batch entry screen.

To print listings for a range of batches, use the Batch Listings icon in the A/P Transaction Reports folder.

File the reports as part of your audit trail.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Working with Payment Batches](#) > Listing Payment Batches

Listing Payment Batches

You use the A/P Payment Batch List screen to work with payment batch listings.

To list batches:

1. Open **Accounts Payable > A/P Transactions > Payment Batch List**.
2. In the Batch Number field, enter the number of a payment batch.

Note: You cannot view a batch if you have cleared it using the **Clear Deleted And Posted Batches** option (on the A/P Clear History screen).

Tip: To limit the display to batches that are open or ready to post, clear the **Show Posted And Deleted Batches** option.

Note:

You can also print the following reports from the A/P Payment Batch List screen:

- **Batch Status.** To print this report, click **Print Batch Status** on the **File** menu.
 - **Posting Errors.** To print this report, double-click in the **Number Of Errors** column for the error batch.
 - **Posting Journal.** To print this report, click in the **Posting Sequence Number** column.
-

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [About Batch Processing in Accounts Payable](#)
[About Tracking Batches](#) > About Printing Posting Journals and the G/L Transactions Report

About Printing Posting Journals and the 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 period-end procedures. You are required to print these reports only once, before you close the year. (You cannot use the A/P Year End screen 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.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [About Batch Processing in Accounts Payable](#)
Journal Entries Generated by Accounts Payable

Journal Entries Generated by Accounts Payable

When you post transactions, journal entries are created in general ledger. The journal entries that are created vary depending on transaction type.

The following sections include information about the journal entries associated with Accounts Payable transactions:

- [Invoices](#)
- [Credit Notes](#)
- [Debit Notes](#)
- [Payments](#)
- [Prepayments](#)
- [Miscellaneous Payments](#)
- [Adjustments](#)
- [Exchange Gains and Losses](#)

Invoices

On the G/L Transactions report, invoices are assigned source code AP-IN; interest invoices 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.

Journal Entries for Invoices

G/L Account	Debit	Credit
Inventory (or Expense)	X	
Retainage Control		X
Payables Control		X

The entry for a retainage invoice is:

Journal Entries for Retainage Invoices

G/L Account	Debit	Credit
Retainage Control	X	
Payables Control		X

Credit Notes

Credit notes are assigned 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.

Journal Entries for Credit Notes

G/L Account	Debit	Credit
Payables Control	X	
Retainage Control	X	
Inventory (or Expense)		X

Debit Notes

Debit notes are assigned 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.

Journal Entries for Debit Notes

G/L Account	Debit	Credit
Inventory	X	
Retainage Control		X
Payables Control		X

Payments

Payments are assigned 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).

Journal Entries for Payments

G/L Account	Debit	Credit
Payables Control	X	
Bank		X
Payment Discounts		X

Prepayments

Prepayments are assigned 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.

Journal Entries for Prepayments

G/L Account	Debit	Credit
Prepayments	X	
Bank		X

Miscellaneous Payments

Miscellaneous Payments are assigned 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 screen and credit the Bank account for the payment batch.

Journal Entries for Miscellaneous Payments

G/L Account	Debit	Credit
Misc. Expense	X	
Bank		X

Adjustments

Adjustments are 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:

Journal Entries for Credit Notes

G/L Account	Debit	Credit
Inventory	X	
Payables Control		X

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

Exchange Gains and Losses

On the G/L Transactions report, exchange gains or losses are assigned source code AP-GL (for "gain/loss").

In a multicurrency system, exchange gains or losses result when you revalue or settle an invoice using an exchange rate that is different from the rate currently used by the invoice.

During Revaluation

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:

Journal Entries for Exchange Losses During Revaluation

G/L Account	Debit	Credit
Exchange (or Realized) loss	X	
Payables Control		X

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:

Journal Entries to Reverse Unrealized Loss

G/L Account	Debit	Credit
Payables Control	X	
Exchange (or Realized) loss		X

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.

Arising on Settlement

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:

Journal Entries Exchange Losses Arising on Settlement

G/L Account	Debit	Credit
Payables Control	X	
Exchange (or Realized) gain		X

Note: 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 do generate gains or losses if they are issued at a different rate.

 [Related Topics](#)

Invoices, Credit Notes, and Debit Notes

These topics describe how to:

- Create invoice batches.
- Enter vendor invoices, credit notes, and debit notes using the A/P Invoice Entry screen.
- Calculate tax.
- Edit exchange rate information.
- Assign multiple payment schedules to invoices.
- Enter prepayments with invoices.

[About Processing Invoices, Credit Notes, Debit Notes, and Interest](#)

[About Interest Invoices](#)

[About Distributing Invoice, Credit Note, and Debit Note Amounts](#)

[About Applying Credit Notes and Debit Notes](#)

[About Calculating Early Payment Discounts](#)

[About Calculating Tax](#)

[About Processing Advance Credits for the Return of Goods](#)

[About Entering Multicurrency Invoices, Credit Notes, and Debit Notes](#)

[About Entering Optional Fields on Invoices](#)

[Working with Invoice Batches](#)

[Entering an Invoice](#)

[Entering a Debit Note or a Credit Note](#)

Deleting a Document

Posting an Invoice Batch

Posting a Range of Batches

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > About Processing Invoices, Credit Notes, Debit Notes, and Interest

About Processing Invoices, Credit Notes, Debit Notes, and Interest

You can use the *A/P Invoice Entry* screen to create new batches for invoices, credit notes, debit notes, and interest charges.

You use the *A/P Invoice Entry* screen to add these documents to invoice batches. You can add all four document types to a single batch, or use separate batches for each type.

You can also add retainage invoices, retainage debit notes, and retainage credit notes manually, if you do not want to use the *A/P Create Retainage Batch* screen to generate these documents automatically.

Information Entered with Documents on the Invoice Entry Screen

For each invoice, debit note, credit note, or interest invoice you enter on the A/P Invoice screen, you 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.
- Tax information.
- Detail information to distribute the document and tax amounts to general ledger accounts.

With each document, you can also enter:

- Payment amounts, dates, and discount information for payment schedules (installment payments).
- Information in optional fields, if you use Sage 300 ERP Transaction Analysis and Optional Field Creator and you have set up optional fields for use with invoices.

Quick Mode

You can use Invoice Entry's Quick Mode setting to save time during data entry. When you use this setting, Accounts Payable copies selected fields from the previous transaction or detail to the new transaction or detail, so you do not have to re-enter them. For more information, see [Menu Commands](#).

Multicurrency Ledgers

If you use multicurrency accounting, the vendor's currency code and the exchange rate appear on the Document tab when you enter the vendor number. You enter all amounts in the vendor's currency, which you cannot change.

Tip: Batches in multicurrency ledgers can contain documents in more than one currency. However, you may want to group documents into separate batches by the vendor's source currency.

If the vendor does not use the functional currency, a Rates tab appears. You use the Rates tab to change the exchange rate, rate type, and rate date for an invoice, if necessary.

When you enter a credit note or debit note for a specific invoice, the original exchange rate used for the invoice appears on the Rates tab.

Note: 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.

Editing Unposted Invoices, Credit Notes, and Debit Notes

You can change or correct open invoice batches, including error batches created during posting.

If you want to edit batches that were created by other Sage 300 ERP programs or non-Sage 300 ERP programs, you must select the Allow Edit Of Imported Batches option on the A/P Options screen.

Job-related Invoices, Credit Notes, and Debit Notes

If you use Sage 300 ERP Project and Job Costing, you can enter invoices, debit notes, and credit notes that update projects in that program when you post the documents in Accounts Payable.

When you enter a job-related document, you must:

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

Note: Invoice details can either be job-related or not job-related—you cannot enter an invoice with both types of details.

When you post job-related invoices, Accounts Payable:

- Updates the project in Sage 300 ERP.
- Creates journal entries to update the Work-In-Progress and Payables Control accounts in General Ledger.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > Abo
Interest Invoices

About Interest Invoices

You enter an interest charge on the Invoice Entry screen just as you would a debit note, except that the program does not let you enter or distribute taxes.

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > About
Distributing Invoice, Credit Note, and Debit Note Amounts

About Distributing Invoice, Credit Note, and Debit Note Amounts

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 screen.

Including Tax in the Distribution Amount

If you select **Tax Included** for a tax authority and **Calculate** for the Tax Amount field on the Taxes tab, you distribute the invoice total—the details plus the tax that is included in the total on your vendor invoice.

If all the 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.

For instructions on distributing tax amounts, see the following topics:

- [Manually Entering and Distributing Tax Amounts](#)
- [Calculating Included Taxes Automatically](#)
- [Calculating Excluded Taxes Automatically](#)

Multicurrency Ledgers

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 screens 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 screen, but

you cannot change the vendor currency.

 [Related Topics](#)

[Home](#) > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [About Distributing Invoice, Credit Note, and Debit Note Amounts](#) > [About Billing Types](#)

About Billing Types

Billing types are used for job-related documents, where you manage the job using Sage 300 ERP Project and Job Costing.

The billing type indicates to Project and Job Costing whether to bill the cost of a distribution line to the customer. You can change the billing type for a distribution if the project is billable and uses an Item invoice type, depending on the project style and accounting method.

Note: Only time and materials projects and fixed price projects that use an Item invoice type in Project and Job Costing can use item invoices. You cannot change the billing type for cost plus projects or fixed price projects that use a Summary invoice type in Project and Job Costing.

If a project is no charge or non-billable (regardless of the project type, project style, or accounting method), the program sets the billing type consistent with the project, and you cannot change it.

On a basic project:

- For time and materials projects and for fixed price projects that use a billings and costs or accrual-basis accounting method and an item invoice type:
 - If both the specified project and category are billable, the detail is billable by default, but you can change the billing type.
 - If the project is billable, but the specified category is no charge or non-billable, the detail is also no charge or non-billable, consistent with the category, and you cannot change the billing type.
- For fixed price projects that use a summary invoice type and an accounting method of:
 - Project percentage complete or completed project, if the project is billable, the detail is also billable.:
 - Billings and costs or accrual-basis:

- If both the specified project and category are billable, the detail is billable.
- If the project is billable but the category is not, the detail is non-billable or no charge, consistent with the category, and you cannot change it.

On a standard project:

- For time and materials projects and for fixed price projects that use a billings and costs or accrual-basis accounting method and an item invoice type:
 - If both the project and the specified resource are billable, the detail is billable by default. You can change the billing type for the detail.
 - If the project is billable, but the specified resource is no charge or non-billable, the program sets the detail No Charge or Non-billable, consistent with the resource.
- For fixed price projects that use a summary invoice type and an accounting method of:
 - Project percentage complete or completed project, if the project is billable, the detail is also billable.
 - Billings and costs or accrual-basis:
 - If both the specified project and resource are billable, the detail is also billable. You cannot change the billing type.
 - If the project is billable but the specified resource is not, the detail is also non-billable or no charge (consistent with the resource), and you cannot change it.

For cost plus projects, the program sets the billing type, as follows:

- For cost plus projects that use a completed project, total cost percentage complete, labor hours percentage complete accounting method, if the project is billable, the detail is automatically billable.
- For cost plus projects that use a category percentage complete,

billings and costs, or accrual-basis accounting method:

- If both the project and category are billable, the detail is automatically billable.
- If the project is billable, but the specified category is no charge or non-billable, the detail is automatically no charge or non-billable, consistent with the category.

Note: The Billing Type field is always blank for cost plus projects, and you cannot change it.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > About Applying Credit Notes and Debit Notes

About Applying Credit Notes and Debit Notes

When you enter credit notes and debit notes using the A/P Invoice Entry screen, you can also specify the number of the document to which the note applies.

If the note applies to several invoices or is issued on account (for example, as a purchase volume rebate), you do not enter an invoice number here. You apply the credit note or "pay" the debit note later, using the A/P Payment Entry screen.

Note: Discounts are not applied to credit notes or debit notes.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > About
Calculating Early Payment Discounts

About Calculating Early Payment 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 includes multiple payments, Accounts Payable sets up a payment schedule 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 screen, or select **No** for the option on the detail-entry table.

You can change the discount date, discount base, amount, and discount rate at any time until you post the invoice.

Note: 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 A/P Payment Entry screen. 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.

Note: Discounts do not apply to credit notes and debit notes.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [About Calculating Early Payment Discounts](#) > About Assigning Multiple Payment Schedules to Invoices

About Assigning Multiple Payment Schedules to Invoices

To enter invoices that will be paid by a series of payments, you use a terms code that includes a multiple payment schedule. For example, the terms code might require six payments over a specified period to pay a single 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 appears on the Terms tab on the A/P Invoice Entry screen. You can change the payment schedule after you have distributed the invoice amounts.

You reference payments by payment number when you apply checks to multiple payment invoices. This feature makes it easy to track the payments for each invoice.

Note: You can include payment schedules on batch listings by selecting the **Show Schedules** option on the Batch Listing screen.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > Abo
Calculating Tax

About Calculating Tax

Account Payable gets all its tax rates and tax account information from Tax Services, which is part of Sage 300 ERP's Common Services.

Accounts Payable provides three methods for entering tax amounts and tax bases on invoices, credit notes, and debit notes:

- You can let the program calculate all taxes for you.
- You can enter all taxes manually for the document and its distribution lines.
- You can enter total tax amounts for the document, and then prorate and allocate the total amounts to distribution lines.

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.

Specifying a Tax Entry Method for a Document on the Invoice Entry Screen

You specify how taxes are calculated for a document on the Taxes tab of the Invoice Entry screen. In the **Tax Amount** and the **Tax Base** fields, you can select:

- **Enter.** If you select this method, you enter total tax amounts and/or tax bases on the Taxes tab manually, and enter tax amounts for each detail on the Detail Accounts/Taxes screen 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, on the Detail Accounts/Taxes screen.

Note: Clicking the **Calculate Taxes** button overrides all manually entered taxes—the total amounts on the Taxes tab as well as the detail taxes.

- **Distribute.** If you select this method, you enter the total tax amounts and/or tax bases on the Taxes tab manually, using the information from the invoice.

You use the **Distribute Taxes** button to allocate to invoice the total tax amounts you enter manually.

Note: You cannot edit taxes on the Detail Accounts/Taxes screen if you choose this method.

- **Calculate.** If you select this method, you let the program calculate and distribute taxes when you add the invoice or distribute the invoice amount.

The only way to change the amounts calculated for a document is by changing one of the following:

- The tax group
- The tax classes

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.

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.

Note: Accounts Payable automatically uses the default tax entry method specified on the Transactions tab on the A/P Options screen. You can change the method for individual invoices.

Tips:

If you want Accounts Payable to calculate all tax amounts for an invoice, select Calculate for the Tax Amount, Tax Base, and Tax Reporting options on the Taxes tab. You can change the tax calculations as follows:

- To change the vendor's tax class for the invoice, use the Taxes tab on the Invoice Entry screen.
- To change the tax group for the invoice, use the Taxes tab.
- To change the tax class for a detail, select the detail, and then click the Account/Tax button or press the **F9** key. Edit the detail tax class on the Detail Accounts/Taxes screen.
- Change the tax rates in Tax Services.

If you want to enter tax amounts manually:

- Select Enter for the Tax Amount and the Tax Base options on the Taxes tab on the Invoice Entry screen, and then enter tax amounts for each authority. You can then prorate and distribute the tax amounts to invoice details.
- Select Enter for the Tax Reporting option if you want to enter tax reporting information manually for the invoice and its details.

Accounts Payable does not calculate any tax for the invoice unless you

click the Calculate Taxes button on the Taxes tab.

Tax Groups and Tax Authorities

The tax group you select for an invoice determines which tax authorities appear on the Taxes tab and the tax class for each tax authority. The only way to change the list of tax authorities is by changing the tax group.

For an overview of tax groups, see [About Tax Groups](#).

Tax Classes

The tax class usually determines whether goods are taxable.

You can change the tax classes for each tax authority on the Taxes tab.

If you select Calculate as the tax entry method, you can also change the tax classes for individual distribution lines using the Detail Accounts/Taxes screen.

Tip: Whatever method you choose, you can always override manually entered amounts by clicking the **Calculate Taxes** button.

Tax Included Amounts

The Tax Included field on the Taxes tab determines whether distribution amounts are net of taxes or include taxes.

Note: You can change the Tax Included setting only if the tax authority permits it.

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 in Multicurrency Ledgers

In a multicurrency system, if you assign to the invoice a tax group that uses a different currency than the vendor, Tax Reporting fields appear. Tax reporting amounts are required in some jurisdictions, such as Singapore.

You can let Accounts Payable automatically calculate all taxes in source currency, functional currency, and the tax reporting currency.

You can also change the rate type, rate date, and exchange rate for the tax reporting currency, and let Accounts Payable calculate the Tax Reporting amounts for each authority.

Distributing Document Taxes

When Accounts Payable distributes tax amounts to invoice details, it:

- Checks the Taxes tab to see which taxes apply to the vendor and the tax entry method.
 - ***If Calculate is not selected***, Accounts Payable uses the tax amounts entered on the Taxes tab.
 - ***If Calculate is selected***, Accounts Payable 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 that 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 screens in the Tax Services folder.

- Removes any tax that is separately expensed from the tax distribution amount and assigns it to the tax expense account.

You specify whether taxes are expensed separately in Tax Services.

Tax Services performs the tax calculations when you click the **Distribute Taxes** button on the Taxes tab.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [About Calculating Tax](#) > About Tax Groups

About Tax Groups

Tax groups specify the authorities that tax the goods you purchase from vendors, and 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, as follows:

- On the A/P Invoice Entry screen, you change the settings on the Taxes tab.
- On the A/P Recurring Payables screen, you change the settings on the Tax/Totals tab.

If you are calculating tax automatically for a document, you can change the tax settings for individual distribution lines on the Detail Accounts/Taxes screen.

To open the Detail Accounts/Taxes screen, on the Invoice Entry Document tab, select (highlight) the distribution line on the table, and then click the **Account/Tax** button or press the **F9** key.

Note: To change tax rates for a tax authority, you use the Tax Services screens in Common Services.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [About Calculating Tax](#) > About Distributing Self-Assessed Taxes

About 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.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [About Calculating Tax](#) > About Changing the Tax Class for a Single Invoice Distribution

About Changing the Tax Class for a Single Invoice Distribution

You can change the tax class (tax status) for single invoice distributions by highlighting the invoice distribution line, pressing **F9** or clicking the Accounts/Taxes button, and then selecting a different tax class.

Important! You must specify the 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.

 [Related Topics](#)

[Home](#) > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [About Calculating Tax](#) > [About Changing the Tax Class for a Single Invoice Distribution](#) > [Editing Taxes on an Invoice, Debit Note, or Credit Note](#)

Editing Taxes on an Invoice, Debit Note, or Credit Note

Accounts Payable can calculate all tax amounts on invoices, debit notes, or credit notes, or you can enter the taxes manually.

◆ Before you start

To change tax amounts for a document:

1. Open **Accounts Payable > A/P Transactions > Invoice Entry**.
2. Display the batch and the invoice you want to edit, as usual.
3. Click the Taxes tab.
 - a. If you need to change the tax group for the document, select a different tax group in the **Tax Group** field.

Note: In a multicurrency ledger, if the new tax group does not use the vendor's currency, Tax Reporting fields appear.

- b. In the **Tax Amount** field and/or the **Tax Base** field, specify the tax entry method. [More...](#)

Note:

- If you select Calculate or Distribute as the tax entry method, you cannot directly edit tax amounts for distribution lines, although you can change tax classes.
 - 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.
-

- c. If you selected Distribute for the tax entry method, enter the total tax for each tax authority manually, and then click **Distribute Taxes** to allocate tax amounts to the distribution lines.
- d. If you selected Enter for the tax entry method:
 - i. Enter the total tax for each tax authority on the Taxes tab.
 - ii. Enter the tax amounts for each distribution line that appears on the Document tab. [More...](#)

 [Related Topics](#)

[Home](#) > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [About Calculating Tax](#) > [About Changing the Tax Class for a Single Invoice Distribution](#) > [Changing the Tax Class or Tax Included Setting for a Distribution Line](#)

Changing the Tax Class or Tax Included Setting for a Distribution Line

If you do not select **Enter** as the tax entry method for an invoice, debit note, or credit note, you can change the tax allocation for a distribution line only by changing the tax class or the Tax Included status for the distribution line **before** you calculate and distribute taxes for the document.

► Before you start

To change the detail tax class or tax-included setting for a distribution line:

1. If you have not already displayed the invoice, debit note, or credit note in the A/P Invoice Entry screen:
 - a. Open **Accounts Payable > A/P Transactions > Invoice Entry**.
 - b. Select the invoice, debit note, or credit note.
2. On the detail table, highlight the distribution line for which you need to change the tax settings.
3. Click the **Account/Tax** button, and then press the **F9** key or press **Alt+U** to display the Accounts/Taxes screen.
4. Change the **Detail Tax Class** or the **Tax Included** setting.

Important! You can change the Tax Included setting only if the tax authority permits.

5. Click **Save**.

Note: If you changed the detail tax class to a non-taxable class, when you calculate tax, the total tax amount is reduced and is prorated over all other distribution lines based on their percentages of the total amount.

6. Click **Close** to return to the A/P Invoice Entry screen.

▶ After changing the tax settings for a distribution line

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > About
Processing Advance Credits for the Return of Goods

About 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.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > About
Entering Multicurrency Invoices, Credit Notes, and Debit Notes

About Entering Multicurrency Invoices, Credit Notes, and Debit Notes

You enter multicurrency transactions in the same way as functional-currency 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 for a document, use the Rates tab that appears for 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.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > About
Entering Optional Fields on Invoices

About Entering Optional Fields on Invoices

If you use Sage 300 ERP Transaction Analysis and Optional Field Creator and you have set up system-wide optional fields, you can define optional fields for the A/P Invoice Entry screen.

You define optional fields for invoices and invoice details using the A/P Optional Fields Screen in the A/P Setup folder. For more information, see [A/P Optional Fields Screen](#).


When you enter a new invoice, debit note, or credit note, Accounts Payable displays any invoice optional fields that are marked for automatic insertion, along with their default values.

The Optional Fields check box on the Invoice Entry screen shows whether a selected document uses optional fields.

Note: The program sets this indicator. You cannot select or clear it. If you delete all the optional fields associated with the document, the program resets the Optional Fields indicator.

Assigning Optional Fields to Documents

You can view or change the optional fields assigned to an invoice, debit note, or credit note, as follows:

- To view or assign optional fields to a document, you use the Optional Fields tab on the Invoice Entry screen. [More...](#)
- To view or assign optional fields for a document detail, you use a separate Optional Fields screen. Select the detail on the table, and then click the Optional Fields column heading, or press **Shift+F9**. (You can also display the detail on the Detail Accounts/Taxes screen, and then click the Optional Fields Zoom  button.) [More...](#)

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 for the contract project in Project and Job Costing, Accounts Payable uses the optional field values from the project as default values for the details.

If an optional field you assign to an invoice detail is not used in the contract project, the default value from the optional field record appears.

If 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 when you post the invoice.

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

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [About Using Optional Fields on Job-Related Invoices, Debit Notes, and Credit Notes](#)

About Using Optional Fields on job-related Invoices, Debit Notes, and Credit Notes

On job-related invoices, debit notes, and credit notes, if the optional fields for the document details match the optional fields used in Project and Job Costing, the values from the contract appear as defaults, as follows:

- For time and materials projects:
 - For basic contracts, values from matching optional fields used by the project category appear.
 - For standard contracts, values from matching optional fields used by the project resource appear.
- For fixed price projects that use a Completed Project or Project Percentage Complete accounting method, values from matching optional fields used by the project appear.
- For fixed price projects that use a Billings and Costs or Accrual-Basis accounting method, values from matching optional fields used by the project category appear.
- For cost plus project that use a Completed Project, Total Cost Percentage Complete, or Labor Hours Percentage Complete accounting method, values from matching optional fields used by the project appear.
- For cost plus project that use a Billings and Costs, Accrual-Basis, or Category Percentage Complete accounting method, values from matching optional fields used by the project category appear.

If the invoice detail optional fields do not match those used in Project and Job Costing, the values from the optional field setup records appear.

You can change the 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 a blank, you can leave the value blank.

- If the optional field is not validated, you can select a defined value, or you can enter any value that is consistent with the type of field, providing your entry does not exceed the length specified for the optional field.

The optional field information will be passed to Project and Job Costing when you post job-related invoices if:

- You selected the Project and Job Costing Billings setting for the optional field in the optional field setup record.
- The invoice details optional fields match the optional fields defined for Project and Job Costing billings.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > Working with Invoice Batches

Working with Invoice Batches

The A/P Payment Batch List screen lets you work with payment batches in a number of ways:

- It provides an overview of all payment batches (entered, imported, generated, external, ready to post, and, if you choose to show them, deleted and posted).
- It shows the status of each batch, as well as batch totals and numbers of entries.
- It provides batch maintenance functions that you use to set batches Ready To Post, and to post and delete selected batches.

Note: You must set batches Ready To Post before you can post them using the Post Batches screen.

- It provides links to several transaction report screens.
- It provides a point of entry to the A/P Payment Entry screen. You can select and open existing batches, and create new batches, with the click of a button.
- It lets you print all the checks in a batch before you post the payments.

Note: You can view only posted batch that you have not have cleared using the A/P Clear History screen.

To view a list of existing payment batches:

1. Open **Accounts Payable > A/P Transactions > Payment Batch List**.
2. To start the display with a specific batch number, type the number or select it from the Finder.

Tip: To limit the list to batches that are open or ready to post, clear the **Show Posted And Deleted Batches** option.

3. To edit or view an existing invoice batch in the Payment Entry screen, double-click it on the table, or select it, and then click **Open**.

Note: You cannot work with posted or deleted batches.

To create a new payment batch:

1. Open **Accounts Payable > A/P Transactions > Payment Batch List**.
2. Click the **New** button.

Accounts Payable displays the new batch in the A/P Payment Entry screen.

For more detailed information, see [Creating a New Invoice Batch](#).

To set a batch Ready To Post:

1. Open **Accounts Payable > A/P Transactions > Payment Batch List**.
2. Select (highlight it) the open batch on the list, then double-click in the **Ready To Post** field.

Note: You cannot edit a batch for which you have selected the Ready To Post option.

After setting a batch Ready To Post, you can print the checks in the batch and then post the batch using the Print/Post button.

To delete an invoice batch:

1. Open **Accounts Payable > A/P Transactions > Payment Batch List**.
2. Select (highlight it) the batch on the list, and then click **Delete**.
3. When prompted, click **Yes** to confirm the deletion.

To print reports from the Payment Batch List screen:

1. Open **Accounts Payable > A/P Transactions > Payment Batch List**.
 - To print the Batch Status report, click **File > Print Batch Status Report**.
 - To print the Batch Listing report, click **File > Print Batch Status Report**.
 - To print the posting errors report, double-click in the **Number Of Errors** column for the error batch.
 - To print the invoice posting journal, double-click in the **Posting Sequence** column for the batch.

 [Related Topics](#)

[Home](#) > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [Working with Invoice Batches](#) > Creating a New Invoice Batch

Creating a New Invoice Batch


Because Accounts Payable operates on a batch system, you must create batch files to contain invoices, debit notes, credit notes, and interest invoices before you enter these transactions.

You then post batches of transactions to update vendor accounts and general ledger accounts, rather than posting transactions one at a time.

▶ Before you start

To create an invoice batch:

1. Open **Accounts Payable > A/P Transactions > Invoice Batch List**.
2. On the Invoice Batch List screen, click the **New** button to open the A/P Invoice Entry screen.
3. Enter a batch date and a description.

Tip: You can also create batches directly in the Invoice Entry screen by clicking the New  button beside the **Batch Number** field.

▶ After creating an invoice batch

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [Working with Invoice Batches](#) > Deleting an Invoice Batch

Deleting an Invoice Batch

When you delete an invoice batch, all transactions in the batch are deleted and the batch is listed as Deleted on the Batch Status report.

You cannot reuse the batch number.

To remove the data for the deleted batch from Accounts Payable, select the **Clear Deleted And Posted Batches** option when you clear history using the A/P Clear History screen.

To delete an invoice batch:

1. Open **Accounts Payable > A/P Transactions > Invoice Batch List**.
2. Select (highlight it) the batch on the list, and then click **Delete**.
3. When prompted, click **Yes** to confirm the deletion.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > Entering an Invoice

Entering an Invoice

You use the Invoice Entry screen to add invoices and interest invoices to invoice batches.


For an overview of invoice entry, see [About Processing Invoices, Credit Notes, Debit Notes, and Interest](#).

For an overview of tax calculation on invoices, see [About Calculating Tax](#).

Important! If you use Sage 300 ERP Project and Job Costing, note that a document can either be job-related or not. You cannot mix job-related and non-job-related details on the same document.

► Before you start

To add an invoice:

1. Open **Accounts Payable > A/P Transactions > Invoice Entry**.
2. Select an existing batch using the Batch Number field, or create a new batch. [More...](#)
3. Click the New  button beside the **Entry Number** field to start a new document, and then enter a description for the entry.
4. Enter header information for the document on the Document tab. [More...](#)
5. Enter distribution details in the detail entry table. [More...](#)

To check or change the general ledger accounts and tax information for a detail, click the **Account/Tax** button. (Click **Close** to return to the Invoice Entry screen.)

For more information, see [Editing Taxes on an Invoice, Debit Note, or Credit Note](#).

6. Check to be sure you have distributed all document amounts before you calculate tax for the document.

After distributing taxes, you should have distributed all document

amounts, and the Undistributed Amount field should show zeros.
[More...](#)

7. To check or change taxes for the document , 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.

For more information, see [Editing Taxes on an Invoice, Debit Note, or Credit Note](#).

8. On an invoice from which retainage will be deducted, use the Retainage tab to specify terms for the retainage document.

Note: In a multicurrency ledger, you also specify which rate to use when you process the retainage.

9. Use the Terms tab to enter Payment terms for the invoice.
10. If you use invoice optional fields, use the Optional Fields tab 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 edit the exchange rate, rate date, or rate type, use the Rates tab to adjust them.

For more information, see [Editing Exchange Rate Information on an Invoice](#)

12. Click **Add** to add this document to the batch.
13. If you need to enter a prepayment for the invoice,click **Prepay** to add it now.

For more information, see [Entering a Prepayment with an Invoice](#).

- [After adding an invoice, debit note, or credit note](#)

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [Entering an Invoice](#) > Entering Document Header Information

About Document Headers

Certain information, such as the vendor number, document number, and document type, is the same for all details on a single invoice, credit note, or debit note. This is the header information for the document and you enter it on the Document tab on the A/P Invoice Entry screen.

Header information for invoices, credit notes, and debit notes includes:

- **Entry Number.** This is a sequence number that Accounts Payable assigns. It indicates 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.** This 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.** You can use this field to specify the address to which the payment should be sent.
- **1099/CPRS Code and Amount.**
- **Document Type.** You can select Invoice, Credit Note, Debit Note, or Interest Charge.
- **Apply To.** If you are entering a credit note, debit note, or interest charge, identify the invoice to which the document applies.
- **Document Number.** The vendor assigns this number. You can use each document number only once.
- **Document Date.** This is 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.** The fiscal calendar defined for the company in Common Services identifies the period to which the document will be posted.
- **Document Description.** You enter a description that will appear on the Invoice Batch Listing and the Invoice Posting Journal.
- **Tax Group.** The tax group determines the tax authorities and tax

classes that apply to goods you buy from the vendor. It is also 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 screen. Otherwise, the code sets the information in the Due Date, Discount Date, Discount %, and Discount Amount fields.

Changing Document Header Information

After you save an invoice, you can change most of the header information, including the following:

- Document date
- Description
- Payment terms and discount information
- Purchase order number
- Sales order number
- Remit-to location
- Tax group

You cannot change the following header information:

- Vendor number
- Document type

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [Entering an Invoice](#) > Calculating Excluded Taxes Automatically


Calculating Excluded Taxes Automatically

You can choose to have Accounts Payable automatically calculate and distribute taxes that should be listed separately on the invoice.

To calculate excluded taxes automatically:

1. Open **Accounts Payable > A/P Transactions > Invoice Entry**.
2. Select an invoice, or enter a new one, as usual.

Before proceeding to the next step, make sure that on the Document tab, you have:

- Entered the total amount of the document in the **Document Total** field.
 - Subtracted the excluded tax amount from the document total, and distributed the difference using a distribution set or entering distribution lines manually.
3. On the Taxes tab:
 - Select **Calculate** as the tax entry method for both the **Tax Amount** field and the **Tax Base** field.
 - Check the tax classes. If they are not correct, use the Finder  to select the correct classes for each authority.
 - Double-click in the **Tax Included** column, or press the Spacebar, to select **No** for each tax that should be listed separately on the invoice.
 - Click **Distribute Taxes**.

Note: Because detail taxes are calculated automatically, you cannot change the allocated tax directly for detail lines on the Document tab. However, you can change the tax class or Tax Included setting for an individual line, as described in step 2.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [Entering an Invoice](#) > Calculating Included Taxes Automatically

Calculating Included Taxes Automatically

You can choose to have Accounts Payable automatically calculate and distribute taxes that are included in the invoice totals.

To calculate included taxes automatically:


1. Open **Accounts Payable > A/P Transactions > Invoice Entry**.
2. Select an existing invoice, or enter a new one, as usual.

Before proceeding to the next step, make sure that on the Document tab you have:

- Entered the total amount of the document in the **Document Total** field.
- Distributed the total document amount, either using a distribution set or entering distribution lines manually. Accounts Payable calculates the portion of each distribution that is tax.

Important! If some taxes are not included in the invoice total, subtract these tax amounts from the document total, and then distribute the net amount.

If you need to change the tax settings for a single distribution, do it before you calculate tax, as follows:

- Select (highlight) the distribution line.
 - Press the **F9** key to display the Detail Accounts/Taxes screen.
 - Change the **Tax Class** or the **Tax Included** setting, as required.
 - Click **OK**.
3. On the Taxes tab:
 - Select **Calculate** as the tax entry method in the **Tax Amount** field.
 - Check the tax classes. If they are not correct, use the Finder  to select the correct classes for each tax authority.

- Double-click in the **Tax Included** column, or press the Spacebar, to select **Yes** for each tax that should be included in the invoice total, and not listed separately on the invoice.

Note: You can change the Tax Included setting only if the tax authority allows taxes to be included in invoice totals.

- Click **Distribute Taxes**.

The Vendor Tax Class and Tax Included settings on this tab are the default settings for all distribution lines on the Document tab.

Note: Because detail taxes are calculated automatically, you cannot change the allocated tax directly for detail lines on the Document tab. However, you can change the tax class or Tax Included setting for an individual line, as described in step 2.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [Entering an Invoice](#) > Manually Entering and Distributing Tax Amounts

Manually Entering and Distributing Tax Amounts

You can enter and distribute taxes manually on invoices, debit notes, and credit notes if you do not select Calculate as the tax entry method.

To enter and distribute tax amounts manually:

1. Open **Accounts Payable > A/P Transactions > Invoice Entry**.
2. Display an existing transaction, or create a new invoice, debit note, or credit note, as usual. [More...](#)
3. On the Taxes tab, enter taxes for the document, as follows:
 - a. In the **Tax Amount** and/or the **Tax Base** field, select **Enter** or **Distribute** as the tax entry method.

Important! You can enter or edit detail taxes only if you select Enter as the tax entry method on this tab.

- b. If you selected Enter or Distribute in the Tax Amount field, enter the amount of each tax from the vendor's invoice.
 - c. If you selected Enter or Distribute in the Tax Base field, enter the amount of each tax base.
 - d. Check the tax classes. If they are incorrect, use the Finder to select the correct classes.
 - e. Click **Distribute Taxes** to allocate tax amounts proportionally to each distribution line on the document.
4. If you selected Enter as the tax entry method, you can edit the amount of each tax allocation, as necessary.
 - a. On the Document tab, select the distribution line, then click the **Account/Tax** button. Make the changes in the Detail Accounts/Taxes screen that appears.
 - b. 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.

5. Click **Add** or **Save**.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [Entering an Invoice](#) > Editing Exchange Rate Information on an Invoice

Editing Exchange Rate Information on an Invoice

You can change the exchange rate for a document if the vendor uses a different currency than your functional currency.

To enter exchange rate information:

1. Open **Accounts Payable > A/P Transactions > Invoice Entry**.
2. Display the invoice you want to edit, or add a new invoice as usual.
3. Click the Rates tab.

Note: The Rates tab appears only in multicurrency ledgers if the vendor does not use the functional currency.

4. In the **Rate Type** field, enter the code for the rate type to use to convert the source currency to your functional currency.
5. In the **Rate Date** field, enter the date to use for selecting the exchange rate.
6. 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.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [Entering an Invoice](#) > Entering a Prepayment with an Invoice

Entering a Prepayment with an Invoice

You can add one prepayment with each invoice you enter in an invoice batch.

Note: Although you enter the prepayment through the Invoice Entry screen, you actually add it to a payment batch.

► Before you start

To add a prepayment with an invoice:

1. Open **Accounts Payable > A/P Transactions > Invoice Entry**.
2. Select the open batch that contains the invoice you are prepaying, or to which you want to add the invoice.
3. Select the existing invoice that you are prepaying.
If the invoice does not yet exist, enter the invoice information, and then click **Add** or **Save**.
4. Click **Prepay**.
The Prepayments screen appears.
5. In the **Batch Number** field, type the number of the payment batch to which to add the prepayment, or use the Finder 🔍 to select the batch.
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.
6. Fill in the remaining fields in the screen, as you would for any prepayment.
7. Click the **Add** button to add the prepayment.

Note: You can add only one prepayment per invoice.

Tip: To cancel a prepayment before you have processed it, click **Close** without first clicking Add, then click **Yes** at the message that appears.

8. Click **Close**.

▶ After adding a prepayment with an invoice

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [Entering an Invoice](#) > Editing Optional Fields for an Invoice Detail

Editing Optional Fields for an Invoice Detail

Optional fields that are set up for automatic insertion with invoice details appear as defaults when you add invoice details. You can edit or delete the fields that appear automatically, and add any optional fields that are set up for use with invoice details.

◉ Before you start

To change the optional fields for a document detail:

1. Open **Accounts Payable > A/P Transactions > Invoice Entry**.
2. Display the invoice that you want to edit, or enter a new invoice, as usual.
3. On the detail table, select the detail you want to change, and then click the **Optional Fields** column heading.

Tip: You can also select the detail, then press **Shift+F9**.

An Optional Fields screen appears, displaying any optional fields assigned to the invoice detail.

4. On the Optional Fields screen:
 - Add or delete optional fields for the detail, as required. You can add any optional fields that are defined for invoice details.
 - If necessary, edit the default values that appear.

Note:

- 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.

 [Related Topics](#)

[Home](#) > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [Entering an Invoice](#) > Entering a Job-Related Invoice

Entering a job-related Invoice

You can enter invoices in Accounts Payable that will update jobs that you manage using Project and Job Costing.

Important! Invoices can be either job-related or not job-related . You cannot enter a mixed invoice.

Tip: To prevent the program from inserting a default distribution line, select **None** as the Distribute By option in the vendor record. If you do not select this option, you must delete the default distribution line from each invoice before you can enter a job-related invoice.

◆ Before you start

To enter a job-related invoice:

1. Open **Accounts Payable > A/P Transactions > Invoice Entry**.
2. Enter the vendor number and other header information, as usual.
3. Select the **Job Related** option.

Note: If the option is dimmed, delete the default distribution line from the detail table.

Additional fields appear that have the Level 1, Level 2, and Level 3 names specified on the PJC Options screen. Accounts Payable uses the default names, Contract, Project, and Category (and their plurals), respectively, unless Project and Job Costing specifies different names.

4. In the detail table, for each detail:
 - a. Specify the contract, project, category, and resource in the associated field.

Depending on the project type, Accounts Payable may display the default billing type, billing rate, A/R item number, unit of measure,

General Ledger account, and unit cost from the contract.

- b. Update the billing type, billing rate, A/R item number, unit of measure, General Ledger account, and unit cost, if required.
- c. In the **Quantity** field, enter the quantity of the resource for which your vendor is billing.

You enter quantities in the unit of measure specified for the detail.

- d. If you use optional fields, enter the codes for the optional fields to use for the detail.

The optional fields used for the project, category, or resource in Project and Job Costing appear as defaults, but you can change them.

5. Complete the rest of the tabs and fields as you would for any other invoice, credit note, or debit note.

Note: On the Optional Fields tab, Accounts Payable displays optional fields used for the contract in Project and Job Costing, but you can change them.

6. Click **Add** when you are finished.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > [Entering an Invoice](#) > Invoicing a Recurring Payable Manually

Invoicing a Recurring Payable Manually

Use this procedure if you accidentally delete a recurring payable invoice, or if you need to create an additional invoice for some other reason.

To create an invoice for a recurring payable:

1. Open **Accounts Payable > A/P Vendors > Recurring Payables**.
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 **Create Invoice**.
5. Fill in the fields on the Create Invoice screen 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 use 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.
7. Click **Close**.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) >
Entering a Debit Note or a Credit Note


Entering a Debit Note or a Credit Note

You use the Invoice Entry screen to add debit notes and credit notes to invoice batches.

For an overview of invoice entry, see [About Processing Invoices, Credit Notes, Debit Notes, and Interest](#).

◆ Before you start

To add a debit note or a credit note:

1. Open **Accounts Payable > A/P Transactions > Invoice Entry**.
2. Select an existing batch using the Batch Number field, or create a new batch. [More...](#)
3. Click the New  button beside the **Entry Number** field to start a new document, and then enter a description for the entry.
4. Enter header information for the document on the Document tab. [More...](#)
5. Enter distribution details in the detail entry table. [More...](#)

To check or change the general ledger accounts and tax information for a detail, click the **Account/Tax** button. (Click **Close** to return to the Invoice Entry screen.)

For more information, see [Editing Taxes on an Invoice, Debit Note, or Credit Note](#).

6. To check or change tax information for the document, click the Taxes tab.

For more information, see [Editing Taxes on an Invoice, Debit Note, or Credit Note](#)

7. On a document from which retainage will be deducted, use the Retainage tab to specify terms for the retainage document. In a multicurrency ledger, you also specify the type of rate to use when you process the retainage.

8. If you use invoice optional fields, click the Optional Fields tab to view or edit the optional fields assigned to this invoice.
9. If the document does not use the functional currency and you need to check or adjust exchange rate information, use the Rates tab.

For more information, see [Editing Exchange Rate Information on an Invoice](#).

10. Click **Add** to add this document to the batch.
11. Click **Save**.

▶ [After adding a debit note or credit note](#)

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > Deleting a Document

Deleting an Invoice, Debit Note, or Credit Note

You can delete invoices, credit notes, and debit notes from batches that you have not yet posted.

Deleted documents are reported on the batch listing and posting journal for the batch.

When you delete a document in a batch, you cannot reuse its entry number.

To delete an invoice, credit note, or debit note:

1. Open **Accounts Payable > A/P Transactions > Invoice Entry**.
2. Display the batch and the invoice you want to delete.
3. Click **Delete**.
4. If a message appears asking you to confirm the deletion, click **Yes**.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > Post an Invoice Batch

Posting an Invoice Batch

You use the Invoice Batch List screen to post a single invoice batch.

You can post a range of invoice batches using the Post Batches screen. For more information, see [Posting a Range of Batches](#).

◆ Before you start

To post a single invoice batch:

1. Open **Accounts Payable > A/P Transactions > Invoice Batch List**.
2. Select (highlight) the batch you want to post on the list.
3. Click **Post**.

Note: If the Ready To Post option is not selected for the batch, a message appears asking whether you want to select the option and post the batch. Click **Yes**.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Invoices, Debit Notes, and Credit Notes](#) > Post
a Range of Batches

Posting a Range of Batches

You use the *A/P Post Batches* screen to post a range of invoice batches to vendor accounts.

You can post all batches that are marked Ready To Post, or you can specify a range of batches that are marked Ready To Post.

◆ Before you start

To post a range of batches:

1. Open **Accounts Payable > A/P Transactions > Post Batches**.
2. Select the type of batch to post: **Invoice**, **Payment**, or **Adjustment**.

Note: 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 batches

 [Related Topics](#)

Payments

You can enter payments in the following ways:

- Use the Payment Entry screen to create new payment batches manually, enter payments one at a time, and print single checks for those payments.

You can also issue checks or other payments manually, and then use the Payment Entry screen to record the checks.

- Use the Create Payment Batch screen to create batches of checks automatically.

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

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

[About Payment Entry](#)

[Working with Payment Batches](#)

[Creating a Payment Batch Automatically](#)

[About Controlling Payments](#)

[Entering and Applying a Payment](#)

[About Entering Cash Invoices](#)

[Entering an Advance Credit for Goods You Return](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > About Payment Entry

About Payment Entry

You use the A/P Payment Entry screen 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 screen, instead of using the Adjustment Entry screen.

Types of Payment Transactions

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.

You can enter four types of transactions using the Payment Entry screen:

- **Payment.** Records a check, cash, or other type of payment of outstanding transactions.
- **Prepayment.** Records a check or other type of payment to prepay an invoice.
- **Apply Document.** Lets you apply one posted document against another, such as a prepayment against an invoice.
- **Miscellaneous Payment.** Lets you enter an invoice at the same time as you enter the payment for an Accounts Payable vendors or for a one-time vendor.

For each type of transaction (except Apply Document transactions), you can print checks immediately after entry, or you can print them when you post the payment batch.

For more information about payment types, see [About Payment Types](#).

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.)

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 payment 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 information for payments on the Payment Entry screen:

- Entry number (select only if editing; otherwise, Accounts Payable supplies the number).
- Transaction Type (Payment, Prepayment, Apply Document, or Miscellaneous Payment).
- Description.
- Vendor (do not enter for one-time vendors).
- 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 payment details:

- Document(s) to which you are applying the transaction. How you do this depends on the type of transaction:
 - For Payment-type transactions, you select documents using one of two selection modes (Select mode or Direct mode).
 - For Prepayment-type transactions, you specify a document number, purchase order number, or sales order number.
- If you are applying a payment or credit note you entered before, select the payment or credit note and the document to which it applies.
- For miscellaneous payments, you enter the distribution accounts.
- Check amount. How you do this depends on the type of transaction:
 - For Payment-type transactions, you enter the total applied to documents.
 - For Prepayment-type transactions, you enter a single amount.
 - For Miscellaneous Payment-type transactions, you enter the total of all distributions.
- Activation date for prepayments—usually the date you expect the invoice.

Note: A prepayment is not considered 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 does not offset vendor invoices or debit notes.

Exchange Rates

If either the bank currency or the vendor currency differs from the functional currency, you enter exchange rate information for multicurrency payments on a separate Rate Override screen.

Click the **Rates** button to display the Rate Override screen.

There are two sets of rate information:

- **Bank Rate.** This is the rate of exchange between the check currency and the functional currency.
- **Vendor Rate.** This is 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.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [About Payment Entry](#) > About Payment Types

About 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 screen lets you enter four types of transactions:

- **Payment.** Records a check, cash, or other type of payment of 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 or other type of payment to prepay an invoice. 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 screen, 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 enter an invoice at the same time as you enter the payment for an Accounts Payable vendors or for a one-time vendor for which you have not set up a vendor record.

You enter the details of the purchase in the detail entry table in the same way as you enter an invoice. The distributions debit the general ledger accounts you specify and credit the bank account.

Tip: If you have a large number of one-time vendors, you should add a "miscellaneous vendor" record, so you can process payments using Create Payment Batch and keep statistical data for this class of vendor. Make sure that you select the option Generate Separate

Payments For Each Invoice for the miscellaneous vendor (on the Processing tab of the Vendors screen).

If you are entering a payment for a one-time vendor, for whom you do not create a vendor record, Accounts Payable does not create an invoice when you post the payment.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [About Payment Entry](#) > About Payment Limits

About Payment Limits

The A/P Control Payments screen lets you set a maximum that you can pay for an invoice when using the Create Payment Batch screen to generate a payment batch.

Accounts Payable applies the payment limit in Payment Entry and when creating payment batches, as follows:

- For Payment and Apply Document transactions you enter in Payment Entry, if you apply an invoice for which a payment limit exists, Accounts Payable displays a reduced applied amount that observes the payment limit. It also warns you that a payment limit exists for the invoice. You can enter a larger amount, if you want to override the payment limit.
- For Prepayment transactions in Payment Entry, when a payment limit is applied depends on whether you are matching the prepayment to a PO number, order number, or document number:
 - If you select Document Number in the Apply By field, Accounts Payable reduces the amount consistent with the payment limit, warns you about the payment limit, and lets you edit the applied amount, as for Payment and Apply Document transactions.
 - If you select PO Number or Order Number in the Apply By field, you do not receive a warning when you apply an amount.

The specified PO number or order number can be billed using more than one invoice, and each invoice can have its own payment limit. Therefore, when you post the prepayment, Accounts Payable applies the payment limits of all invoices that use the PO or order number, and reduces each payment, as necessary.

- When generating a batch of payments using the Create Payment Batch screen, Accounts Payable pays the invoice only up to the amount permitted by the payment limit.

If a payment limit causes an invoice to be only partially paid, Accounts Payable uses zero as the discount taken, even if a discount

is available, deferring the discount until the invoice is fully paid.

If you want to override the payment amount or the discount amount calculated by Accounts Payable, you can edit the payment batch in Payment Entry, provided you selected the option to allow edit of system batches (on the A/P Options screen).


 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [About Payment Entry](#) > About Multicurrency Payments

About Multicurrency Payments

If you use multicurrency accounting, all payments in a payment batch are in the currency you specify for the payment batch.

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 screen is in the functional currency.

The Applied Amount or Prepayment Amount shown on the Payment Detail table is in the vendor currency.

The exchange 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.

Note: If you use the Rate Override screen 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 screen.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [About Payment Entry](#) > About Posting a Payment to a Future Year

About Posting a Payment to a Future Year

If you are near the end of your fiscal year and want to create a post-dated check, you must post to a future year.

To do so, make sure the Create GL Transactions By option is set to **Creating a New Batch** on the A/P G/L Integration screen.

If Create GL Transactions By option is set to **Creating and Posting a New Batch**, the system tries to post to the current fiscal year, not a future one, and an error message appears.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [About Payment Entry](#) > About Reversing Posted Checks

About Reversing Posted Checks

You do not reverse posted checks in Accounts Payable. You must use the Reverse Transactions screen 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. However, you cannot reinstate an invoice if the vendor has no record in Accounts Payable (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 screen in Bank Services.

For more information about reversing a posted check, see the Bank Services help.

If you have not yet posted the payment, see [Voiding a Printed Check](#).

Home > [Entering and Posting Transactions](#) > [Payments](#) > [About Payment Entry](#) > About
Entering Optional Fields on Payments

About Entering Optional Fields on Payments

If you use Sage 300 ERP Transaction Analysis and Optional Field Creator and you have set up system-wide optional fields, you can define optional fields for the Payment Entry screen. You can then assign these optional fields to all types of payment transactions: payments, prepayments, and unapplied cash, apply document, and miscellaneous payment transactions.


You define payment optional fields using the A/P Optional Fields Screen in the A/P Setup folder. For more information, see [A/P Optional Fields Screen](#).

When you enter a new payment, Accounts Payable displays any payment optional fields that are marked for automatic insertion, along with their default values.

The Optional Fields check box on the Payment Entry screen shows whether a selected payment uses optional fields.

Note: The program sets this indicator. You cannot select or clear the check box. If you delete all the optional fields associated with the payment, the program resets the Optional Fields indicator.

Assigning Optional Fields to Particular Payments

To view the optional fields that are assigned to a selected payment, click the Zoom  button beside the Optional Fields check box. The Optional Fields screen appears, where you can change the values for optional fields that appear as defaults, or delete them. You can also add any other optional fields that you have defined for payments.

If exactly the same optional fields are defined for vendors and for payments, the optional field values from the vendor record are used as defaults when you enter a new payment.

You can change the default value that appears for an optional field, 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 a blank, you can leave the value blank.
- If the optional field is not validated, you can select a defined value, or you can enter any value that is consistent with the type of field, providing your entry does not exceed the length specified for the optional field.

Updating General Ledger

When you post a payment that contains optional field information, the optional field information specified for the payment is passed to General Ledger and is included in the journal entry 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 payments as you defined for transaction details in the General Ledger account record.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [About Payment Entry](#) > About
Printing Checks

About Printing Checks

You can print vendor checks in one of the following ways:

- From the Payment Entry screen, when you enter a payment for a vendor. [More...](#)
- From the Payment Batch List screen, for all the checks in a selected payment batch. You also post the payment batch to vendor accounts after printing the checks. [More...](#)

Once the check data has been posted, you cannot reprint the checks or advices.

For step-by-step instructions for printing checks, see

- [Printing a Single Check When You Pay a Vendor](#)
- [Printing Checks for a Batch of Payments](#). (This is the most common way of printing checks.)

Print Formats for Checks

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 a list of the sample check-printing formats that come with Accounts Payable, see [Customizable Formats for Printed Accounts Payable Forms](#).

For instructions on printing checks, see [Printing Checks for a Batch of Payments](#) or [Printing a Single Check When You Pay a Vendor](#).

Canceling the Printing and Posting Process

Accounts Payable does not post to vendor accounts until you confirm that:

- Checks (and advices, if printed separately) were correctly printed.
- Accounts Payable can post the batch.

If the checks were not printed properly (and you cannot reprint them at this time), you can cancel the print run as follows:

1. Answering No when the program asks whether the checks were printed properly.
2. Setting the check status to Not Printed.
3. Clicking the Close button on the Print Checks screen.

You then have the option to void all checks that were printed.

- If you void checks, the check numbers will be marked as void in Bank Services, and a subsequent printing will issue all new check numbers.
- If you do not void checks, you will be able to specify which checks you want reprinted the next time you choose Print/Post for this batch.
- The status for the batch will be set to Check Creation In Progress, and you will have to complete check printing in future before posting can proceed.

Void and Reversed Checks

You cannot reprint a 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.

If you need to put a stop-payment on a check for which you have posted the payment to vendor accounts, you can reverse the check using the

Reconcile Statements screen in Bank Services. Accounts Payable will reverse the payment application associated with the check when you do the reversal.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [About Payment Entry](#) > [About Printing Checks](#) > About Clearing Checks Electronically

About Clearing Checks Electronically

The American National Standards Institute standard facilitates the conversion of checks to electronic images so that they can be cleared electronically. Accounts Payable lets you print ANSI-compliant checks for the US and Canada.

The ANSI format has a slightly different layout from the other forms, as follows:

- The date is printed in one of the formats DDMMYYYY, MMDDYYYY, YYYYMMDD, depending on your windows setup.
- The currency code and currency symbol (for example, \$) is printed before the check amount, depending on the currency setup in Common Services.
- The text version of the amount prints "Dollars".

The following Accounts Payable check formats are ANSI-compliant:

- APCHK01A
- APCHK11A

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [About Payment Entry](#) > [About Printing Checks](#) > About Reprinting Checks

About Reprinting Checks

The simple rule is that you cannot reprint checks if you accept them as correctly printed and then close the Print Checks screen.

If your checks are not printed correctly and you need to reprint them, you must click **No** when Accounts Payable asks you whether the checks were printed correctly, and then change the check status to **Not Printed** on the Print Checks screen.

After you reject printed checks, you can reprint them immediately, or you can reprint them later. If you decide to reprint the checks later, you can choose whether to void all printed checks when you close the Print Checks screen.

If you were printing checks using the Print/Post button on the Payment Batch List screen, Accounts Payable does not proceed with posting.

Reprinting Checks Immediately

If you want to reprint checks that do not print correctly:

1. When asked if the checks printed correctly, click **No** to reject the checks.
2. On the Print Checks screen:
 - a. Double-click in the Check Status column for each check to set its status to **Not Printed**.
 - b. Click the **Reprint** button on the Print Checks screen to reprint the checks.

Voiding Printed Checks

If you cannot reprint checks immediately and you want to edit the batch later (for example, if you are entering and printing single checks from the Payment Entry screen), you should void the check when you close the Print Checks screen.

If you do not void the checks, Accounts Payable sets the batch status to Check Creation In Progress, preventing you from opening or editing this batch unless you reset the batch status.

For instructions on voiding checks during a check run, see [Voiding Printed Checks During a Check Run](#).

Previously Printed Checks Are Assigned “Void” Status

Accounts Payable assigns check numbers to checks just before printing them.

If you did not cancel the previous check run, the program must void the old check numbers and issue new ones when you reprint checks.

Accounts Payable:

- Reprints the checks using a new series of check numbers beginning with the Next Check Number specified in the Print Checks screen.
- Voids the check numbers it used earlier.
- Asks whether the new checks printed correctly.

 [Related Topics](#)

Working with Payment Batches

You use the following screens to work with payment batches:

- **Payment Batch List.** You use this screen to create new payment batches to which you add individual payment transactions, later, using the Payment Entry screen. You also use this screen to view the status of all payment batches, to set payment batches Ready To Post, to print checks, to post batches, and to print batch listings, batch status reports, posting journals, and posting error reports.
- **Payment Entry** You use this screen to create a new payment batch, and to enter and edit payments, print individual payment checks, and adjust specific open documents.
- **Create Payment Batch.** You use this screen to create a batch of vendor payments automatically.
- **Control Payments.** You use this screen to review and change the status of transactions. You can put holds on invoices and force payments.

You can also create a payment batch when you add a prepayment with an invoice you are entering using the Invoice Entry screen.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Working with Payment Batches](#) > About Creating Payment Batches Automatically

About Creating Payment Batches Automatically

You use the A/P Create Payment Batch screen to create batches of payment entries automatically to pay all or a selection of your due accounts.

Important! 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 using the A/P Payment Entry screen—if the **Allow Edit Of System Generated Batches** option is selected on the A/P Options screen.

Preparing to Create a Payment Batch

Before you create a payment batch, you should:

- 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 screen to set maximum amounts or to hold payments on individual invoices.
- Place vendor records on hold if you want to block payments.
- Edit the payment selection criteria on the Create Payment Batch screen to exclude individual vendors from the check run.
- Print the Pre-Check Register and review it before you generate the payment batch.

The Pre-Check Register

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 screen.

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 screen to add payment restrictions, reprint the Pre-Check Register to check their effects.

Payment Criteria and Payment Selection Codes

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

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

On Hold Transactions

Some transactions do not appear on the Pre-Check Register unless you assign them a **Forced** status on the Control Payments screen. These transactions include:

- 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 screen.
- Prepayments with activation dates later than the check date.

Note: The Pre-Check Register lists transactions that have 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 screen, transactions being withheld from payment because the vendors have been placed on hold in the Vendors screen, and Forced transactions for amounts outside the specified range of check amounts.

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: 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 screen

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 screen.

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 screen. 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 screen.

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.
[More...](#)
- Any additional optional fields you specified for the payment batch on the Optional Fields tab.

Printing Checks for a Generated Batch

After creating a payment batch, you should:

- Print the batch listing 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 the checks and payment advices together or separately using the Print/Post button in the Payment Batch List screen. 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.

For information about printing checks for a batch, see [Printing Checks for a Batch of Payments](#).

- Print the Check Register. The Check Register provides a list of all valid checks issued by the check printing program.

Note: Normally, you print the Check Register immediately after you have printed and posted checks and advices.

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.

 [Related Topics](#)


Home > [Entering and Posting Transactions](#) > [Payments](#) > [Working with Payment Batches](#) > Adding a Payment Batch

Adding a Payment Batch

You add payments in batches.

▶ [Before you start](#)

To create a new payment batch:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. Click the New  button beside the **Batch Number** field.
3. Enter a description for the batch.
4. In the **Batch Date** field, enter a date for the new batch.


Note: By default, the session date appears in this field.

5. In the **Bank** field, enter or select a bank code.

Note: Each batch can use only one bank code because the batch is for a single check stock. If you have a multicurrency ledger, you must also select a bank code that accepts the currency you want to use in the batch.

6. If you have a multicurrency ledger, select the currency for the batch.

Note: You can pay vendors in any currency, but all the payments in a batch are in the same currency. You must use a separate batch for each currency.

Tip: To check the currency information for the batch, click the Zoom  button beside the **Batch Number** field to display the Batch Information screen. On this screen, you can view and edit the default rate type, rate date, and exchange rate that will be used for the individual entries in the batch.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Working with Payment Batches](#) > Deleting a Payment Batch

Deleting a Payment Batch

On the Payment Batch List screen, you can delete batches.

To delete a batch:

1. Open **Accounts Payable > A/P Transactions > Payment Batch List**.
2. In the **Batch Number** field, enter the number of the batch to be deleted.
3. Click **Delete**.

All transactions in the batch will be deleted and the batch will be listed as deleted on the Batch Status report. You cannot reuse the batch number.

Note: To clear the data for the deleted batch from Accounts Payable, select the **Clear Deleted And Posted Batches** option when you print the Batch Status report to a printer or file.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Working with Payment Batches](#) >
About Printing Payment Batch Listings

About Printing Payment Batch Listings

You print batch listings from the A/P Batch Listing Report. To print payment batch listings, you can open this report in the following ways:

- Open **Accounts Payable > A/P Transaction Reports > Batch Listing**.

- From the Payment Batch List screen:
 - a. Open **Accounts Payable > A/P Transactions > Payment Batch List**.
 - b. In the **Batch Number** field, enter a batch number.
 - c. Click **Print**.

- From the Payment Entry screen:
 - a. Open **Accounts Payable > A/P Transactions > Payment Entry**.
 - b. In the **Batch Number** field, enter a batch number.
 - c. On the **File** menu, click **Print Batch Listing Report**.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > Creating a Payment Batch Automatically

Creating a Payment Batch Automatically

You use the A/P Create Payment Batch screen to create batches of payments to pay vendor invoices that are due or have a discount available for early payment.

• Before you start

To create a payment batch:

1. Open **Accounts Payable > A/P Transactions > Create Payment Batch**.
2. In the **Selection Code** field, enter a payment selection code.

Tip: After you specify a selection code, the **Selection Code** field is no longer editable. To make the field editable again so you can change the selection code, click **Clear**. Alternatively, if the Selection Code field does not appear, you can edit all the fields in the Create Payment Batch screen to select the records you want.

3. Fill in the fields on the Select tab.

For help on the fields on this and other tabs on the Create Payment Batch screen, see [A/P Create Payment Batch Screen](#).

4. Fill in the fields on the Criteria tab.

Note: Transactions must meet all selection criteria on this tab and on the Select tab to be considered for payment.

5. If you want to exclude specific vendors who match all other selection criteria from this payment run, add them to the list on the 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. [More...](#)
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, and then click **Register** to print the payment register.
10. Review the register and make whatever changes are necessary for your check run.

Note: You can leave the Create Payment Batch screen 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 **Generate**.

▶ [After creating a payment batch](#)

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Creating a Payment Batch Automatically](#) > Excluding Vendors From Payment Selection

Excluding Vendors from Payment Selection

When creating a payment batch, you might need to exclude from the selection process certain vendors that otherwise meet the payment selection criteria. (For example, if you want to withhold payment from a vendor until you settle a dispute over the quality of goods you received.)


You can use the Exclusion tab on the Create Payment Batch screen to exclude a vendor from a single payment run, or you can exclude the vendor indefinitely using the Exclusion tab on the Payment Selection Codes screen. [More...](#)

▶ Before you start

To exclude a vendor from a payment run:

1. Open **Accounts Payable > A/P Transactions > Create Payment Batch**.
2. In the **Selection Code** field, enter a payment selection code.

Tip: After you specify a selection code, the **Selection Code** field is no longer editable. To make the field editable again so you can change the selection code, click **Clear**. Alternatively, if the Selection Code field does not appear, you can edit all the fields in the Create Payment Batch screen to select the records you want.

3. Fill in the fields on the Select tab, as usual.
For help on the fields on this and other tabs on the Create Payment Batch screen, see [A/P Create Payment Batch Screen](#).
4. Fill in the fields on the Criteria tab, as usual.
5. To exclude specific vendors who match all other selection criteria from this payment run, add them on the Exclusion tab:
 - a. In the **Vendor Exclusion List** table, press **Insert** to add a new line.
 - b. Enter the vendor number or select it using the Finder .

Note: You must add a separate line for each vendor you want to

exclude.

6. To remove a vendor from the exclusion list, select a line on the **Vendor Exclusion List** table, and then press **Delete**.
7. If you use optional fields, check the Optional Field tab to ensure that any payment optional fields assigned to the batch are correct.
8. Make sure your printer is turned on and ready, and then click **Register** to print the payment register.
9. Review the register and make whatever changes are necessary for your check run.

Note: You can leave the Create Payment Batch screen at any time. Accounts Payable retains all the criteria you specified to ensure that the generated checks match the payment register.

10. When you are ready to create the payment batch, click **Generate**.

▶ [After creating a payment batch](#)

 [Related Topics](#)

About Controlling Payments

When you use A/P Create Payment Batch to create a batch of checks, you can control which checks are generated in three ways:

- By using payment selection codes to apply predefined criteria to select documents for payment.

Payment selection codes provide default settings for the Create Payment Batch screen. 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.

Using Payment Selection Criteria

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 A/P Payment Selection Codes screen. For example, you might have separate selection codes for processing US, Canadian, and Mexican payments.

When you create a payment batch, you specify a payment selection code that provides default criteria for creating the batch. You can override these criteria when you create the batch.

Placing Invoices On Hold Using the Control Payments Screen

You use the A/P Control Payments screen to control payments for a specific vendor, document, and payment (for multiple payment schedules).

You can also change the status or clear any invoice payment limits of groups of transactions for a vendor or for a range of vendors.

Normally, you use the Control Payments screen after printing the Pre-Check Register and reviewing the current payables to select the transactions you want to pay.

Documents On Hold

Putting a transaction on hold means it will not be paid until you remove the hold.

Important! Placing invoices on hold using the Control Payments screen prevent you from generating payments using the Create Payment Batch screen. It does not prevent you from entering checks using the Payment Entry screen.

Forcing Payments

Forcing payment of a document means that a payment will definitely be generated the next time you create a payment batch, provided the vendor and the check amount are within the ranges of vendors and check amounts specified for the batch.

Note: We recommend that you set holds and force payments to control non-payment and payment of individual transactions, rather than trying to achieve the same effect by changing due dates or discount dates.

For information about applying payment controls to a single document, see [About Applying Payments Controls to a Single Document](#).

For information about controlling payments for a range of documents, see [About Applying Payment Controls for a Range of Vendors](#).

For instructions on using the Control Payments screen, see [Applying Payment Controls](#).

Setting a Vendor On Hold

You can place an individual vendor on hold in the vendor record so that no transactions for that vendor are paid.

Important! This restriction applies only to the Create Payment Batch process. You cannot force a payment for an On Hold vendor using the Control Payments screen. However, you can make payments to an On Hold vendor manually, using the A/P Payment Entry screen.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [About Controlling Payments](#) > Ab
Applying Payments Controls to a Single Document

About Applying Payments Controls to a Single Document

You use the Single Document tab of the Control Payments screen to apply payment controls for a selected vendor and document. You can:

- Set or change a payment limit for an invoice.
- Change the due date, discount date, and discount percent or discount amount for a selected invoice.
- Change the activation date for a selected prepayment.
- Place a document on hold.
- Force payment of the document.
- Cancel a previous control status.

To control payments for a range of documents, see [About Applying Payment Controls for a Range of Vendors](#).

For an overview of the Control Payments screen, see [A/P Control Payments Screen](#).

For complete instructions on using the Control Payments screen, see [Applying Payment Controls](#).

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 these changes after renegotiating terms or if the original document was incorrect.

Normal Status

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

Forced Documents

Invoices and debit notes that are assigned a Forced status are 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 are not paid in a system check run until the On Hold status is removed.

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.

Note: You can also place the vendor on hold using the Vendors screen.

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 screen, and then use an Apply Document transaction in Payment Entry to apply the prepayment, debit note, or credit note.

Prepayment Activation

Bringing forward or delaying the activation date of a prepayment affects payments because the A/P Create Payment Batch screen does not take prepayments into account unless they are activated.

Payment Limit

You can use the Payment Limit field to set a maximum amount that can be paid for a selected document when you generate payments using the A/P Create Payment Batch screen.

You can enter a greater payment if you pay the document using the A/P Payment Entry screen.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [About Controlling Payments](#) > Ab
Applying Payment Controls for a Range of Vendors

About Applying Payment Controls for a Range of Vendors

You can use the Control Payments screen to change the status or to clear any invoice payment limits of groups of transactions for a vendor or for a range of vendors.

You use the Range Of Documents 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.

For information about applying payment controls to a single document, see [About Applying Payments Controls to a Single Document](#).

For an overview of the Control Payments screen, see [A/P Control Payments Screen](#).

For instructions on using the Control Payments screen, see [Applying Payment Controls](#).

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 these changes after renegotiating terms or if the original document was incorrect.

Normal Status

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

Forced Documents

Invoices and debit notes that are assigned a Forced status are 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 are not paid in a system check run until the On Hold status is removed.

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.

Note: You can also place the vendor on hold using the Vendors screen.

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 screen, and then use an Apply Document transaction in Payment Entry to apply the prepayment, debit note, or credit note.

Payment Limits

You can use the Clear Payment Limit field to clear any payment limits set for documents in the range of documents you specified.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [About Controlling Payments](#) > Applying Payment Controls


Applying Payment Controls

- You use the A/P Control Payments screen to specify payment controls for a single document or for ranges of transactions and vendors. [More...](#)

Important! Placing invoices on hold using the Control Payments screen prevents you from generating payments using the Create Payment Batch screen. It does not prevent you from entering checks using the Payment Entry screen.

◆ Before you start

To control payments in system-generated batches:

1. Open **Accounts Payable > A/P Transactions > Control Payments**.
2. To apply controls to a single document:
 - a. On the **Single Document** tab, fill in the following fields to select the document you want to change:
 - Vendor Number
 - Document Number (invoice, credit note, debit note, or prepayment)
 - Payment Number (will be "1" unless the document has a multiple payment schedule)
 - b. 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:
 - Due Date
 - Discount Date
 - Discount Percent
 - Discount Amount
 - Document Status (Normal, Forced, or On Hold)
 - Activation Date for prepayments (the date after which the

prepayment is considered when calculating the amount due for payment)

3. To apply controls to a range of documents or a range of vendors:

a. On the **Range of Documents** tab, fill in the following ranges:

- Vendor Group
- Vendor Number
- Document Number (since different vendors use different numbering systems, this option may be useful only if you are selecting invoices from a single vendor)

b. Select the document types for which you want to change the status.

c. Select the Document Status that you want applied.

4. Click **Process**.

► [After applying payment controls](#)

 [Related Topics](#)


Home > [Entering and Posting Transactions](#) > [Payments](#) > Entering and Applying a Payment

Entering and Applying a Payment

You use the A/P Payment Entry screen to enter and apply vendor payments.

You can also use the Payment Entry screen to print a single check for a vendors when you enter a payment, but if you want to enter and print checks for a large number of vendors, use the A/P Create Payment Batch screen.

To add a vendor payment:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. Select an existing payment batch using the **Batch Number** field, or create a new batch. [More...](#)
3. Click the New  button beside the **Entry Number** field to start a new document, and then enter a description for the entry.

If you are applying an existing payment, type the payment number in the field, or use the Finder or navigation buttons to select the payment.


4. Enter a description for the payment, such as **Payment of Inv 7764**.
5. if you are recording a check you issued to a vendor, or you are entering a vendor check you want to print, select **Payment** as the transaction type.
6. In the **Vendor Number** field, type or select the code that identifies the vendor.
7. Fill in general, or header, information for the payment. [More...](#)

For more information, see [A/P Payment Entry Screen](#).

8. If you know the numbers of the documents to which you are applying the invoice, or there is a large number of documents for this vendor, select the **Select Mode** option. Otherwise, clear this option. Then:
 - If you are using select mode:

- i. Select the type of documents you want to display (All, Invoice, or Debit Note).
- ii. Select the order by which to list documents (Document Number, PO Number, Due Date, Order Number, Document Date, or Balance Due).
- iii. Enter the starting number, date, or balance, depending on the choice you made for ordering documents.

Tip: Press **F5** to use a Finder to select from available options.

- iv. Click the Go  button, or press **F7**.
- v. For each document to which you want to apply the payment, select **Yes** in the **Apply** column.
- vi. In the **Applied Amount** field, enter the amount to apply.

Notes:

- By default, the entire amount is applied, and the full discount is taken. However, you can post the transaction without fully applying the prepayment or credit note, leaving some to be applied at a later date.
 - You cannot apply more than the total amount of the payment.
-
- vii. If an early-payment discount applies to the invoice, enter the amount in the **Discount Taken** column.

Note: You can enter a discount taken that exceeds the discount specified on the original invoice.

- If you are not using select mode:
 - i. In the **Document Number** field, enter the document number.
 - ii. In the **Payment Number** field, enter "1", or enter the number of the payment if the document has a multiple payment schedule.
 - iii. In the **Applied Amount** field, enter the amount to apply.
 - iv. If you are entering a partial payment for a job-related document,

choose an apply method for the payment, and edit the distribution for the payment, if necessary.

- v. If there is a discount amount, enter it in the **Discount Amount** field.
9. If you need to adjust an invoice or other document, click the **Adjust** button to open the Miscellaneous Adjustment Entry screen, then:
 - a. Enter a reference and description for the adjustment.
 - b. Select the line number 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 screen.

Note: The Adjust button is available only if the **Allow Adjustments In Payment Batch** option is selected on the A/P Options screen.

10. If the document you are paying is job-related , and you are only paying part of the invoice, select an apply method, and apply the partial payment manually. [More...](#)
11. In a multicurrency ledger, if the bank or vendor does not use the functional currency and you need to change the exchange rate information for the payment, click the **Rates** button, then for each type of rate (bank and vendor), enter:
 - The rate type code.
 - The exchange rate. If the bank currency or the vendor matches the functional currency, the rate for that currency is 1.0000000.

Note: The Rates button appears only if the vendor does not use your functional currency.

The check will be in the bank currency.

12. When finished, click **Add** or **Save**.

▶ After entering and applying payments

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Entering and Applying a Payment](#)
About Entering Prepayments Using the Payment Entry Screen

About Entering Prepayments Using the Payment Entry Screen

Use the Payment Entry screen 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.

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 is applied to the invoice no matter which document is posted first.

 [Related Topics](#)

[Home](#) > [Entering and Posting Transactions](#) > [Payments](#) > [Entering and Applying a Payment](#)
[About Entering Prepayments Using the Payment Entry Screen](#) > [Prepaying a Vendor](#)

Prepaying a Vendor

When you enter a prepayment, you can specify the document number, purchase order number, or sales order number to which the prepayment applies. Accounts Payable will use this number to match the posted prepayment to the invoice when it is posted.

Note: It is not necessary to supply a matching document number when you enter a prepayment.

You can also add a prepayment at the same time as you enter an invoice. For more information, see [A/P Invoice Entry Screen](#).

If Accounts Payable cannot match the invoice to the prepayment when the invoice is posted, you use an Apply Document transaction type to match them.


Prepayments have a payment activation date—which is the date on which Accounts Payable considers the payment to be credited to the vendor account. Prepayments are not used to calculate amounts due to vendors when you use the Create Payment Batch screen until their activation dates.


For multicurrency prepayments:

- All checks in a batch are issued in the bank currency.
- You enter the amount of a prepayment in the vendor's currency—even if the vendor's currency is different from the bank currency.
- If the bank or vendor does not use the functional currency, you can use the Rate Override screen to change the exchange rate information for the prepayment, and to see the conversion from the vendor currency to the bank currency. For more information, see [A/P Rate Override Screen](#).

To add a prepayment that you will apply later:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. In the **Batch Number** field, enter the batch number for an existing

batch, or click the New  button to create a new batch.

3. Click the New  button beside the **Entry Number** field, and in the field to the right, enter a description for the payment, such as "Prepayment of PO 5664."
4. In the **Transaction Type** field, select **Prepayment** to record an advance to a vendor account.
5. Fill in the remaining fields on the Payment Entry screen. For more information, see [A/P Payment Entry Screen](#).
6. If the prepayment is job-related :
 - a. Select the **Job Related** option.
 - b. Click **Jobs**.

The Project and Job Costing Apply Details screen appears.

- c. Distribute amounts to the contracts, projects, categories, and resources for which you are making payment. For more information, see [A/P Project and Job Costing Apply Details Screen](#).
7. Click **Add** or **Save**.

Note: When you click **Add**, Accounts Payable assigns a prepayment number to the prepayment. The number uses the prefix and next sequence number specified on the Numbering tab of the A/P Options screen.

► [After adding a prepayment](#)

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Entering and Applying a Payment](#)
Applying a Payment

Applying a Payment

You use the Payment Entry detail table to apply payments to specific outstanding documents. You can apply a payment at the same time that you enter it, or at a later time.


Once you have applied the payment, you can save the transactions and print the check, if you want.

◆ Before you start

To apply a payment to an invoice:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. In the **Batch Number** field, enter a batch number.
3. In the **Entry Number** field, enter the number of the payment you want to apply.
4. If you know the numbers of the documents to which you are applying the invoice, or there is a large number of documents for this vendor, select the **Select Mode** option. Otherwise, clear this option. Then:
 - If you are using select mode:
 - i. Select the type of documents you want to display (All, Invoice, or Debit Note).
 - ii. Select the order by which to list documents (Document Number, PO Number, Due Date, Order Number, Document Date, or Balance Due).
 - iii. Enter the starting number, date, or balance, depending on the choice you made for ordering documents.

Tip: Press **F5** to use a Finder to select from available options.

 - iv. Click the Go  button, or press **F7**.
 - v. For each document to which you want to apply the payment, select **Yes** in the **Apply** column.
 - vi. In the **Applied Amount** field, enter the amount to apply.

Notes:

- By default, the entire amount is applied, and the full discount is taken. However, you can post the transaction without fully applying the prepayment or credit note, leaving some to be applied at a later date.
- You cannot apply more than the total amount of the payment.

-
- vii. If an early-payment discount applies to the invoice, enter the amount in the **Discount Taken** column.

Note: You can enter a discount taken that exceeds the discount specified on the original invoice.

- If you are not using select mode:
 - i. In the **Document Number** field, enter the document number.
 - ii. In the **Payment Number** field, enter "1", or enter the number of the payment if the document has a multiple payment schedule.
 - iii. In the **Applied Amount** field, enter the amount to apply.
 - iv. If you are entering a partial payment for a job-related document, choose an apply method for the payment, and edit the distribution for the payment, if necessary.
 - v. If there is a discount amount, enter it in the **Discount Amount** field.

5. Click **Add** or **Save** to add and apply the payment.

- [After applying a vendor payment to an invoice](#)

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Entering and Applying a Payment](#)
[Applying a Payment](#) > Displaying an Existing Payment to Apply or Edit


Displaying an Existing Payment to Apply or Edit

You can display an existing payment to:

- Apply the payment to the vendor account.
- Edit amounts you previously applied for this payment.
- Enter the distribution details for a miscellaneous payment.

To display a payment:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. In the **Batch Number** field, enter the batch that contains the payment you want to apply or edit.

Note: To view header information for a payment batch, click the Zoom  button beside the **Batch Number** field. For more information, [A/P Batch Information Screen \(Payment Entry\)](#).

3. In the **Entry** field, enter the payment entry number.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Entering and Applying a Payment](#)
[Applying a Payment](#) > Applying Prepayments and Credit Notes Using the Payment Entry
Screen

Applying Prepayments and Credit Notes Using the Payment Entry Screen


Use the Payment Entry detail table 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 a prepayment or credit note:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. Enter the Document number of the prepayment or credit note you want to apply.

Accounts Payable will display the amount that you can apply in the **Unapplied Amount** field.

3. 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** option.

The Optional Fields screen appears, letting you edit or delete the optional fields assigned to this transaction. You can also assign different payment optional fields.


4. If you know the numbers of the documents to which you are applying the invoice, or there is a large number of documents for this vendor, select the **Select Mode** option. Otherwise, clear this option. Then:

- If you are using select mode:
 - i. Select the type of documents you want to display (All, Invoice, or Debit Note).
 - ii. Select the order by which to list documents (Document Number,

PO Number, Due Date, Order Number, Document Date, or Balance Due).

- iii. Enter the starting number, date, or balance, depending on the choice you made for ordering documents.

Tip: Press **F5** to use a Finder to select from available options.

- iv. Click the Go  button, or press **F7**.
- v. For each document to which you want to apply the payment, select **Yes** in the **Apply** column.
- vi. In the **Applied Amount** field, enter the amount to apply.

Notes:

- By default, the entire amount is applied, and the full discount is taken. However, you can post the transaction without fully applying the prepayment or credit note, leaving some to be applied at a later date.
- You cannot apply more than the total amount of the payment.

-
- vii. If an early-payment discount applies to the invoice, enter the amount in the **Discount Taken** column.

Note: You can enter a discount taken that exceeds the discount specified on the original invoice.

- If you are not using select mode:
 - i. In the **Document Number** field, enter the document number.
 - ii. In the **Payment Number** field, enter "1", or enter the number of the payment if the document has a multiple payment schedule.
 - iii. In the **Applied Amount** field, enter the amount to apply.
 - iv. If you are entering a partial payment for a job-related document, choose an apply method for the payment, and edit the distribution for the payment, if necessary.
 - v. If there is a discount amount, enter it in the **Discount Amount**

field.

 [Related Topics](#)




Home > [Entering and Posting Transactions](#) > [Payments](#) > [Entering and Applying a Payment](#)
[Applying a Payment](#) > Applying a Posted Prepayment or a Credit Note

Applying a Posted Prepayment or a Credit Note

You can apply a poster prepayment.

◆ Before you start

To apply a prepayment or credit note to an invoice or a debit note:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
 2. In the **Batch Number** field, enter the batch number for an existing batch, or click the New  button to create a new batch.
 3. Click the New  button to the right of the **Entry Number** field, and then enter a description for the transaction, such as "Apply Prepayment to Inv 7764."
 4. In the **Transaction Type** field, select **Apply Document**.
 5. Fill in the remaining fields on the Payment Entry screen. For more information, see [A/P Payment Entry Screen](#).
 6. If you know the numbers of the documents to which you are applying the invoice, or there is a large number of documents for this vendor, select the **Select Mode** option. Otherwise, clear this option. Then:
 - If you are using select mode:
 - i. Select the type of documents you want to display (All, Invoice, or Debit Note).
 - ii. Select the order by which to list documents (Document Number, PO Number, Due Date, Order Number, Document Date, or Balance Due).
 - iii. Enter the starting number, date, or balance, depending on the choice you made for ordering documents.
-
- Tip:** Press **F5** to use a Finder to select from available options.
- iv. Click the Go  button, or press **F7**.
 - v. For each document to which you want to apply the payment, select **Yes** in the **Apply** column.

vi. In the **Applied Amount** field, enter the amount to apply.

Notes:

- By default, the entire amount is applied, and the full discount is taken. However, you can post the transaction without fully applying the prepayment or credit note, leaving some to be applied at a later date.
 - You cannot apply more than the total amount of the payment.
-

vii. If an early-payment discount applies to the invoice, enter the amount in the **Discount Taken** column.

Note: You can enter a discount taken that exceeds the discount specified on the original invoice.

- If you are not using select mode:
 - i. In the **Document Number** field, enter the document number.
 - ii. In the **Payment Number** field, enter "1", or enter the number of the payment if the document has a multiple payment schedule.
 - iii. In the **Applied Amount** field, enter the amount to apply.
 - iv. If you are entering a partial payment for a job-related document, choose an apply method for the payment, and edit the distribution for the payment, if necessary.
 - v. If there is a discount amount, enter it in the **Discount Amount** field.
- 7. If you are issuing a payment that is not in your functional currency, click **Rates** to check or edit the exchange rate used for this payment.
- 8. If you need to adjust a document you are paying:
 - a. Click **Adjust**.

The Miscellaneous Adjustment Entry screen appears.

Note: This button is available only if the **Allow Adjustments In**

Payment Batch option is selected on the A/P Options screen.

- b. Enter a reference and description for the adjustment.
 - c. Enter the distribution code or general ledger account number for each adjustment detail.
 - d. Enter the amount of each adjustment detail.
 - e. Click **Save**.
 - f. Click **Close** to return to the Payment Entry screen.
9. Click **Add** or **Save** to apply the prepayment or credit note.
- ▶ [After applying a prepayment or credit note to an invoice or a debit note](#)

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Entering and Applying a Payment](#)
[Applying a Payment](#) > Applying a Payment or Credit Note to a Job-Related Invoice

Applying a Payment or Credit Note to a job-related Invoice

You can distribute payment amounts to invoices.

◆ Before you start

To apply amounts to details for different contracts, projects, categories, and resources:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. Display the payment, prepayment, or credit note.
3. On the detail table, for the job-related invoice you are paying, select **Yes** in the **Apply** column.
4. Click **Jobs**.

The Project and Job Costing Apply Details screen appears.

5. Enter the amount to apply to the selected invoice.
6. 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:

- **Top Down.** Select this method to apply an amount automatically to invoice details beginning with the first detail (contract-project-category-resource) on an invoice until the amount is fully applied.

If you are using this method to allocate a payment to an invoice that uses a multiple payment schedule, you may have to adjust the allocations manually.

Note that discounts, if any, are applied to the last line only. If you wish to allocate discounts proportionately, you should select the Prorate By Amount option.

- **Prorate By Amount.** Select this method to apply a payment amount proportionately to all invoice details, depending on the relative amounts of the details.

7. Select any details that are not being paid at this time, and then click **Clear** to remove the details from the distribution.
 8. Click **Close** to return to the Payment Entry screen.
 9. Click **Add** or **Save**.
-

Tip:

If you accidentally delete a line, or if you use the Clear button to remove all the lines, you can use the Apply Line Number Finder to select a particular detail for payment. [▶ More...](#)



 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Entering and Applying a Payment](#)
[Applying a Payment](#) > Partially Paying a Job-Related Document

Partially Paying a job-related Document

You use the A/P Payment Entry screen to apply partial payments to invoices.

To apply partial payments to job-related invoices:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. Enter payment header details as usual, including the vendor number, transaction date, year, and period.
3. Select an apply method to use as the default for the current payment entry. For more information, see [A/P Payment Entry Screen](#).
4. Select the job-related invoice you want to pay in one of the following ways:
 - Select the **Select Mode** option, click the Go  button to display the unpaid invoices for the selected vendor, and then select **Yes** in the apply column for the invoice.
 - Clear the **Select Mode** option, and then enter the invoice number in the document field in the detail table.
5. Enter the amount of your payment in the **Applied Amount** column for the selected invoice, then navigate 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 **Jobs** to open the Project and Job Costing Apply Details screen.
 - 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 **Clear**.
 - e. Make sure the amounts allocated to invoice details are correct.

Notes:

- If you do not use an apply method to allocate amounts to the details, or you want to change the allocated amounts, you can manually enter or change the amounts that you are paying for invoice details.
- To add or save the invoice, the Unapplied Amount must be zero, meaning 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. Click **Close** to return to the Payment Entry screen.

g. Click **Save**.

7. Click **Add**.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Entering and Applying a Payment](#)
[Applying a Payment](#) > Writing Off Small Differences During Payment Entry

Writing Off Small Differences During Payment Entry


You can adjust a document only if you have applied a payment to it by entering a Payment transaction.

• Before you start

To adjust a document during payment entry:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. Create a new Payment or Apply Document transaction, or select one for editing.
3. On the detail table, 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 **Adjust**.

The Miscellaneous Adjustment Entry screen appears.

5. Enter a reference and description for the adjustment, and then, for each adjustment detail:
 - a. In the **Adjust Line Number** field, use the Finder  to select the document detail you want to adjust.
 - b. Enter a distribution code or general ledger account number for the adjustment detail.
 - c. Enter the adjustment amount for the detail.
6. When finished, click **Close** to return to the Payment Entry screen.
7. Click **Add** or **Save**.
8. Do one of the following:
 - If you have issued a manual check:
 - i. Zero the check number, and then select the **Print Check** option.
 - ii. Adjust the invoice to which the payment is applied, and then save the payment.

- iii. Edit the payment again after saving the changes, this time clearing the **Print Check** option and entering the check number.
- If you have not issued a manual check:
 - i. Select the **Print Check** option.
 - ii. Apply the transaction.
 - iii. Save the transaction.
 - iv. Highlight the invoice you want to adjust, click **Adjust**, enter the adjustment details, and save the adjustment.
 - v. Edit the payment once again to clear the **Print Check** option and enter the number of the check you issued.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Entering and Applying a Payment](#)
[Applying a Payment](#) > Viewing Document History when Applying a Payment or a Credit Note

Viewing Document History when Applying a Payment or a Credit Note

You can view information about what has previously been applied to a document, including:

- Transaction type
- Check/document number
- Transaction date
- Applied amount
- Transaction description
- Vendor number and name

Note: These instructions assume you are working with the payment or credit note in the Payment Entry screen.

◆ Before you start

To view the history of an invoice, credit note, or debit note while applying a payment or credit note:

1. On the Payment Entry screen, select a document in the detail table.
2. In the **Apply** field, select **Yes** (double-click in the Apply field to change the selection from No to Yes, or from Yes to No).
3. Click **History**.

The Document History screen appears, providing information about each document that was previously applied to the selected invoice, credit note, or debit note.

Note: You cannot change any of the information on this screen.

4. Click **Close** to return to the Payment Entry screen.

 [Related Topics](#)


Home > [Entering and Posting Transactions](#) > [Payments](#) > [Entering and Applying a Payment](#)
Changing Optional Fields

Changing Optional Fields

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. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. Click the Zoom  button beside the **Optional Fields** option.

The **Optional Fields** screen appears, displaying any optional fields that are marked for automatic insertion on new payments.

3. On the Optional Fields screen, 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 (for example, amount, text, yes or no), providing your entry does not exceed the length permitted for the field.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [Entering and Applying a Payment](#)
Voiding a Printed Check

Voiding a Printed Check

If you made a mistake when writing a check, then printed the check before realizing the error, you can void the check through Bank Services or from the A/P Payment Entry screen.

To void a printed check from the Payment Entry screen:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. Display the batch and the entry.
3. On the detail table, select a check to void.
4. Click **Void Check**.
5. When prompted, click **Yes**.

 [Related Topics](#)

About Entering Cash Invoices

The Payment Entry screen lets you enter invoices at the same time as you enter payments for existing vendors as well as for one-time vendors. In some 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 table where you can enter general ledger account distributions for the payment, as you would to add an invoice using the Invoice Entry screen.

The distributions debit the general ledger accounts you specify and credit the bank account you chose for the batch.

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.


Note:

Invoices created for a miscellaneous payment do not include:

- Retainage.
 - Optional fields.
 - Terms. (The invoice is paid immediately.)
-

One-Time Vendor or Accounts Payable Vendor

If you are entering a miscellaneous payment for an existing vendor, you must enter the invoice number and the vendor number. When you add the entry, Accounts Payable creates an invoice document that uses this number.

Note: To enter a cash invoice for a one-time vendor, you must leave the Vendor Number field blank. You enter the payee name and address in the screen that opens when you click the Zoom  button beside the Remit-To field.

job-related Miscellaneous Payments

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 screen before you enter any details.

Calculating Tax for Miscellaneous Payments

Accounts Payable calculates tax and updates tax services for miscellaneous payments, as it does for invoices you enter using the Invoice Entry screen.

The program displays tax information from the vendor record as defaults, which you can change for a miscellaneous payment, as follows:

- To change the tax group or other tax information for the document, you use the *A/P Document Taxes Screen*. (You can use a tax group that is from the one specified in the vendor record.) For more information, see [A/P Document Taxes Screen](#).
- To change tax information for the invoice details, you use the separate *A/P Detail Accounts/Taxes Screen (Miscellaneous Payments)* to enter the details and detail tax information. For more information, see [A/P Detail Accounts/Taxes Screen \(Miscellaneous Payments\)](#).

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Payments](#) > [About Entering Cash Invoices](#) > Entering a Cash Invoice or Miscellaneous Payment



Entering a Cash Invoice or Miscellaneous Payment

You enter a miscellaneous payment to issue a check to a person or company for which no vendor record exists in Accounts Payable. For example, you could enter a miscellaneous payment to record a purchase from a one-time vendor.

You can also enter a miscellaneous payment for an existing Accounts Payable vendor and create an invoice at the same time, so you do not have to enter the invoice separately in the Invoice Entry screen. This type of payment is known as a "cash invoice."

Note: Accounts Payable does not create an invoice when you post a payment for a one-time vendor, for whom you do not create a vendor record.

To add a cash invoice or cash payment:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. Select an existing payment batch using the **Batch Number** field, or create a new batch. [More...](#)
3. Click the New  button beside the **Entry Number** field to start a new document, and then enter a description for the payment (such as **Payment for camera**).
4. Select **Misc. Payment** as the transaction type.
5. If the payment is for an existing vendor, enter the vendor number in the **Vendor Number** field, or use the Finder  to select the vendor.
6. Fill in general, or header, information for the payment. [More...](#)
For more information, see [A/P Payment Entry Screen](#).
7. Enter distribution details for the payment, as you would for an invoice. [More...](#)
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 **Taxes** button.

9. To check the taxes calculated for a distribution detail, or to enter them manually, select the detail, then click the **Account/Tax** button.

To find out about entering taxes manually, see [Editing Taxes on an Invoice, Debit Note, or Credit Note](#).

10. In a multicurrency ledger, if the bank or vendor does not use the functional currency and you need to change the exchange rate information for the payment, click the **Rates** button, then for each type of rate (bank and vendor), enter:
 - The rate type code.
 - The exchange rate. If the bank currency or the vendor matches the functional currency, the rate for that currency is 1.0000000.

Note: The Rates button appears only if the vendor does not use your functional currency.

The check will be in the bank currency.

11. When finished, click **Add** or **Save**.

- [After entering and distributing the payment](#)

 [Related Topics](#)

[Home](#) > [Entering and Posting Transactions](#) > [Payments](#) > [About Entering Cash Invoices](#) > [Entering a Cash Invoice \(Miscellaneous Payment\)](#) > Distributing Miscellaneous Payment Details

Distributing Miscellaneous Payment Details

The Payment Entry screen 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: You can enter a negative amount on a detail line. However, the document total cannot be a negative amount.

- Optionally enter a reference and description.
2. Specify distribution details. [More...](#)
 3. On the Rates tab, assign an exchange rate for the miscellaneous payment.

Note: This tab appears only in multicurrency systems.

4. Click **Add**.

 [Related Topics](#)


Home > [Entering and Posting Transactions](#) > [Payments](#) > Entering an Advance Credit for Goods You Return

Entering an Advance Credit for Goods You Return

You can record an advance credit for goods you have returned.

◆ Before you start

To process an advance credit:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. Display the payment entry.
3. Click the Zoom  button beside the **Advance Credit** field.

The Advance Credit screen appears.

4. For each claim for which you are recording a credit, press **Insert** to create a detail line, and then complete the following detail fields:

- **Document Number.** Enter a number to identify the debit document that the system will produce for the advance credit.

The number should help you to match this document with the credit note, when it arrives. For example, if your vendor has given you an RMA number, you could use that for the document number (say RMA-00001).

- **Reference.** Enter a meaningful reference number to identify the specific document that will be credited, typically, an invoice number.
- **Description.** Enter a description for the debit note, such as a description of the goods you are returning and the reason.
- **Claim Amount.** Enter the amount the vendor is crediting you for the return of the goods.

Note: The **Advance Credit** field displays the total amount of advance credits entered.

5. Click **Close** to return to the Payment Entry screen, where you apply the Payment (including the advance credit), as usual.

6. Click **Save**.

▶ After adding an advance credit

 [Related Topics](#)

Adjustments

In Accounts Payable, you can:

- Enter adjustments individually using the A/P Adjustment Entry screen.
- Adjust specific documents in the A/P Payment Entry screen, if the **Allow Adjustments In Payment Batches** option is selected on the A/P Options screen.

[About Processing Adjustments](#)

[Adjusting a Posted Transaction](#)

[About Entering Optional Fields on Adjustment Transactions](#)

Home > [Entering and Posting Transactions](#) > [Adjustments](#) > About Processing Adjustments

About Processing Adjustments

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

In Accounts Payable, you enter adjustments individually in one of the following ways:

- By entering an adjustment transaction using the *A/P Adjustment Entry* screen, specifying the document number to adjust and the general ledger account to debit or credit.

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

- By adjusting specific documents using the *Payment Entry* screens, provided the **Allow Adjustments In Payment Batches** option is selected on the *A/P Options* screen.
- By entering a debit note or a credit note using the *A/P Invoice Entry* screen. You use this method to adjust documents that have been completed and cleared from Accounts Payable, or to enter a general adjustment to an account balance.

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.

Updating Bank Services

Important! If you make any adjustments that affect a bank account, you must make a second adjustment in Bank Services.

Accounts Payable does not send adjustment information to Bank Services.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Adjustments](#) > [About Processing Adjustments](#)
Creating or Modifying an Adjustment Batch


Creating or Modifying an Adjustment Batch

You use the A/P Adjustment Entry screen to create and modify batches of adjustments.

To create an adjustment batch:

1. Open **Accounts Payable > A/P Transactions > Adjustment Entry**.

Note: You can also open the Adjustment Entry screen by clicking **New** on the Adjustment Batch List screen.


2. Click the New  button beside the **Batch Number** field.
3. Enter a description and a date for the batch.
4. Enter adjustments. For more information, see [Adjusting a Posted Transaction](#).

To edit an existing adjustment batch:

1. Open **Accounts Payable > A/P Transactions > Adjustment Entry**.

Note: You can also open the Adjustment Entry screen by clicking **New** on the Adjustment Batch List screen.

2. In the **Batch Number** field, enter a batch number.
3. Make the changes you need to adjustments in the batch.

Note: To view and edit header information for the batch, click the Zoom  button beside the **Batch Number** field.

4. Click **Save**.

▶ [After creating or modifying an adjustment batch](#)

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Adjustments](#) > [About Processing Adjustments](#)
Opening an Existing Adjustment Batch

Opening an Existing Adjustment Batch

You can view or open existing adjustment batches.

To open an existing adjustment batch:

1. Open **Accounts Payable > A/P Transactions > Adjustment Batch List**.
2. If there are a large number of adjustment batches, enter a batch number in the **Batch Number** field.

Tip: To show only batches that are open or ready to post, clear the **Show Posted And Deleted Batches** option.

3. Click **Open**.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Adjustments](#) > [About Processing Adjustments](#)
Deleting an Adjustment Batch

Deleting Adjustments

You can delete individual adjustments, or whole adjustment batches.

To delete an individual adjustment entry:

1. Open **Accounts Payable > A/P Transactions > Adjustment Entry**.
2. In the **Batch Number** field, enter a batch number.
3. Select an adjustment entry.
4. Click **Delete**.
5. If a message appears asking you to confirm the deletion, click **Yes**.

To delete an adjustment batch:

1. Open **Accounts Payable > A/P Transactions > Adjustment Batch List**.
2. In the **Batch Number** field, enter a batch number.
3. Click **Delete**.
4. If a message appears asking you to confirm the deletion, click **Yes**.

All transactions in the batch will be deleted and the batch will be listed as deleted on the Batch Status report. You cannot reuse the batch number.

Note: To clear the data for the deleted batch from Accounts Payable, select the option Clear Deleted And Posted Batches from the A/P Clear History screen.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Adjustments](#) > [About Processing Adjustments](#)
Posting an Adjustment Batch

Posting an Adjustment Batch

You can post adjustment batches individually from the A/P Adjustment Batch List screen.

To post a range of batches, use the A/P Post Batches screen. For more information, see [Posting a Range of Batches](#).

◆ Before you start

To post an adjustment batch:


1. Open **Accounts Payable > A/P Transactions > Adjustment Batch List**.
2. Select the batch you want to post.
3. In the **Ready To Post** field for the selected batch, specify **Yes**.
4. Click **Post**.

 [Related Topics](#)

Adjusting a Posted Transaction

If you need to change the amount for a posted transaction, you do so by entering an adjustment. You can also make changes to an existing adjustment, and then save your changes.

To add an adjustment:

1. Open **Accounts Payable > A/P Transactions > Adjustment Entry**.
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, 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, or 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, adjust retainage as necessary. For more information, see [About Processing Retainage in Accounts Payable](#).
8. Click **Add**.

Note: This button changes to **Save**. If you make changes to the adjustment after you have added it, click **Save** to record your

changes.

 [Related Topics](#)

Home > [Entering and Posting Transactions](#) > [Adjustments](#) > About Entering Optional Fields
Adjustment Transactions

About Entering Optional Fields on Adjustment Transactions

If you use Sage 300 ERP Transaction Analysis and Optional Field Creator and you have set up system-wide optional fields, you can define optional fields for the Adjustment Entry screen.


You define adjustment optional fields using the A/P Optional Fields Screen in the A/P Setup folder. For more information, see [A/P Optional Fields Screen](#).

When you enter a new adjustment transaction, Accounts Payable displays any optional fields that are marked for automatic insertion in adjustments, along with their default values.

The Optional Fields check box on the Adjustment Entry screen shows whether a selected adjustment uses optional fields.

Note: The program sets this indicator. You cannot select or clear the check box. If you delete all the optional fields associated with the adjustment, the program resets the Optional Fields indicator.

Assigning Optional Fields to Particular Adjustments

To view the optional fields that are used on a selected adjustment, click the Zoom  button beside the Optional Fields check box. The Optional Fields screen appears, where you can change the values for optional fields that appear as defaults, or delete them. You can also add any other optional fields that you have defined for adjustments.

Accounts Payable assigns default values to adjustment optional fields as follows:

- If the optional fields used on the original document are the same as the adjustment optional fields, the values from the original document appear.
- If the vendor and adjustment optional fields are the same, the program displays the values from the vendor record. However, if the optional field is also used on the original document, the value from the original document is used.
- If an adjustment optional field is not used either on the original document or in the vendor record, the program uses the default value specified in the optional field setup record.

You can change the default value that appears for an optional field, 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 a blank, you can leave the value blank.
- If the optional field is not validated, you can select a defined value, or you can enter any value that is consistent with the type of field, providing your entry does not exceed the length specified for the optional field.

Updating General Ledger

When you post an adjustment that includes optional fields, the optional

field information specified for the adjustment is included in the journal entry passed to 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 adjustments as you defined for transaction details in the General Ledger account record.

 [Related Topics](#)

Periodic Processing in Accounts Payable

Use Accounts Payable Periodic Processing screens to perform tasks that are part of your regular period-end procedures, such as clearing history, creating general ledger batches, and deleting inactive records.

[Periodic Processing Procedures](#)

[About Creating General Ledger Transactions](#)

[About Checking Data Integrity](#)

[About Processing Recurring Payables](#)

[About Processing Retainage in Accounts Payable](#)

[About Deleting Inactive Records](#)

[Clearing Obsolete Data from Accounts Payable](#)

[Clearing Statistics](#)

[Filing 1099 Reports Electronically](#)

[Filing a T5018 \(CPRS\) Information Return Electronically](#)

[About Revaluing Multicurrency Transactions](#)

[About Year End Processing in Accounts Payable](#)

Periodic Processing Procedures

There are several Accounts Payable screens you can use to complete the types of processing you do at specified intervals, such as at month end or period end, and to remove 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 entering changes of address, making corrections, and selecting the Inactive option for records you plan to delete.

Use the icons in the *A/P Vendors* and *A/P Setup* folders to revise these records.

2. Post transactions that apply to the period, and then print and file the posting journals.

Use the *Invoice Entry*, *Payment Entry*, and *Adjustment Entry* icons in the *A/P Transactions* folder.

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 in the *A/P Transaction Reports* folder to print the reports.

4. Use the *Create Recurring Payable Batch* icon in the *A/P 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 in the *A/P 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.

Use the *Revaluation* icon in the *A/P Periodic Processing* folder.

7. Print the G/L Transactions report, and then create any outstanding general ledger transactions.

Use the G/L Transactions icon in the A/P Transaction Reports folder to print the report, and the Create G/L Batch icon in the A/P Periodic Processing folder to create transactions.

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.

Use the Clear History, Clear Statistics, and Delete Inactive Records icons, respectively, in the A/P Periodic Processing folder to clear this information.

9. Use the 1099 Electronic Filing icons 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 screen from the Vendor Reports folder to print out the forms.)

 [Related Topics](#)

About 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, select the option to Create G/L Transactions During Posting (on the A/P Options screen).

To create general ledger batches only when you want to, select Create G/L Transactions On Request Using Create G/L Batch Icon.

Note: If you use the Create G/L Batch screen, you must create the transactions before using the Year End screen 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.

On the A/P Options screen, 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 A/P Clear History screen), 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—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 Comma Separated Values format, and is created in the same directory as your company database.

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

Multicurrency Ledgers

If you use multicurrency accounting, you use the Create G/L Batch screen to produce general ledger batches containing revaluation transactions that you created with the Revaluation screen.

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: 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.

 [Related Topics](#)

Home > [Period-End Procedures](#) > [About Creating General Ledger Transactions](#) > Creating Batches of Transactions for General Ledger

Creating Batches of Transactions for General Ledger

If Accounts Payable does not create general ledger batches during posting, you use the Create G/L Batch screen to produce batches of general ledger transactions from the batches posted in Accounts Payable. In a multicurrency system, you also use this screen to produce general ledger batches for transactions created during revaluation.

[More...](#)

Note: 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, be sure to create and post General Ledger batches for outstanding Accounts Receivable transactions before locking a period for General Ledger.

◆ Before you start

To create G/L batches:

1. Open **Accounts Payable > A/P Periodic Processing > Create G/L Batch**.
2. Select the types of posted batches from which to create transactions (invoices, payments, adjustment, revaluation).
3. Select the posting sequence number through which to create transactions for each batch type.
4. Click **Process**.

If you use Sage 300 ERP General Ledger, Accounts Payable either adds the new transactions to existing General Ledger batches or creates new batches, depending on your choice for the Create G/L Batches By option on the G/L Integration screen.

If you do not use Sage 300 ERP General Ledger, you see a message asking whether to append transactions to an existing batch file or to overwrite the file.

► After creating a G/L batch

 [Related Topics](#)

About Checking Data Integrity

You should check data integrity and back up your data whenever you add records that would be time-consuming to enter a second time or perform other tasks that change your Accounts Payable data.

Important!

You should always check data integrity:

- Before posting batches
- After importing data

 [Related Topics](#)

About 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 a specific audit trail for the recurring payables by assigning them a separate batch type (Recurring).

Preparing Recurring Payable Records

You use the Recurring Payables screen 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. For more information 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 than 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 screen 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.

Manually Invoicing a Recurring Payable

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. For more information, see [Invoicing a Recurring Payable Manually](#).

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 A/P Options screen.

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 on the A/P Options screen. 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.

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:

- **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 screen 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](#)

Home > [Period-End Procedures](#) > [About Processing Recurring Payables](#) > Processing Recurring Payables

Processing Recurring Payables

You use the Create Recurring Payable Batch screen to create batches of recurring invoices.

Tip: If recurring payable records include reminders to to users, you can also create recurring payable batches from the Reminder List in Common Services.

◆ Before you start

To process recurring payables:

1. Open **Accounts Payable > A/P Periodic Processing > Create Recurring Payable Batch**.
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 **Method** field 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

 [Related Topics](#)

About Processing Retainage in Accounts Payable

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).

There are two steps in processing retainage:

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

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 screen, as usual. To indicate that retainage applies to the document, however, you select the Retainage option.

Note: The Retainage option appears only if you selected the Retainage Accounting option for your Accounts Payable system.

Accounts Payable 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.** To calculate the retainage amount, Accounts Payable multiplies 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, Accounts Payable recalculates the retainage percentage.

The retainage amount is subtracted from the document amount (or the document total) to calculate the amount due.

- **Retainage Due Date.** Accounts Payable calculates the retainage due date (the date the outstanding retainage is due for invoicing) by adding the number of days in the retention period to the original document date. You can enter a different due date, if you want.
- **Retainage Percentage.** Accounts Payable 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, Accounts Payable recalculates the retainage amount.

- **Retainage Rate.** You use this field to specify the method Accounts

Payable uses 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.** Uses the same rate as the document you are processing.
- **Use Current Exchange Rate.** Uses 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 process invoices for outstanding retainage) than you used for the original document from which the retainage was taken.

Accounts Payable displays the code specified for retainage terms in the vendor record, but you can change the retainage terms for a document.

- **Retention Period.** Accounts Payable uses the retention period to calculate the due date for the retainage document. When you change the retention period, Accounts Payable recalculates the retainage due date, and vice versa.

Apply Document Transactions

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 job-related 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 screen. The option provides the following alternatives:

- **At Time Of Original Document.** If you select this option, Accounts Payable calculates and reports (posts) tax on retainage when you post an original document that includes retainage.
- **As Per Tax Authority.** If you select this option, Accounts Payable calculates tax when you post an original document, but reports (posts) the tax as required by each tax authority. The tax reporting requirements for each tax authority are specified by the Report Tax On Retainage Document option, in Tax Services. The tax authority can specify No Reporting, At Time Of Retainage Document, or At Time Of Original Document.

Some tax authorities require that you report tax when you post a retainage document; others let you report tax when you post an original document to which retainage applies.

If the tax authority reports tax At Time Of Original Document, the tax amount is calculated and the tax tracking reports are updated immediately when you post original documents.

If the tax authority reports tax At Time Of Retainage Document, the tax amount is calculated when you post the original document, but it is not reported until you post the retainage document.

To report tax, Accounts Payable 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, Accounts Payable 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* screen 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 table 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 table.

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 table. 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.

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

Note: If retainage was included on the original document, Accounts Payable 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. Accounts Payable 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, Accounts Payable 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 screen, or automatically, using the Create Retainage Batch screen. 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 screen and the Create Retainage Batch screen.

Invoicing Retainage Manually

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

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 screen.

You enter information for the retainage invoice, credit note, or debit note, as usual. To invoice for retainage, 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), Accounts Payable 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 screen.** To review the relationships between retainage documents, you can use the Transactions tab on the Vendor Activity screen.

Select a retainage transaction, then click the:

- Document button to open the document in the transaction entry screen.
- Open button to display information for the retainage document in the separate Document Information screen.

The Document Information screen shows:

- The original retainage amount and retainage due date.
 - The outstanding retainage amount (in the Retainage Amount field), if any.
 - The retainage documents used to clear the outstanding retainage amount for the original document, if you have processed any (on the Item Activity table).
- **Vendors screen.** The Outstanding Retainage field on the Activity tab of the Vendors screen displays the amount of retainage outstanding for a selected vendor.
 - **Aged Retainage report.** For more information, see [Printing the Aged Retainage Report](#).

Revaluing Outstanding Retainage Amounts

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

For revalued outstanding retainage, Accounts Payable 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, Accounts Payable 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.

 [Related Topics](#)

Home > [Period-End Procedures](#) > [About Processing Retainage in Accounts Payable](#) >
Processing Outstanding Retainage

Processing Outstanding Retainage

Use the *A/P Create Retainage Batch* screen periodically to process outstanding retainage automatically for the vendors, document numbers, or vendor groups you select.

Notes:

- You can also process individual invoices for outstanding retainage using the *Invoice Entry* screen.
 - *Accounts Payable* can remind you and other users to process retainage transactions when they are due. If you assign a schedule that uses a reminder on the *Retainage* tab of the *A/P Options* screen, you can process retainage directly from the *Reminder List* in *Common Services*.
 - Taxes are calculated only on original documents. They do not appear for retainage documents.
-

► Before you start

To create a batch of retainage documents:

1. Open **Accounts Payable > A/P Periodic Processing > Create Retainage Batch**.
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 generates the required retainage invoices, retainage debit notes, and retainage credit notes, and updates the Last Invoiced field on the Retainage tab of the A/P Options screen.

7. When finished, click **Close**.

▶ [After generating a retainage batch](#)

 [Related Topics](#)

About Deleting Inactive Records

You use the Delete Inactive Records screen to remove obsolete vendor, vendor group, remit-to location, and recurring payable records from Accounts Payable.

You can remove records only if they currently have an inactive status and were set to inactive within the range of dates you specify.

If you do not want to use the same range of dates for deleting all types of records, you can delete each type of record separately.

Deleting Vendor Records

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 cannot delete a vendor group to which vendors are assigned. To determine whether any vendors are assigned to a group, print the Vendor Groups report, selecting the Group Members option.

Note: 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 such transactions without errors.)

 [Related Topics](#)

Home > [Period-End Procedures](#) > [About Deleting Inactive Records](#) > Removing Inactive Records from Accounts Payable

Removing Inactive Records from Accounts Payable

You use the A/P Delete Inactive Records screen to remove obsolete vendor, vendor group, remit-to location, and recurring payable records from Accounts Payable. This screen 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

To delete inactive records:

1. Open **Accounts Payable > A/P Periodic Processing > Delete Inactive Records**.
2. Select the types of records you want 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**.

► After deleting inactive records

 [Related Topics](#)

Clearing Obsolete Data from Accounts Payable

You use the A/P Clear History screen to remove the following types of data from Accounts Payable:

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

Important! After you clear posted batches, you can no longer drill down from General Ledger to the Accounts Payable transactions that they contained. Also, you can no longer reprint invoices.

◉ Before you start

To clear obsolete data:

1. Open **Accounts Payable > A/P Periodic Processing > Clear History**.
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**.

 [Related Topics](#)

Clearing Statistics

You use the *A/P Clear Statistics* screen to remove obsolete vendor period statistics and vendor group period statistics data from your Accounts Payable system.

Note: To clear *activity* statistics, you use the *A/P Year End* screen. For more information, see [Starting a New Fiscal Year](#).

◆ Before you start

To clear statistics:

1. Open **Accounts Payable > A/P Periodic Processing > Clear Statistics**.
2. Select the types of records you want to clear.
3. Select the range of vendors for which you want to clear statistics.
4. Type the fiscal year and period for which to clear.
5. Click **Process**.

◆ After clearing statistics

 [Related Topics](#)

Filing 1099 Reports Electronically

You can 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.

▶ Before you start

To create an electronic file for your 1099 forms:

1. Open **Accounts Payable > A/P Periodic Processing > 1099 Electronic Filing**.
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.

Important! Be sure to record 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**.

▶ After filing electronically

 [Related Topics](#)

Filing a T5018 (CPRS) Information Return Electronically

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 A/P T5018 (CPRS) Electronic Filing screen 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).

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.

► 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**.
2. Complete the header, transmitter, and payer fields according to Canada Revenue Agency (CRA) requirements.

Important! 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 screen.

► After creating an electronic file

 [Related Topics](#)

About 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):

- **Recognized Gain or Loss.** If you use this 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.
- **Realized and Unrealized Gain/Loss.** If you use this 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.

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:

- **Realized and Unrealized Gain/Loss.** If you use this 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.
- **Recognized Gain or Loss.** If you use this 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 screen.

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 screen.

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 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.

 [Related Topics](#)

Home > [Period-End Procedures](#) > [About Revaluing Multicurrency Transactions](#) > About Exchange Gains and Losses on Settlement

About Exchange Gains and Losses on Settlement

When you apply multicurrency payments, credit notes, debit notes, or adjustments to another document, if the exchange rate used for the applied document is different from the current rate of the apply to document, Accounts Payable recognizes an exchange gain or loss, as follows:

Source amount x current rate of applied document

Less:

Source amount x current rate of apply-to document

Equals

Exchange gain (loss) or realized exchange gain (loss)

Note: If you use the Realized and Unrealized Exchange Gain/Loss method to record exchange gains and losses, any gains or losses arising from differences in exchange rates at the time of settlement are called “realized” gains or losses.

 [Related Topics](#)

Home > [Period-End Procedures](#) > [About Revaluing Multicurrency Transactions](#) > Revaluing Transactions in Other Currencies

Revaluing Transactions in Other Currencies

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.

You use the A/P Revaluation screen to revalue transactions.

◉ Before you start

To revalue transactions:

1. Open **Accounts Payable > A/P Periodic Processing > Revaluation**.
2. Indicate whether to do a provisional revaluation or an actual revaluation. [More...](#)
3. For each currency you want to revalue, use one line on the table to enter the following information:
 - **Currency.** Type the currency code for which you want to specify revaluation options, or choose it from the Finder. The revaluation process selects only transactions that are in the specified currency.

Note: You cannot specify the same currency code more than once for a single revaluation. If you want to revalue different ranges of records for the same currency code, you must revalue each range separately.

- **Revaluation date.** Type the date of the end of the period you want to revalue (normally, the end of a reporting period).

The revaluation process selects open transactions with posting dates that are on or before the date you specify.

- **Earliest backdated activity date.** This field is available only if you use the Recognized Gain/Loss accounting method for your Sage 300 ERP system. It identifies the earliest backdated document to revalue, if there is a backdated transaction in the period you are

revaluing.

- **Rate type.** Type the rate type for selecting the currency table, or select a rate type from the Finder.
 - The revaluation process selects transactions only from specified vendor accounts that use the selected currency.
 - **Rate date.** Type the date to use to select the exchange rate at which to revalue transactions for the specified currency code.
 - **Exchange rate.** Type the rate at which to revalue transactions for the specified currency code.
4. 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 click the Optional Fields column heading. [More....](#)
 5. Optionally, do a test run before performing the final step:
 - a. Select the **Provisional Revaluation** option, if you did not select it earlier.
 - b. Click **Process**.
 - c. Print the Provisional Revaluation posting journal to list the transactions that would be created for the exchange gain and loss general ledger accounts.
 - d. Make any necessary changes to your selections and to currency rates.
 6. When you are satisfied with the results of the provisional revaluation, clear the **Provisional Revaluation** option, and then click **Process** to create the revaluation transactions.

► [After creating a revaluation batch](#)

 [Related Topics](#)

About Year End Processing in Accounts Payable

At the end of each fiscal year, use the Year End screen to transfer current-year 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.

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: After resetting batch numbers, you can no longer view transactions from the General Ledger Transactions screen.

- 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 Days To Pay on the Statistics tab of the Vendors and Vendor Groups screens, and resets the Total Invoices Paid and Number Of Checks on the Statistics tab of the Vendors screen (if you select both the **Clear Activity Statistics** option and the **Clear Invoices Paid And Days to Pay Counter** option).
- If you select the **Clear Total Recurring Payable Amount** option, clears the total amount accumulated for each recurring payable, so that you can resume processing the payables in the new year.

 [Related Topics](#)

Home > [Period-End Procedures](#) > [About Year End Processing in Accounts Payable](#) > Starting a New Fiscal Year

Starting a New Fiscal Year

Starting a new fiscal year requires that you close the current year, transferring current-year activity statistics for vendor groups and vendors to the previous year.

Note: You can use the Year End screen at any time of year if you just need to reset batch numbers or clear recurring-payable amounts. However, you must first complete all the steps listed in the “Before You Start” section.

◆ Before you start

To start a new fiscal year:

1. Open **Accounts Payable > A/P Periodic Processing > Year End**.
2. Select the options you want to include in year-end processing.
[More...](#)

Note: We recommend that you clear activity statistics and the Total Invoices Paid and Total Days To Pay totals only at the end of your fiscal year.

3. Click **Process**.
4. When finished, click **Close**.

 [Related Topics](#)

Importing and Exporting Accounts Payable Data

You can import and export a variety of Accounts Payable records and transactions in a number of common formats.

[Exporting Accounts Payable Information](#)

[Importing Information into Accounts Payable](#)

[Displaying a List of Fields You Can Import and Export](#)

Exporting Accounts Payable Information

To export Accounts Payable information:

1. Open the screen that displays the kind of data that you want to export. (You can export setup records, vendor records, and transactions.)
2. If necessary, use the screen to create or select the records you want to export.

For example, to export an invoice batch, create the batch in the A/P Invoice Entry screen, or select an existing batch.

3. Click **File > Export**.
4. If the File Import/Export Selection screen appears, select the type of data to export, and then click **OK**.

Example: When you export vendor records, you use the File Import/Export Selection screen to specify **Vendor**, **Statistics**, or **Comments**.

5. On the Export screen that appears (depending on the type of records you are exporting):
 - a. In the **Type** field, specify the format in which to save the exported data.
 - b. In the **File** field, specify the name and location for the export file, and then press **Tab**.
 - c. Select the type of information to export. You can also:
 - Click **Load Script** to choose a template that specifies the information you want to export.
 - Click **Set Criteria** to limit the range of records to export using criteria.
 - Click **File > Display Export Fields** to view a list of fields you can export.

6. If you frequently export information with these specifications, click **Save Template** to create an export template that you can use the next time you export this data.

7. When ready, click **OK** to begin exporting.

If you specified a folder and file that do not yet exist, Accounts Payable asks whether to create them.

Importing Information into Accounts Payable

◆ Before you start

To import account information or transactions:

1. Open the Accounts Payable screen that contains the data you want to import.

For example, to import vendor accounts, open the Vendors screen. To import invoices, open the A/P Invoice Entry screen.

2. Click **File > Import**.
3. If the File Import/Export Selection screen appears, select the type of data to import, and then click **OK**.

Example: When you import vendor records, you use the File Import/Export Selection screen to specify **Vendor**, **Statistics**, or **Comments**.

4. On the Import screen that appears:
 - a. In the **Type** field, specify the format of the data you are importing.
 - b. Specify whether to insert new records, update existing records, or insert and update records.
 - c. In the **File** field, specify the name and location of the import file, and then press **Tab**.
 - d. If you previously created an import template that matches the information you want to import, click **Load Script**, and then select the template file.

Otherwise, select the type of information to export.

Tip: You can click **File > Display Import Fields** to view a list of fields you can import.

- e. Select any other options that appear.

5. Optionally, click **Save Script** to save your choices as a template for the next time you import these records.
6. Click **OK** to begin importing.

Displaying a List of Fields You Can Import and Export

You can display and print lists of the fields you can import or export for most Sage 300 ERP records, including transaction batches. The report also indicates key fields.

To display a list of the fields you can import and export:

1. Open the record or transaction entry screen 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. Click **File > Import** or **Export**.
4. If a File Import/Export Selection screen appears (for example, if you clicked Import or Export on the Vendors screen), select the type of record to import or export, and then click **OK**.
5. On the screen that appears, click **File > 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.

Printing Accounts Payable Reports

Use Accounts Payable reports screens to print reports of Accounts Payable vendors, setup records, and transactions.

- Setup reports list the information entered to define your Accounts Payable system.
- Vendor reports list information about your vendors and vendor groups, including lists and statistical reports for vendors and vendor groups, as well as letters, and labels that you print for your vendors.
- Transaction reports 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.

Accounts Payable provides numerous sorting and selecting options on a full range of reports, journals, and lists.

[About Reporting Accounts Payable Data](#)

[About Print Destinations](#)

[Printing Tips](#)

[Setup Reports](#)

[Transaction Reports](#)

[Vendor Reports](#)

About Accounts Payable Reports

You can use Accounts Payable to produce 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 the reports you can produce in Accounts Payable.

Printing Reports

You can print reports in the following ways:

- Directly to a printer, to obtain permanent copies of the information.
- To your screen, for quick review.
- To a file for printing later, importing into another program, or transferring to external storage.
- To an RTF file, which you can send as an e-mail attachment.

Note: If you are using Seagate Info server software, you can 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 8½" by 11" or A4-sized paper.

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

Setup Reports

From the A/P Setup Reports folder, you can produce reports showing the information entered to define each of the records you create when setting up or updating your Accounts Payable system.

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.

Vendor Reports

From the A/P Vendor Reports folder, you can produce reports 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 include 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.

Transaction Reports

From the A/P Transaction Reports folder, you can produce a complete range of reports of your Accounts Payable transactions.

Many of these reports are important for maintaining your Accounts Payable audit trail, including the batch listings, posting journals, error reports, batch status reports, and the G/L Transactions report. You should regularly print these reports, check them carefully, and file them in a secure place.

Note: You must print the G/L Transactions report before you clear posting journals.

Accounts Payable also provides three important reports that you can use to interpret, analyze, and summarize your data:

- **Aged Cash Requirements.** This 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.** This 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.** This 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.

 [Related Topics](#)

About Print Destinations

There are several ways to print reports in Sage 300 ERP, depending on your needs. Before you print, you can select a print destination to:

- 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 so that you can print the report later, import it into another program, or transfer it to other electronic media.
- Print to e-mail to send a report to an electronic mail recipient.

Note: To change the print destination for screens and reports, you must have Change Print Destination security authorization for Administrative Services.



You select print destinations from the **File** menu on the Sage 300 ERP desktop.

For more information, see [Selecting a Print Destination](#).

Important! When you print to any destination, the report's status is updated to **Printed**.

Tips:

If you use **Preview** as your print destination, you can print or export the report from the preview screen in the following ways:

- To print the report on your printer, click the printer  icon on the SAP Crystal Reports® menu bar.
 - To export the report to a file, click the export  icon on the SAP Crystal Reports® menu bar. (You can select Crystal Reports, PDF, Excel, RTF, or CSV as the export format.)
-

Selecting a Print Destination

You can print Sage 300 ERP 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 authorization to change the print destination, or the only destination available will be a physical printer.

To set the Sage 300 ERP print destination to Printer:

Note: These instructions assume that you have set up printers in Microsoft Windows.

1. On the Sage 300 ERP Desktop menu, click **File > Print Destination**.
2. Select **Printer**, and then click **OK**.


When you next print from Sage 300 ERP, the report will be sent to the Windows default printer.

Tip: If you want to confirm the destination printer, page size, and orientation each time you print a report, on the Desktop, click **View > Preferences**, and then select **Confirm on print**.

To print to the screen (display reports on your monitor):

1. On the Sage 300 ERP Desktop menu, click **File > Print Destination**.
2. Click **Preview**.

Note: For Web-based clients, the Preview screen appears first when you click the **Print** button.

Tip: You can print a report displayed in the Preview window by clicking the **Print Report**  button.

To print to a file:

1. On the Sage 300 ERP Desktop menu, click **File > Print Destination**.
2. Click **File**.

When you next print from Sage 300 ERP, you are prompted for an export format and a destination.

- If you select **Disk file** as the destination, browse to the location where you want to save the file, accept the file name or type the name you want to use, and then click **Save**.
- If you select **Application** as the destination, Sage 300 ERP opens the associated application, and displays the report in that application. You can then save the file to a location using the file name you want.
- If you select **Microsoft Mail** as the destination, Sage 300 ERP opens your e-mail client so that you can send the report as an attachment to recipients you specify.

Note: You can enter the name of a non-existent file or directory to be created by the system when you print. When you print to a file, the report is assigned a unique name, for example, CS1000.TXT.

To print reports as attachments to e-mail messages:

1. On the Sage 300 ERP Desktop menu, click **File > Print Destination**.
2. Select **E-mail** to create a file that can be attached to an e-mail.
3. Select either **Adobe Acrobat (PDF)** or **Rich Text Format (RTF)** as the file format for the e-mail attachment. [More...](#)
4. Click **OK**.

When you print using an e-mail destination Sage 300 ERP creates a PDF or RTF version of the report, opens your default e-mail program, and attaches the report file to a new e-mail message. [More...](#)

 [Related Topics](#)

Selecting a Printer for Reports

When your print destination is Printer, Sage 300 ERP prints reports to the Windows default printer, unless you have assigned a specific printer to a report.

The ability to assign different printers to different reports at print time means that you are not limited to printing to the default printer. For example, you can use a different printer to print item labels than you use to print inventory worksheets.

To assign a specific report to a specific printer:

1. Open the report screen that you want to assign to a printer.
2. On the report screen, click **File > Print Setup**.

The program displays the Windows default printer, but you can change the printer for a specific report.

3. Select the **Specific Printer** option, and then select from the list the printer to use for this report.

The printer list includes all printers that have been added to the Printers and Faxes list in Windows.

4. Select a paper source if you want to use a particular paper tray or paper stock for this report.
5. Click **OK** to close the Print Setup screen.

To clear the assigned printer for a specific report:

1. On the Sage 300 ERP desktop, select (highlight) the icon for the report.
2. On the Desktop Object menu, click **Restore Defaults**, or right-click the report icon, and then click **Restore Defaults** on the list that appears.
3. In the Restore Defaults dialog box, select the **Print Settings** option, then click **OK**.

The print setup for that report is reverted to the desktop default.

To have the program prompt you to specify a printer and print options each time you print:

On the Sage 300 ERP Desktop View menu, click **Preferences > Confirm On Print**.

 [Related Topics](#)

Printing Tips

You can select a print destination for a report that is different from the default print destination, and you can save personalized settings for printing certain reports in Accounts Payable.

[Report Printing Options](#)

[Saving Default Report Settings](#)

Report Printing Options

You can print Sage 300 ERP data in a variety of reports to view key information. Printed reports also serve as a source of backup information in case your data is damaged on your computer.

Sage 300 ERP provides four destinations for printing reports. You can:

- Print directly to a printer, (to laser printers on 8.5" x 11" paper, or to dot matrix printers) to obtain permanent copies of the information.
- Display the information on your screen, for a quick review.
- Print to a file that you can save, print later, or import into another program.
- Print to an e-mail to send to another user or office.

For instructions on specifying the print destination for Sage 300 ERP reports, see [Selecting a Print Destination](#).

If you print reports to a physical printer, you can also specify a particular printer to use for printing a report. For instructions, see [Selecting a Printer for Reports](#).

 [Related Topics](#)

Saving Default Report Settings

Sage 300 ERP lets you save report settings as defaults for printing certain Accounts Payable reports, including Aged Payables, Aged Cash Requirements, Aged Retainage, Vendors, and Vendor Transactions reports, as well as Letters and Labels.

To save current settings as defaults:

1. Open the Accounts Payable report screen for which you want to save printing settings.
2. Select the default settings to use whenever you print this report.
3. On the menu, click **Settings > Save Settings As Defaults**.

To clear saved settings:

1. Open the Accounts Payable report screen for which you want to reset printing settings.
2. On the menu, click **Settings > Clear Saved Settings**.

Printing Setup Reports

Use the screens in the A/P Setup Reports folder to print reports of:

- The options you selected, data you entered, and records you added to set up your Accounts Payable system.
- Records you revised.
- Vendor and vendor group statistics.

[1099/CPRS Codes Report](#)

[Account Sets Report](#)

[Distribution Codes Report](#)

[Distribution Sets Report](#)

[E-mail Messages Report](#)

[G/L Integration Report](#)

[Optional Fields Report](#)

[Options Report](#)

[Payment Codes Report](#)

[Payment Selection Codes Report](#)

[Terms Codes Report](#)

Home > [Printing Reports](#) > [Setup Reports](#) > 1099/CPRS Codes Report

Printing the 1099/CPRS Codes Report

The 1099/CPRS Codes report lists the code and description for each 1099/CPRS code entered in your Accounts Payable system.

For information on the contents of this report, see [A/P 1099/CPRS Codes Report Screen](#).

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. Open **Accounts Payable > A/P Setup Reports > 1099/CPRS Codes**.
2. Specify the range of 1099/CPRS codes to include in the report. The default range includes all 1099/CPRS codes.
3. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Account Sets Report

This report lists the account sets defined for your Accounts Payable system. Print the report when you add, change, or delete account sets.

For information on the contents of this report, see [A/P Account Sets Report Screen](#).

When to Print

Print the report when you add, change, or delete account sets.

To print the Account Sets report

1. Open **Accounts Payable > A/P Setup Reports > Account Sets**.
2. Select the range of account sets to include in the report. The default range includes all account sets.
3. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Distribution Codes Report

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 [A/P Distribution Codes Report Screen](#).

When to Print

Print the report when you add, change, or delete distribution codes.

To print the Distribution Codes report

1. Open **Accounts Payable > A/P Setup Reports > Distribution Codes**.
2. Select a range of distribution codes. The default range includes all distribution codes.
3. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Distribution Sets Report

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 [A/P Distribution Sets Report Screen](#).

When to Print

Print the report when you add, change, or delete distribution sets.

To print the Distribution Sets report:

1. Open **Accounts Payable > A/P Setup Reports > Distribution Sets**.
2. Select a range of distribution sets to include. The default range includes all distribution sets.
3. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the E-mail Messages Report

The E-mail Messages report lists all the messages you created to send to vendors with e-mailed letters.

For more information on the contents of this report, see [A/R E-mail Messages Report Screen](#).

When to Print

Print the report when you add, change, or delete e-mail messages.

When to Print

To print the E-mail messages report:

1. Open **Accounts Payable > A/P Setup Reports > E-mail Messages**.
2. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the G/L Integration Report

The G/L Integration report lists the options and other information entered on the G/L Integration screen that determine how your Accounts Payable system interacts with General Ledger.

For more information on the contents of this report, see [A/P G/L Integration Report Screen](#).

When to Print

Print the report when you change the G/L Integration options for Accounts Payable.

► Before you start

To print the G/L Integration report:

1. Open **Accounts Payable > A/P Setup Reports > G/L Integration**.
2. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Optional Fields Report

You print the Optional Fields report whenever you need a listing of all the optional fields set up for Accounts Payable.

For information on the contents of this report, see [A/P Optional Fields Report Screen](#).

When to Print

Print the report when you add, change, or delete optional field records.

To print the Optional Fields report:

1. Open **Accounts Payable > A/P Setup Reports > Optional Fields**.
2. Select **Show Settings** if you want to list the G/L accounts associated with transaction detail optional fields.
3. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the A/P Options Report

The Options report lists the options selected and other information entered on the A/P Options screen to specify how your Accounts Payable system operates.

For information on the contents of this report, see [A/P Options Report Screen](#).

When to Print

Print the report when you change option selections.

To print the report:

1. Open **Accounts Payable > A/P Setup Reports > Options**.
2. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Payment Codes Report

The Payment Codes report lists the codes, descriptions, and methods of payment used in your Accounts Payable system.

For information on the contents of this report, see [A/P Payment Codes Report Screen](#).

When to Print

Print the report when you add, change, or delete payment codes.

To print the report:

1. Open **Accounts Payable > A/P Setup Reports > Payment Codes**.
2. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Payment Selection Codes Report

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 more information on the contents of this report, see [A/P Payment Selection Codes Report Screen](#).

When to Print

Print the report when you add, change, or delete payment selection codes.

To print the Payment Selection Codes report:

1. Open **Accounts Payable > A/P Setup Reports > Payment Selection Codes**.
2. Specify the range of payment selection codes to include on the report. The default range includes all payment selection codes.
3. Select the **Optional Fields** check box if you want to include optional fields associated with each payment selection code.
4. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Terms Report

The Terms report lists the information entered to define each terms code, including multiple payment schedules and due date and discount date tables, when used.

For information on the contents of this report, see [A/P Terms Report Screen](#).

When to Print

Print the report when you add, change, or delete terms codes.

To print the Terms report:

1. Open **Accounts Payable > A/P Setup Reports > Terms**.
2. Select the range of terms codes that you want to print.
3. Select **Include Multiple Payment Schedules** if you want to print schedules for terms codes that use them.
4. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing Transactions Reports

Use the screens in the A/P Transaction Reports folder to print a variety of transaction reports to maintain your audit trail and to analyze Accounts Payable data.

[Aged Cash Requirements Report](#)

[Aged Payables Report](#)

[Aged Retainage Report](#)

[Printing Batch Listings](#)

[Batch Status Report](#)

[Check Register](#)

[Checks](#)

[G/L Transactions Report](#)

[Overdue Payables Report](#)

[Posting Errors Report](#)

[Posting Journals](#)

[Pre-Check Payment Register](#)

[Revaluation Posting Journal](#)

[Vendor Transactions Report](#)

Home > [Printing Reports](#) > [Transaction Reports](#) > Aged Cash Requirements Report

Printing the 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.

For information on the contents of this report, see [A/P Aged Cash Requirements Report Screen](#).

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 Aged Cash Requirements report:

1. Open **Accounts Payable > A/P Transaction Reports > Aged Cash Requirements**.

2. Select from the following report options:

- **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. Accounts Payable 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.
[More...](#)
- **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 option if you want sort transactions by document type for each vendor on the report.
- **Use Aging Periods.** The aging periods defined on the A/P Options screen appear as defaults, but you can assign different periods for this report.

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. [More...](#)

If you do not specify selection criteria, the report includes all vendor records.

- **Sort Vendors By.** Specify up to four sort orders by which to organize records on the report. [More...](#)

If you do not specify sorting criteria, the report orders the records by vendor number.

- **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.
- **Total.** If you want to include subtotals for each sorted group, select the **Total** check box for the groups of records you are sorting by.
- [Include] **Contact/Phone/Credit.** Select 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 if you want 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 screen, 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: If you clear the **Adjustments** check box, adjustments can still appear as applied details on the documents that payment was applied to. If you select the Adjustments check box, adjustments

can appear as both applied details and regular documents.

- [Show] **Applied Details.** Select this option if you want 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 if you want to list documents that are fully paid, but not yet cleared from Accounts Payable.
- [Show] **Aged Retainage.** Select this option if you want to include retainage documents with taxes on the report.

This option is not available if you are aging documents by document date.

- **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**.

- If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
- If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
- If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
- If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Home > [Printing Reports](#) > [Transaction Reports](#) > Aged Payables Report

Printing the 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.

For information on the contents of this report, see [A/P Aged Payables Report Screen](#).

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 Aged Payables report:

1. Open **Accounts Payable > A/P Transaction Reports > Aged Payables**.
2. In the **Report Type** field, select **Aged Payables By Due Date** or **Aged Payables By Document Date** to age balances or documents.
3. In the **Age As Of** field, specify the date on which to report the payables.

Accounts Payable 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.

4. In the **Cutoff By** field, specify the type of date by which to evaluate transactions for inclusion on the report, and then, in the **Cutoff Date** field, specify the latest date a transaction can have to be included on the report. (The report includes only transactions that have a date that is on or before this date.) [More...](#)
5. Select from the following options:
 - **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 option if you want to sort transactions by document type for each vendor on the report.
 - **Use Aging Periods.** The aging periods defined on the A/P Options screen appear, but you can assign different periods for this report.

- **Select Vendors By.** Specify up to four criteria to select the vendor accounts to list on the report. [More...](#)
- **Sort Vendors By.** Specify up to four orders by which to sort records for the report. [More...](#)

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.** Select 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 With A Zero Balance.** Select this option to include vendors with zero balances.
- **[Include] Vendors/Transactions on Hold.** Select this option to include vendors that are placed on hold in the Vendors screen, and transactions that you have placed on hold in the Control Payments screen.
- **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: If you clear the **Adjustments** check box, adjustments can still appear as applied details on the documents that payment was applied to. If you select the Adjustments check box, adjustments can appear as both applied details and regular documents.

- **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 option is not available if you are aging documents by document date.

- **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.

Note: If you list transactions in the functional currency, and you have performed a revaluation, the report shows the new functional amounts.

6. Click **Print**.

- If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
- If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
- If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
- If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Aged Retainage Report

The Aged Retainage report groups outstanding retainage amounts by due date into a current period and four aging periods.

For information on the contents of this report, see [A/P Aged Retainage Report Screen](#).

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. Open **Accounts Payable > A/P Transaction Reports > Aged Retainage**.

2. In the **Report Type** field, specify a type as follows:

- Select **Aged Retainage By Due Date** to print a report that shows all outstanding retainage amounts that are due for each aging period, including Future and Current.

Outstanding retainage amounts are grouped according to the dates on which they become due.

Note: For job-related documents, if one of the document details becomes due in a future period, the outstanding retainage amount for that detail appears in the Future period.

- Select **Future Retainage By Due Date** to print a report that shows outstanding retainage amounts that will become due in future aging periods, beginning with the Age As Of date.

Outstanding retainage amounts are grouped according to the future dates at which they will become due.

- Select **Overdue Retainage By Due Date** to print a report that shows only outstanding retainage amounts that became overdue in each aging period.

Overdue outstanding retainage amounts are grouped according to the dates on which they became due.

3. Select the remaining report options as follows:

- **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.

[More...](#)

- **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.** Accounts Payable uses aging periods to group outstanding retainage amounts.

The aging periods defined on the A/P Options screen appear as defaults, but you can assign different periods for this report.

- **Select Vendors By.** Specify up to four criteria to select the vendor accounts to list on the report. [More...](#)

If you do not specify selection criteria, the report includes amounts for all vendors that use the account type you select.

- **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.
- **Title.** If you want to include a title for each sorted group, select this option for each group of records you are sorting by.
- **Total.** If you want to include subtotals for each sorted group, select the this option for each group 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.

4. Click **Print**.

- If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
- If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
- If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
- If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing Batch Listings

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.

Note:

- You cannot print batch listings for deleted or posted batches.
- The invoice batch listing includes debit notes and credit notes, as well as interest invoices.
- Printing batch listings is optional, unless the **Force Listing Of All Batches** option is selected on the A/P Options screen.

For information on the contents of this report, see [A/P Batch Listing Screen](#).

When to Print

You should print batch listings for your audit trail records after entering, importing, generating, or editing a batch, at any time before the batch is posted.

Important! 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, even if the **Force Listing Of Batches** option is selected on the A/P Options screen.

To print batch listings:

1. Open **Accounts Payable > A/P Transaction Reports > Batch Listing**.

Tip:

You can also open the Batch Listing screen by:

- Clicking the **Print** button on the Batch List screen.
- Clicking **File > Print Batch Listing Report** on any transaction entry screen.

-
2. Select the type of batch for which you are printing listings (**invoice, Payment, or Adjustment**).

Note: You do not print payment or adjustment batch listings for an Intercompany Transactions company.

3. Use the **From** and **ToBatch Number** fields to specify the range of batch numbers to include in the batch listing.
4. Use the **From** and **ToBatch Date** fields to specify the range of batch creation dates.

The default range includes all batches from the beginning of the

current fiscal year to the session date.

5. Select any optional information you want to include, as follows:

- **.Reprint Previously Printed Batches.**
- **Show Comments.**
- **Show Schedules.** Select this option to include multiple payment schedules on invoice batch listings.
- **Show Tax Details.** Select this option to include tax details on invoice batch listings.
- **Show Adjustment Details.** Select this option to include details of adjustments posted with payments and an adjustment summary.

Note: This option appears only for payment batch listings, and it is not available for an Intercompany Transactions company.

- **Show Job Details.** Select this option to include the contract, project, category, resource, applied amount, and discount taken for each job-related detail, and to print a summary by contract.

Note: This option appears only if you use Sage 300 ERP and Job Costing, and it is not available for an Intercompany Transactions company.

- **Show Optional Fields.** Select this option to include optional field information included with transactions.

Note: This option appears only if you use Sage 300 ERP Transaction Analysis and Optional Field Creator.

6. Select the types of batches to print. You can choose:

- **Entered.** These are batches created in Accounts Payable.
- **Imported.** These are batches transferred to Accounts Payable using the **File > Import** (batch) command on transaction entry screens. [More...](#)
- **Generated.** These are batches created in Accounts Payable, such

as transactions that were rejected during posting.

- **Recurring.** If you are printing invoice batches, you can also print listings of the batches created using the Create Recurring Payable Batch screen.

Note: This option is not available for an Intercompany Transactions company.

- **External.** These are batches that you create in other Sage 300 ERP programs, then send to Accounts Payable (for example, invoice batches that you generate in Purchase Orders).
- **System.** These are payment batches created using the Create Payment Batch screen.

Note: This option is not available for an Intercompany Transactions company.

- **Retainage.** These are batches that you create to clear outstanding retainage.

Note: This option appears only if you use retainage accounting, and it is not available for an Intercompany Transactions company.

7. Select the statuses of batches to print. You can choose:

- **Open.** These are unlisted batches, or edited batches that have not been relisted.
- **Ready To Post.** These are completed batches that have been marked Ready To Post.
- **Posted.** These are batches that have been posted.

8. Click **Print**.

- If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
- If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.

- If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
- If you are printing to e-mail, an e-mail message appears with the report attached.

▶ [After printing batch listings](#)

 [Related Topics](#)

Printing the Batch Status Report

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. It 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 [A/P Batch Status Report Screen](#).

When to Print

Print the report when you need batch information, and before clearing batch status information (details of posted and deleted batches).

Tip: You clear information about printed posting journals and deleted and posted batches using the A/P Clear History screen.

To print the Batch Status report:

1. Open **Accounts Payable > A/P Transaction Reports > Batch Status**.
2. Select the batch type for which you want to print the report (**invoice, Payment, or Adjustment**).

Note: You do not print payment or adjustment batch listings for an Intercompany Transactions company.

3. Use the **From** and **ToBatch Number** fields to specify the range of batch numbers to include in the report.
4. Use the **From** and **ToBatch Date** fields to specify the range of batch creation dates.

The default range includes all batches from the beginning of the current fiscal year to the session date.

5. Select the types of batches to print. You can choose:
 - **Entered.** These are batches created in Accounts Payable.
 - **Imported.** These are batches transferred to Accounts Payable using the **File > Import** (batch) command on transaction entry screens. [More...](#)
 - **Generated.** These are batches created in Accounts Payable, such as transactions that were rejected during posting.
 - **Recurring.** If you are printing invoice batches, you can also print listings of the batches created using the Create Recurring Payable

Batch screen.

Note: This option is not available for an Intercompany Transactions company.

- **External.** These are batches that you create in other Sage 300 ERP programs, then send to Accounts Payable (for example, invoice batches that you generate in Purchase Orders).
- **System.** These are payment batches created using the Create Payment Batch screen.

Note: This option is not available for an Intercompany Transactions company.

- **Retainage.** These are batches that you create to clear outstanding retainage.

Note: This option appears only if you use retainage accounting, and it is not available for an Intercompany Transactions company.

6. Select the statuses of batches to print. You must select at least one of the following statuses:

- **Open.** These are unlisted batches, or edited batches that have not been relisted.
- **Deleted.** You can select this option to include deleted batches that you have not yet cleared from Accounts Payable.
- **Ready To Post.** These are completed batches that have been marked Ready To Post.
- **Posted.** These are batches that have been posted.
- **Post In Progress.** These are batches for which posting has begun. You cannot edit or print the batch.
- **Check Creation In Progress.** When you print the report for payment batches, you can select this status.

7. Click **Print**.

- If you are printing to a printer, the Print window appears. Confirm

your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.

- If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
- If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
- If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing a Check Register

The Create Payment Batch screen provides a Pre-Check Register that lets you preview the payment transactions that will be created using the current selection criteria when you generate a payment batch.

Important! You should always print a Pre-Check Register, so you do not get unexpected results when you generate the batch.

The Check Register report lists details of checks that are produced and posted to vendor accounts during a check run. It can also list a summary of 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 [A/P Check Register Screen](#).

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 a check register:

1. Open **Accounts Payable > A/P Transaction Reports > Check Register**.
2. Select a range of posting sequences.
3. Indicate whether to print a summary of the general ledger transactions created for the payments.
4. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

▶ [After printing a check register](#)

 [Related Topics](#)

Home > [Printing Reports](#) > [Transaction Reports](#) > Printing a Single Check When You Pay a Vendor

Printing a Single Check When You Pay a Vendor

You can print a check for a payment or a prepayment when you enter the transaction using the *A/P Payment Entry* screen or the *A/P Invoice Entry* screen.

You can also print all the checks in a payment batch together using the *A/P Payment Batch List* screen. For instructions on printing checks for batches, see [Printing Checks for a Batch of Payments](#).

You can print checks and advices on different types of check stock, including forms that include an advice slip listing the details of the payment. For information about the check and advice formats that come with Accounts Payable, see [About Printing Checks](#).

You can print checks while other users are printing checks, provided the check runs are for different payment batches.

Notes:

- You cannot reprint a check after the check information has been posted to Bank Services.
 - If you delete a 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.
-

When to Print

Use the A/P Payment Entry screen or the A/P Invoice Entry screen to print a check for a payment or a prepayment when you enter the payment or prepayment.

► Before you start

To print a check for a prepayment you enter using the Invoice Entry screen:

1. Open **Accounts Payable > A/P Transactions > Invoice Entry**.
2. Display the invoice that you are prepaying, or add the invoice, as usual.

Note: If you are entering a new invoice, you must click **Add** after entering all the invoice information

3. Click **Prepay**.
4. On the Prepayments screen, select the payment batch and the payment, or enter a new payment, as usual.

Note: If you are entering a new prepayment, you must click **Add** after entering all the payment information

5. Make sure that the **Print Check** option is selected for the payment.
6. Click **Print Check** to display the Print Checks screen.
7. Continue at step 5 of the following instructions for printing a check from the Payment Entry screen.

To print a check for a payment or a prepayment when you enter it on the Payment Entry screen:

1. Open **Accounts Payable > A/P Transactions > Payment Entry**.
2. Display the payment for which you want to print a check, or enter a new payment, as usual.

3. Make sure that the **Print Check** option is selected for the payment.
4. Click **Print Check** to display the Print Checks screen.
5. On the Print Checks screen, review the settings and the list of checks the program is ready to print. [More...](#)
6. To print a test copy of a check to verify that your check forms are aligned correctly in your printer, make sure your printer is ready, and then click **Align**.

Note: Align always prints to your printer, no matter what print destination you selected for Sage 300 ERP.

You can repeat this step as often as needed.

Tip: If you are not ready to print this check, click **Close**. When a message appears warning you "Not all checks have been printed," click **Yes** to leave the Print Checks screen, cancel the check run, and void the printed checks. (None were printed.)

7. When you are ready to print the check, click **Print**.
Accounts Payable asks whether the check was printed correctly.
8. Review the printed check, and if it was printed correctly, click **Yes**.

If the check was not printed correctly:

- a. Click **No**.
- b. Reset the print status in one of the following ways:
 - Double-click in the Print Status column for the payment.
 - Click the **Select Reprint Range** button, and then specify the number of the check you printed.
- c. Click **Print** again.

Important! If you cannot reprint the check at this time, click **Close**, and then click **Yes** when asked to confirm that you want to cancel the print run and void the current check number. 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.

9. If you are also printing a payment advice, Accounts Payable asks whether the advice forms are in the printer.

a. Click **Yes** to print the advice form.

b. If the advice printed correctly, click **Yes** again when asked.

If the advice was not printed correctly click **No**, and then reset the print status, as before.

When you accept the check and the payment advice, if you printed one, Accounts Payable posts the check information to Bank Services, and closes the Print Checks screen.

▶ [After printing a check](#)

 [Related Topics](#)

Home > [Printing Reports](#) > [Transaction Reports](#) > [Checks](#) > Printing Checks for a Batch of Payments

Printing Checks for a Batch of Payments

The most common way to print checks is using the Print/Post button on the A/P Payment Batch List screen to print checks for an entire batch, and then immediately post the batch. [More...](#)

You can print checks while other users are printing checks, provided the check runs are for different payment batches.

When to Print

Print all the checks in a payment batch before posting the batch.

◉ Before you start

To print checks and post the payment information to vendor accounts, you:

1. Open **Accounts Payable > A/P Transactions > Payment Batch List**.
2. Select the batch for which you want to print checks.
3. Click **Print/Post**.
4. If you are posting the payments, click **Yes**. [More...](#)
5. On the Print Checks screen, review the settings and the list of checks the program is ready to print. [More...](#)
6. To print a test copy of a check to verify that your check forms are aligned correctly in your printer, click **Align**.

Note: You can repeat this step as often as needed when the printing destination is Printer.

7. When you are ready to print the checks, click **Print**.

If you are printing checks, then advices (instead of checks only or combined check and advices), Accounts Payable tells you to insert the check stock in the printer before proceeding.

When printing is finished, it asks whether the checks were printed correctly.

8. Review the checks, and then click **Yes** or **No**. Then:
 - If you clicked No, click **Select Reprint Range**, specify a range of checks for reprinting, and then click **Reprint**.
 - If you clicked Yes and you are printing advices after the checks, the program starts to print advices immediately. It asks you to confirm

that advices were printed correctly.

After you click Yes to accept the check run (or the advice run, if printing advices), Accounts Payable returns you to the A/R Payment Batch List screen and posts the payments to vendor accounts.

Important! After check data has been posted, you cannot reprint the checks or advices.

▶ [After printing a check](#)

 [Related Topics](#)

Home > [Printing Reports](#) > [Transaction Reports](#) > [Checks](#) > Reprinting Checks Using the Payment Batch List Screen

Reprinting Checks Using the Payment Batch List Screen

When printing checks using the Payment Batch List screen, if the checks do not print correctly, but you cannot reprint them immediately, you can reject the print run, and reprint the checks later.

To reject a print run:

1. Click **No** when asked if the checks printed correctly.
2. If you want to void the checks, reset the status of the checks to **Not Printed** on the Print Checks screen.
3. Click **Close**, and then confirm again that checks did not print correctly.

If you reset the check status to Not Printed, Accounts Payable asks whether you want to void the check numbers it issued.

- If you do not want to keep any of the checks, click **Yes**. Accounts Payable then:
 - Assigns all check numbers a Void status.

Important! Make sure you destroy all printed checks.

- Retains the Ready To Post status for the batch.
- Does not post the payment batch.
- If you do not void all the checks, Accounts Payable:
 - Does not assign a Void status to check numbers at this time. It will void only the checks that you reprint later.
 - Sets the batch status to Check Printing In Progress, preventing you from opening or editing this batch unless you reset the batch status.
 - Creates a restart record, so that the next time you print checks, this batch will be processed first.

To reprint checks when you are ready:

1. Open the Payment Batch List screen.
2. Select the batch, and then click **Print/Post**.
 - If you voided the checks earlier, Accounts Payable opens the Print Checks screen so you can proceed.
 - If you did not void the checks previously, Accounts Payable displays a message stating that a restart record exists. Click **OK**. Accounts Payable opens the Print Checks screen and proceeds with the interrupted check run.
3. When the Print Checks screen appears, click **Print** to reprint the checks.

 [Related Topics](#)

Home > [Printing Reports](#) > [Transaction Reports](#) > [Checks](#) > Voiding Printed Checks During
Check Run

Voiding Printed Checks During a Check Run

If you cannot reprint checks immediately and you want to edit the batch later (for example, if you are entering and printing single checks from the Payment Entry screen), you should void the check when you close the Print Checks screen.

To void printed checks:

1. When asked if the checks printed correctly, click **No** to reject the checks.
2. On the Print Checks screen:
 - a. Reset the status of the checks you printed to Not Printed, by double-clicking the **Check Status** column or by using the **Select Reprint Range** button.
 - b. Click **Close**.
 - c. When prompted to cancel the check run and void all checks, click **Yes**.

 [Related Topics](#)

Printing the G/L Transactions Report

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 content of the detailed report depends on the consolidation options selected on the G/L Integration screen. For example, if general ledger transactions are consolidated by account and fiscal period, the report shows a total for each general ledger account and fiscal period. If they are not consolidated, the report shows full details for each transaction.

For more information on the contents of this report, see [A/P G/L Transactions Report Screen](#).

When to Print

You should print this report:

- After posting Accounts Payable batches, if you use the option to create G/L transactions during posting.

After creating general ledger batches, if you use the option to create G/L transactions using the Create G/L Batch icon.

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 A/P Year End screen.

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.

To print the G/L Transactions report:

1. Open **Accounts Payable > A/P Transaction Reports > G/L Transactions**.
2. In the **Select Batch Type** field, select any or all of the **Invoice**, **Payment**, and **Adjustment** batch types. If you use multicurrency accounting, you can also select **Revaluation**.
3. Use the **Posting SequenceFrom** and **To** fields to specify a range of posting sequence numbers for each batch type you selected.

The latest posting sequence numbers are displayed in the **To** field. You can accept them, or enter earlier numbers.

4. Select additional options for the report using the following fields:
 - **Report Format**. Select **Detail** or **Summary**.
 - **Sort By**. If you are printing the detailed report, specify whether to list the transactions on the report by **Account Number**, **Year/Period**, or **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.

5. Click **Print**.

- If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
- If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
- If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
- If you are printing to e-mail, an e-mail message appears with the report attached.

▶ [After printing the G/L Transactions report](#)

 [Related Topics](#)

Home > [Printing Reports](#) > [Transaction Reports](#) > [G/L Transactions Report](#) > Source Codes
Used on the G/L Transactions Report

Source Codes Used on the G/L Transactions Report

Each type of Accounts Payable transaction is listed on the G/L Transactions report with the source code "AP," followed by the transaction type.

Source Codes

Source Code	Transaction Type
AP-AD	Adjustment
AP-CF	Applied Credit (from)
AP-CR	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

Printing the Overdue Payables Report

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

For information on the contents of this report, see [A/P Overdue Payables Report Screen](#).

When to Print

Print the report when you need a listing of overdue payables on a given date, such as at the end of a fiscal year or period, or when you want to identify documents that must be paid immediately.

To print the Overdue Payables report:

1. Open **Accounts Payable > A/P Transaction Reports > Aged Payables**.
2. In the **Report Type** field, specify **Overdue Payables By Due Date** or **Overdue Payables By Document Date** to age balances or documents.
3. In the **Age As Of** field, specify the date on which to report the payables.

Accounts Payable 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.

4. In the **Cutoff By** field, specify the type of date by which to evaluate transactions for inclusion on the report, and then, in the **Cutoff Date** field, specify the latest date a transaction can have to be included on the report. (The report includes only transactions that have a date that is on or before this date.) [More...](#)

5. Select from the following options:

- **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 option if you want to sort transactions by document type for each vendor on the report.
- **Use Aging Periods.** The aging periods defined on the A/P Options

screen appear, but you can assign different periods for this report.

- **Select Vendors By.** Specify up to four criteria to select the vendor accounts to list on the report. [More...](#)
- **Sort Vendors By.** Specify up to four orders by which to sort records for the report. [More...](#)

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.** Select 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 With A Zero Balance.** Select this option to include vendors with zero balances.
- [Include] **Vendors/Transactions on Hold.** Select this option to include vendors that are placed on hold in the Vendors screen, and transactions that you have placed on hold in the Control Payments screen.
- **Select Transaction Types.** Select the types of transactions to include on the report. You can include any or all of the transaction types listed.
- **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 option is not available if you are aging documents by document date.

- **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.

Note: If you list transactions in the functional currency, and you have performed a revaluation, the report shows the new functional amounts.

6. Click **Print**.

- If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
- If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
- If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
- If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Home > [Printing Reports](#) > [Transaction Reports](#) > Posting Errors Report

Printing the Posting Errors Report

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 information on the contents of this report, see [A/P Posting Errors Report Screen](#).

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 Posting Errors report:

1. Open **Accounts Payable > A/P Transaction Reports > Posting Errors**.
2. Select the type of error report to print (**Invoice, Payment, or Adjustment**).

Note: If you are printing this report for an Intercompany Transactions company, the Payment Error and Adjustment Error reports are not available.

3. Use the **From Posting Sequence** and **To Posting Sequence** fields to specify the range of posting sequences for which to print the report.
4. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

► [After printing the G/L Transactions report](#)

 [Related Topics](#)

Printing Posting Journals

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 information about the contents of this report, see [A/P Posting Journals Screen](#).

When to Print

You should print posting journals after each posting run, and then file them with your other audit trail records.

You must print all outstanding posting journals before you can use the A/P Clear History screen to clear them, or use the Year End screen to do year-end processing.

If you use multicurrency accounting, you also print posting journals after revaluing transactions at new exchange rates.

To print posting journals:

1. Open **Accounts Payable > A/P Transaction Reports > Posting Journals**.

2. Specify the following report options:

- **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, as well as invoices.

If you use multicurrency accounting, you can also select **Revaluation** or **Provisional Revaluation**.

Note: If you are printing a posting journal for an Intercompany Transactions company, you can select **Invoice**, only.

- **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.

- **Reprint Previously Printed Journals.** Select this option if you

want to print additional copies of journals you printed before.

Note: 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.
-

Note: This option is available only if you use Sage 300 ERP Project and Job Costing. It is not available for 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.** This option 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.** This option 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.
-

Note: You select **Adjustment Date** when you print adjustment posting journals.

- **Document Number.** This option lists invoices, credit notes, debit notes, and interest charges by their document numbers.
- **Check Number.** This option lists 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.

- **Adjustment Number.** This option lists adjustment transactions by the adjustment number that Accounts Payable assigns to the transactions when you create them.

It also 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, the transactions in the second batch are listed first.

3. Click **Print**.

- If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
- If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
- If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
- If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Pre-Check Payment Register

The Payment Register report shows the payments that will be made if you generate checks using the selection and exclusion criteria you specify in the Create Payment Batch screen. The report can also provide a list of transactions or vendor accounts that have been placed on hold.

For information about the contents of this report, see [A/P Pre-Check \(Payment\) Register Screen](#).

When to Print

Print the report before generating a check run, to verify the payment batch you are creating.

▶ Before you start

To print a pre-check payment register

1. Open **Accounts Payable > A/P Transactions > Create Payment Batch**.
2. Select options on the **Bank and Currency Selection Criteria** tab and the **Vendor And Date Selection Criteria** tab.
3. On the **Exclusion** tab, enter the list of vendors to exclude from the batch.
4. Click the **Register** button.

▶ After printing the Pre-Check Payment Register

 [Related Topics](#)

Printing the Revaluation Posting Journal

A revaluation posting journal is the printed record of the transactions that are created for the general ledger exchange gain and loss accounts when you revalue multicurrency documents at new exchange rates.

If you perform a provisional revaluation, you can print the provisional revaluation journal to check the transactions that will be created when you post the revaluation.

For information on the contents of the revaluation posting journal, see [A/P Posting Journals Screen](#).

When to Print

You should print the posting journals after revaluing transactions at new exchange rates, then file them with your other audit trail records.

Note: You must print all outstanding posting journals before you can use the A/P Clear History screen to clear them, or use the Year End screen to do year-end processing.

• Before you start

To print the Revaluation Posting Journal:

1. Open **Accounts Payable > A/P Transaction Reports > Posting Journals**.
2. Specify the following report options:
 - **Select Posting Journal.** Select **Revaluation** or **Provisional Revaluation**.
 - **From Posting Sequence** and **To Posting Sequence.** If you are printing a revaluation posting journal, type the lowest and highest numbers in the range of posting sequences for which you want to print journals.

You do not see this option if you are printing a provisional revaluation journal.

- **Reprint Previously Printed Journals.** Select this option if you want to print additional copies of journals you printed before. You see this option only if you are printing a Revaluation Posting Journal.

Note: Do not select the option if you want to print only journals you have not already printed from the specified range of posting sequence numbers.

3. Click **Print**.

- If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
- If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
- If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
- If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Vendor Transactions Report

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 [A/P Vendor Transactions Report Screen](#).

When to Print

Print the report when you want to see the current status of your vendor accounts.

◉ Before you start

To print the Vendor Transactions report:

1. Open **Accounts Payable > A/P Transaction Reports > Vendor Transactions**.
2. In the **Report Type** field, specify whether to print transactions by document date, by document number, or by fiscal year and period.
3. If you are printing transactions by document date or by document number, use the **From Document Date** and **To** fields to specify the range of dates for which to include transactions.

If you are printing transactions by fiscal year and period, use the **From Year/Period** and **To** fields to specify the fiscal year and period range for which you want to print transactions.

4. Use the **Select Vendors By** fields to specify up to four criteria to select the vendor accounts to list on the report. [More...](#)

Note: If you do not specify selection criteria, the report includes all vendor records that meet the other criteria you specify. (For example, the report does not include vendor records with a zero balance unless you select the **Print Vendors With A Zero Balance** option.)

5. Use the **Sort Vendors By** fields to specify up to four orders by which to sort records for the report. [More...](#)

Note: If you do not specify sorting criteria, the report orders the records by vendor number.

6. Specify whether to include group titles and/or group subtotals for each sorted group. [More...](#)

7. Specify additional options for the report, as needed:

- **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.**
- **Sort Transactions by Transaction Type.** Select this option to sort transactions by document type for each vendor on the report.
- **[Include] Contact/Phone/Credit.** Select this option 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 With A Zero Balance.** Select 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.** Select this option to list a total for each transaction type after the listing for each vendor.
- **[Show] Applied Details.** Select this option to include all the documents such as payments and credit notes that were applied to each reported invoice.

Note: 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, 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.

8. Click **Print**.

- If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
- If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
- If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
- If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing Vendor Reports

Use the screens in the A/P Vendor Reports folder to print lists of vendors, vendor groups, remit-to locations, and recurring payables in your Accounts Payable system, as well as letters and labels for vendors.

Note: If the User 1099/CPRS Reporting option is selected on the A/P Options screen, you can print 1099/1096 and T5018 (CPRS) amounts in the required formats.

You can also print statistics reports for vendor groups and vendors.

[1099/1096 Forms](#)

[5018 \(CPRS\) Forms](#)

[Letters and Labels](#)

[Recurring Payables Report](#)

[Remit-To Locations Report](#)

[Vendor Activity Statistics Reports](#)

[Vendor Group List](#)

[Vendor Period Statistics Report](#)

[Vendor Group Period Statistics Report](#)

[Vendors List](#)

Printing 1099/1096 Forms

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 more information, see [A/P Print 1099/1096 Forms Screen](#).

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. Open **Accounts Payable > A/P Vendor Reports > Print 1099/1096 Forms**.

If you are printing 1096 forms, select the check boxes for the following options, as necessary:

- **Preadressed 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 the following options:

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.

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. 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.

5. Click **Print**.

- If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
- If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
- If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
- If you are printing to e-mail, an e-mail message appears with the report attached.

6. If you want to use the same settings the next time you print these forms, click **Settings > Save Settings As Defaults**.

 [Related Topics](#)

Printing T5018 (CPRS) Forms

You can use Accounts Payable to track payments to vendors who are subject to CPRS reporting, and print the data on official CPRS forms.

For information on the contents of the forms, see [A/P Print T5018 \(CPRS\) Forms Screen](#).

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. Open **Accounts Payable > A/P Vendor Reports > Print T5018 (CPRS) Forms**.
2. Select report options as follows:
 - **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.
If you are not sure of the name of the form, click **Browse** (or press **Alt+B**), and 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. To print a test copy of a CPRS 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.

4. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the

report attached.

 [Related Topics](#)

Printing Letters and Labels

You can print letters and mailing labels for the vendors in your Accounts Payable system.

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.

Note: 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.

For information on the contents of letters and labels, see [A/P Letters and Labels Screen](#).

When to Print

Print letters and labels whenever you need them for mailing to vendors. For example, you might want to send covering letters to your vendors with your payments.

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.

To print letters or labels

1. Open **Accounts Payable > A/P Vendor Reports > Letters / Labels**.
2. Fill in the fields on the screen, 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. If you are not sure of the name of the form, click **Browse** (or press **Alt+B**), and 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** Select this option to send the statements to the default print destination you selected on the company desktop.
 - **Vendor** Select this option 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 four selection criteria to select the vendor accounts for which to print letters or labels. [More...](#)
 - **Sort By.** Specify up to four orders by which to list (sort) records for

the letters or labels. [More...](#)

- **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. To print a test letter or sheet of labels to check the alignment of the letterhead or labels in your printer, click the **Align** button.

You can repeat this step as often as you need to when the printing destination is Printer.

4. Click **Print**.

- If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
- If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
- If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
- If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Recurring Payables Report

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.

For information on the contents of this report, see [A/P Recurring Payables Report Screen](#).

When to Print

Print this report prior to creating a recurring payable batch to ensure that the information is up to date.

To print the report:

1. Open **Accounts Payable > A/P Vendor Reports > 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 **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Remit-To Locations Report

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 [A/P Remit-To Locations Report Screen](#).

When to Print

Print the report when you add, change, or delete remit-to locations.

To print the report:

1. Open **Accounts Payable > A/P Vendor Reports > Remit-To Locations**.
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 **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing Vendor Activity Statistics Reports

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 screen.

For information on the contents of this report, see [A/P Vendor Activity Statistics Report Screen](#).

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. Open **Accounts Payable > A/P Vendor Reports > Vendors**.
2. Select **Vendor Activity Statistics** as the report type.
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 **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Vendor Group List

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 [A/P Vendor Group List Screen](#).

When to Print

Print the report when you add, change, or delete vendor groups.

To print the report:

1. Open **Accounts Payable > A/P Vendor Reports > Vendor Groups**.
2. 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 **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Vendor Period Statistics Report

This 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.

Note: The reports list statistics for the type of year and period specified on the A/P Options screen.

When to Print

Print the report when you need a summary of vendor statistics (for example, at the end of each period).

You can print the period statistics reports for vendors or for vendor groups.

To print the Vendor Period Statistics report:

1. Open **Accounts Payable > A/P Vendor Reports > Vendors**.
2. Select **Vendor Period Statistics** as the report type.
3. Select the currency (if you use multicurrency accounting).
4. Specify whether to include the number of documents that make up the total amount for each type of transaction listed on the report.
5. Specify the years and periods for which to include transactions, and up to four selection and sorting criteria
6. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Vendor Group Period Statistics Report

This 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 group during the period covered by the report, as well as the total number of invoices paid during that period.

Note: The reports list statistics for the type of year and period specified on the A/P Options screen.

When to Print

Print the report when you need a summary of vendor statistics (for example, at the end of each period).

You can print the period statistics reports for vendors or for vendor groups.

To print the Vendor Period Statistics report:

1. Open **Accounts Payable > A/P Vendor Reports > or Vendor Groups**.
2. Select **Vendor Group Statistics** as the report type.
3. Specify whether to include the number of documents that make up the total amount for each type of transaction listed on the report.
4. Select the ranges of groups, years, and periods to include on the report.
5. Click **Print**.
 - If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
 - If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
 - If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
 - If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Printing the Vendors List

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 [A/P Vendors Screen](#).

When to Print

Print the report when you add, change, or delete vendor records.

To print the report:

1. Open **Accounts Payable > A/P Vendor Reports > Vendors**.
2. Make 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.

Note: You must select at least one of these options to print the report.

- **Follow-up Date From and To.** If you are printing 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.

Note: 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).

Note: If you do not specify sorting criteria, the report orders the records by vendor number.

3. Click **Print**.

- If you are printing to a printer, the Print window appears. Confirm your printer selection and the number of copies to print, and then click **OK**. Otherwise, click **Cancel** or **Setup**.
- If you are printing to a file, the Export Report window appears. Specify a name and location for the file, and then click **Save**.
- If you are printing to the screen (Preview), the report appears in a new window. You can print the report or export it to a file.
- If you are printing to e-mail, an e-mail message appears with the report attached.

 [Related Topics](#)

Accounts Payable Screen Guides

[Periodic Processing](#)

[Setup](#)

[Setup Reports](#)

[Transactions](#)

[Transaction Reports](#)

[Vendors](#)

[Vendor Reports](#)

Periodic Processing Screens

Use Accounts Payable Periodic Processing screens to perform tasks that are part of your regular period-end procedures, such as clearing history, creating general ledger batches, and deleting inactive records.

[Clear History](#)

[Clear Statistics](#)

[Create G/L Batch](#)

[Create Recurring Payable Batch](#)

[Create Retainage Batch](#)

[Delete Inactive Records](#)

[Integrity Checker](#)

[Revaluation](#)

[Year End](#)

[1099 Electronic Filing](#)

[T5018 Electronic Filing](#)

A/P Clear History Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the *A/P Clear History* screen to remove obsolete data from your Accounts Payable system, including:

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

 [Related Topics](#)

A/P Clear Statistics Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Clear Statistics screen to remove obsolete vendor period statistics and vendor group period statistics data from your Accounts Payable system.

Note: This screen allows you to clear only period statistics. To clear activity statistics, use the A/P Year End screen. For more information, see [A/P Year End Screen](#).

 [Related Topics](#)

Home > [Screen Guides](#) > [Periodic Processing](#) > Create G/L Batch

A/P Create G/L Batch Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the *A/P Create G/L Batch* screen to create general ledger transactions:

- From outstanding posted invoice, payment, and adjustment batches.
- When you revalue accounts at new exchange rates in multicurrency ledgers.

Note: You use this screen to create general ledger batches only if you did not select the **Create G/L Transactions During Posting** option on the Integration tab of the *A/P G/L Integration* screen.

 [Related Topics](#)

A/P Create Recurring Payable Batch Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Create Recurring Payable Batch screen to create a batch of recurring-payable invoices for selected vendors and recurring payables.

The batch appears in the Batch List screen as a Recurring batch, using the next available invoice batch number.

Note: If you want to edit a recurring-payable batch, you use the A/P Invoice Entry screen.

You post the generated invoices, then process the payments and print checks 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 (for example, if the terms code used in a recurring payable record is invalid). 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.

 [Related Topics](#)

Home > [Screen Guides](#) > [Periodic Processing](#) > Create Retainage Batch

A/P Create Retainage Batch Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the *A/P Create Retainage Batch* screen periodically to create a batch of retainage invoices, retainage debit notes, and retainage credit notes for the vendors, documents, or vendor groups you select.

If you assigned a schedule (on the *Retainage* tab of the *A/P Options* screen) 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 *A/P Create Retainage Batch* screen. 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* screen.

 [Related Topics](#)

A/P Delete Inactive Records Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Delete Inactive Records screen to remove obsolete vendor, vendor group, remit-to location, and recurring payable records.

Note: This screen removes records only if they currently have Inactive status, and were set inactive within the range of dates you specify.

 [Related Topics](#)

A/P Integrity Checker Screen

- ▶ To open this screen
- ▶ Fields and controls

Overview

Use the *A/P Integrity Checker* screen to limit the scope of Accounts Payable integrity checks to fit the time available. You can specify:

- The type of data to check.
- A range of vendor records for which to check data.
- Whether to fix minor errors during the check.
- Whether to check for or delete orphan records.

A/P Revaluation Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Pop-up screens
- ▶ Related tasks

Overview

Use the A/P Revaluation screen 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.
- Open a separate screen to 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, such as a financial statement date. When you revalue a transaction, Accounts Payable recalculates its functional equivalent value at a new exchange rate.

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 on the Company Profile screen in Common Services. For more information about this method, see the System Manager Help.

 [Related Topics](#)

A/P Year End Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Year End screen to:

- Reset batch numbers, so that the next batch you create of each type 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 screen.

Note: Activity statistics are kept only for the current year to date and the previous year. When you clear activity statistics, the current-year statistics become the previous-year statistics.

 [Related Topics](#)

A/P 1099 Electronic Filing Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P 1099 Electronic Filing screen 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.

 [Related Topics](#)

A/P T5018 (CPRS) Electronic Filing Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

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.

Use the A/P T5018 (CPRS) Electronic Filing screen 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).

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.

Note: 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.

 [Related Topics](#)

Setup Screens

Use Accounts Payable Setup screens to set up records and options that determine how Accounts Payable:

- Processes transactions.
- Interacts with General Ledger and other Sage 300 ERP modules.

[Account Sets](#)

[Distribution Sets](#)

[E-mail Messages](#)

[G/L Integration](#)

[Options](#)

[Optional Fields](#)

[Payment Codes](#)

[Payment Selection Codes](#)

[1099/CPRS Codes](#)

[Terms](#)

[Distribution Codes](#)

A/P Account Sets Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Account Sets screen to 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.
 - Prepayment.
- Use separate account sets to designate different types of payables, or vendors in different geographical areas.

 [Related Topics](#)

A/P Distribution Sets Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Distribution Sets screen 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.

Note: 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.

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.)

 [Related Topics](#)

A/P E-mail Messages Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P E-mail Messages screen to:

- Create messages to send with e-mailed letters.
- Use variables (field names) from your company database so that e-mailed messages will include vendor- or company-specific information. For more information, see [E-mail Message Variables](#).

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

 [Related Topics](#)

Home > [Screen Guides](#) > [Setup](#) > G/L Integration

A/P G/L Integration Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Pop-up screens
- ▶ Related tasks

Overview

Use the A/P G/L Integration screen to:

- Specify how Accounts Payable produces and maintains information from posted transactions for General Ledger.
- 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.
- Specify 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.

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.
- Separate General Ledger batches from posted invoice, payment, and adjustment batches, as well as from revaluation (in multicurrency ledgers).

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.

Changing Settings

You can change any settings on the A/P G/L Integration screen at any time.

Note: Changes to settings are applied only to general ledger

transactions created after the change, and do not affect pre-existing general ledger batches.

Tip: If you use the Create G/L Batch screen 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.

Integration Tab

Use this tab to:

- Specify whether to add general ledger transactions to the G/L batch each time you post, or to create the transactions at a later date.
- Choose whether to add new transactions to the existing G/L batch, or create a separate G/L batch each time you post. You can also choose to post new batches automatically.

Note: This option applies only if you use Sage 300 ERP General Ledger with Accounts Payable at the same location.

- Choose whether to consolidate the G/L batch when you post, or always enter full transaction details in the batch.
- Define the source codes used to identify different types of Accounts Payable transactions created for General Ledger.
- Look up the posting sequence number to be assigned the next time you post invoices, payments, or adjustments, or the next time you revalue transactions, if you use multicurrency accounting.

Before changing the Create G/L Transaction option to create transactions during posting (if it was set to create transactions using the Create G/L Batch icon), print an up-to-date copy of the G/L Transactions report, then create any outstanding transactions.

Any change to your selections for the Consolidate G/L Batch option or the data to include in the transaction description, detail reference, detail description, and detail comment fields for general ledger transactions applies only to transactions posted after the change, and has no effect on transactions already in a general ledger batch.

Transactions Tab

Use this tab to specify the type of information to use in the G/L Entry Description, G/L Detail Reference, G/L Detail Description, and G/L Detail Comment fields in general ledger transactions.

This information also appears on Accounts Payable posting journals and on General Ledger's Journal Entry screen and reports.

You can assign one or more pieces of information (segments) to each field, provided that the combined length of the segments and separators does not exceed 60 characters. Fields exceeding this limit will be truncated when you post general ledger transactions.

The segments you can select depend on the type of transaction to which you are assigning information and whether the information is for the transaction header or the details. This ensures that the information passed to General Ledger is relevant for each type of transaction. For example, you can assign the remit-to information from invoice details to any of the General Ledger fields.

When you create general ledger transactions, if no data exists in the source transaction field, the field will be blank in the general ledger transaction. For example, if you assigned the original transaction description to the G/L Entry Description field, but there is no description for a particular entry, the field will be blank in the G/L transaction.

 [Related Topics](#)

A/P Options Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Options screen to select processing options and enter general information about your Accounts Payable ledger.

Changing Settings

Important! Before changing any of the settings or other information on the A/P Options screen, make sure you understand the impact the options have on processing within Accounts Payable.

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

Notes:

- The only option you cannot change is the **Multicurrency** option. Although you can select this option at any time, you cannot turn it off again once you have selected it and saved the change.
 - You cannot save most changes on the A/P Options screen if any other Accounts Payable screens are open.
-

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 Profile screen in Common Services.

Numbering Tab

Use this 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.

Processing Tab

Use this tab to specify:

- Whether your Accounts Payable system uses multicurrency accounting. For more information, see [Setting Up Accounts Payable to Use Multicurrency Accounting](#).

Note: Once you turn on the **Multicurrency** option, you cannot turn it off again.

- Whether to force listing of batches before posting.
- Whether imported and external batches can be edited.
- 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.
- Aging periods by which you group outstanding and overdue transactions on reports, and whether you age unapplied credit notes, debit notes, and prepayments in the current period or the period associated with their document dates.
- The default number of days you keep comments in vendor records, and whether you require batch listings (before posting).

Retainage Tab

Note: This tab appears when you select the Retainage Accounting option on the Processing tab.

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.

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 screen. For more information, see [About Displaying Open Documents in Payment Entry](#).
 - 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 screens are in use.

 [Related Topics](#)

A/P Optional Fields Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Pop-up screens
- ▶ Related tasks

Overview

Note: Optional fields are available if you use Sage Transaction Analysis and Optional Field Creator.

Use the A/P Optional Fields screen to set up optional fields to use with Accounts Payable vendor records and transactions.

 [Related Topics](#)

A/P Payment Codes Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Payment Codes screen to:

- Display on the A/P Payment Entry screen 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).

Tip: You can create custom reports that take advantage of this information. (For information about creating custom reports, see the documentation that comes with Crystal Reports, available separately.)

Important! Payment codes are different from payment selection codes, which are used as criteria for generating payments from Accounts Payable.

 [Related Topics](#)

A/P Payment Selection Codes Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Payment Selection Codes screen to 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.

Note: You use the Create Payment Batch screen to generate the payment transactions.

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.

Exclusion Tab

Use this tab to list all vendors that you want to exclude from payment batches you create using this code.

Optional Fields Tab

Note: This tab appears only if you use Transaction Analysis and Optional Field Creator.

Use this tab to 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 screen.

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.

Select Tab

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.

 [Related Topics](#)

A/P 1099/CPRS Codes Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P 1099/CPRS Codes screen to add codes to assign to vendors that are subject to 1099/CPRS reporting.

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

For a list of the 1099/CPRS codes created by Accounts Payable, see [List of 1099 / CPRS Codes](#).

 [Related Topics](#)

A/P Terms Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Terms screen 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.

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

 [Related Topics](#)

A/P Distribution Codes Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Distribution Codes screen 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.

 [Related Topics](#)

Setup Reports Screens

Use the screens in the A/P Setup Reports folder to print reports of:

- The options you selected, data you entered, and records you added to set up your Accounts Payable system.
- Records you revised.
- Vendor and vendor group statistics.

[Account Sets](#)

[Distribution Codes](#)

[Distribution Sets](#)

[E-mail Messages](#)

[G/L Integration](#)

[Optional Fields](#)

[Options](#)

[Payment Codes](#)

[Payment Selection Codes](#)

[Terms](#)

[1099/CPRS Codes](#)

A/P Account Sets Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

This report lists the descriptions and numbers of the general ledger accounts used in the account sets in your Accounts Payable system.

When to Print

Print the report when you add, change, or delete account sets.

Information Printed on This 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 exchange gain and loss general ledger accounts (if the account set is in a currency other than the functional currency). Exchange gains and losses occur when you revalue Accounts Payable transactions, or when you settle a document (such as paying an invoice) at a different rate of exchange than the invoice rate.
- The exchange rounding account to which to post differences that arise during currency conversion.

 [Related Topics](#)

A/P Distribution Codes Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The Distribution Codes report lists the descriptions and numbers of the general ledger accounts used in the distribution codes in your Accounts Payable system.

When to Print

Print the report when you add, change, or delete distribution codes.

Information Printed on This Report

For each distribution code listed, the report shows:

- The description and general ledger account number assigned.
- Whether distributions using the code are discountable.
- The date the record was last edited.
- For inactive distribution codes, the date on which a code was made inactive.

 [Related Topics](#)

A/P Distribution Sets Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

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.

When to Print

Print the report when you add, change, or delete distribution sets.

Information Printed on This 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.

 [Related Topics](#)

A/R E-mail Messages Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The E-mail Messages report lists the messages you send to vendors with e-mailed letters.

When to Print

Print the report when you add, change, or delete e-mail messages.

Information Printed on This Report

Each e-mail message is printed, along with its message ID, description, and subject line.

 [Related Topics](#)

A/P G/L Integration Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The G/L Integration report lists the integration options and other information specified on the G/L Integration screen that determine how your Accounts Payable system interacts with General Ledger.

When to Print

Print the report when you change G/L Integration settings for Accounts Payable.

Information Printed on This Report

- The options selected on the G/L Integration screen.
- 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 screen).

 [Related Topics](#)

A/P Optional Fields Report Screen

- ▶ [To open this screen](#)
- ▶ [Related tasks](#)

Overview

This report lists the optional fields you have defined for Accounts Payable.

When to Print

Print the report when you add, change, or delete optional fields.

Information Printed on This Report

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.

 [Related Topics](#)

A/P Options Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The A/P Options report lists the options selected and other information entered on the A/P Options screen to specify how your Accounts Payable system operates.

When to Print

Print the report when you change your selections for Accounts Payable options.

Information Printed on This Report

- The options on the A/P Options screen, and the 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.

 [Related Topics](#)

A/P Payment Codes Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The Payment Codes report lists the codes, descriptions, and methods of payment used in your Accounts Payable system.

When to Print

Print the report when you add, change, or delete payment codes.

Information Printed on This Report

For each payment code, the report lists:

- The name of the payment code that appears in 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.

 [Related Topics](#)

A/P Payment Selection Codes Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The Payment Selection Codes report lists the bank and currency codes, selection criteria, and exclusion criteria defined for the payment selection codes you use to create payment batches in your Accounts Payable system.

When to Print

Print the report when you add, change, or delete payment selection codes.

Information Printed on This 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.

 [Related Topics](#)

A/P Terms Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The Terms 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.

When to Print

Print the report after you add, change, or delete terms codes.

Information Printed on This 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.

Note: This information appears only if you select the Include Multiple Payment Schedules option.

 [Related Topics](#)

A/P 1099/CPRS Codes Report Screen

- ▶ [To open this screen](#)
- ▶ [Related tasks](#)

Overview

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, we recommend that you use code 3, Other, to track payments to Vendors subject to CPRS reporting.

Note: 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 screen to print the non-standard codes.

When to Print

Print 1099 and CPRS Codes reports whenever you update 1099/CPRS codes to verify that they are correct and complete. Then file the report.

Information Printed on This Report

The sample 1099 form includes the following information:

- A list of the 1099/CPRS codes in your Accounts Payable system.
- For each 1099/CPRS code listed:
 - A description.
 - The minimum amount to report.
 - The dates that the code was last edited and/or made inactive.

 [Related Topics](#)

A/P Transactions Screens

Use Accounts Payable transaction entry screens to record, edit, post, and inquire on the following types of transactions:

- Invoices, debit notes, credit notes
- Payments
- Adjustments

[Adjustment Batch List](#)

[Adjustment Entry](#)

[A/P Control Payments Screen](#)

[Create Payment Batch](#)

[Invoice Batch List](#)

[Invoice Entry](#)

[Payment Batch List](#)

[Payment Entry](#)

[A/P Payment Inquiry Screen](#)

[Post Batches](#)

Home > [Screen Guides](#) > [Transactions](#) > Adjustment Batch List

A/P Adjustment Batch List Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Adjustment Batch List screen to:

- Display a list of posted and unposted adjustment batches, beginning with the batch number you specify. [▶ More...](#)
- Create a new adjustment batch.
- Select an existing batch to edit, delete, or post.

To view the transactions in an unposted batch, either open the batch you want to view, or print the batch listing report (or preview it on your screen).

Tip: 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 screen.

- Post individual adjustment batches.
- Print batch listings, batch status reports, posting journals, and posting error reports:
 - To print the Batch Status report, you click **File > Print Batch Status**.
 - To print the posting errors report, you double-click in the **Number Of Errors** column for the error batch.
 - To print the posting journal, you double-click in the **Posting Sequence Number** column.

Notes:

- You cannot edit a batch for which you have selected the **Ready To Post** option.
- You can view, but you cannot edit, posted batches. However, to view a posted batch, you must not have cleared the batch using the **Clear Deleted And Posted Batches** option (on the A/P Clear History screen).

- You cannot open deleted batches.
-

 [Related Topics](#)

A/P Adjustment Entry Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Pop-up screens
- ▶ Related tasks

Overview

Use the A/P Adjustment Entry screen to:

- Adjust open and fully paid documents in vendor accounts.

Note: You can use this screen to adjust fully paid documents only if 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.

Tip: If the **Allow Adjustments In Payment Batch** option is selected on the A/P Options screen, you can adjust documents when you apply payments to them using the Payment Entry screen. You also use the Payment Entry screen to edit this type of adjustment.

Document Tab

Use the Document tab to:

- 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.

Click the **Select Detail** button to open the Open Document Details Finder that lets you select an existing detail used on the document.

- Use the detail table to add details that did not exist on the original document, or to enter debit or credit amounts to modify existing details.

Optional Fields Tab

Note: The Optional Fields tab appears on the Adjustment Entry screen 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.

Rates Tab

Note: This tab appears only in multicurrency Accounts Payable systems when you enter an adjustment for a vendor that does not use your functional currency.

Use this tab to edit the rate type, rate date, and exchange rate for a selected adjustment.

You can also use the tab to check the exchange rate that was used on the document you are adjusting.

You enter adjustments in the vendor's currency. The exchange rate shows the rate for conversion to the functional currency.

Accounts Payable automatically displays the exchange rate that is entered in Common Services for the rate type assigned to the vendor record and the rate date that corresponds to the adjustment date.

You should check the rate for the original document before you add adjustments.

Important! Use the same exchange rate as the original document if you do not want to register a gain or loss on exchange with this adjustment.

Retainage Tab

Note: The Retainage tab appears if you use retainage accounting in your Accounts Payable system.

Use this tab to enter retainage terms and (if you use multicurrency) the retainage exchange rate for a selected adjustment.

 [Related Topics](#)

A/P Control Payments Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the *A/P Control Payments* screen 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 payment limit 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.

Single Document Tab

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 payment limit for a selected document.

For background information on setting payment controls for a specific document, see [About Applying Payments Controls to a Single Document](#).

Range Of Documents Tab

Use this tab to:

- Change the status of groups of selected transactions.
- Clear payment limits set for invoices in the range of documents.

For background information on setting payment controls for a range of vendors, see [About Applying Payment Controls for a Range of Vendors](#).

 [Related Topics](#)

A/P Create Payment Batch Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Pop-up screens
- ▶ Related tasks

Overview

Use the A/P Create Payment Batch screen to:

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

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

You use the A/P Payment Entry screen to edit batches you create using the Create Payment Batch screen, if the Allow Edit Of System Generated Batches option is selected on the A/P Options screen.

- Print a report (payment register) of the payment transactions to be created by the current payment criteria when you generate a payment batch.

Tip: We recommend that you always print and review the payment register, so you do not get unexpected results when you generate the batch.

The Create Payment Batch screen generates payments for vendors according to their payment code. For vendors with no specific payment code, Accounts Payable creates checks only if a check-type payment code is specified as the default for Accounts Payable on the AP Options screen.

For background information on creating payment batches, see [About Creating Payment Batches Automatically](#).

Criteria Tab

Use this tab to specify payment selection criteria:

- Specify whether to select documents for payment by due date or discount date.
- Set the selection due date and/or range of dates for available discounts.
- Specify whether to select all documents that meet the criteria or only forced documents.
- Set ranges of vendors, vendor groups, account sets, and payment amounts.

Exclusion Tab

Use this tab to list all vendors that you want to exclude from the payment batch.

Optional Fields Tab

Note: This tab appears if you use Sage 300 ERP Transaction Analysis and Optional Field Creator.

Accounts Payable 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 for the batch you are creating, and you can accept or change the default values that appear on this tab.

When you create the batch, the program includes with each payment:

- All payment optional fields that are marked for automatic insertion.

Note: If you delete an automatically inserted optional field on this tab, the program reinserts it when you create the batch.

- Any additional payment optional fields that you specified for the payment batch.

Rates Tab

You use this tab to change the exchange rates for the payment batch.

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.

Note: These 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 this tab apply to the whole batch. If you need to change the rate for a few transactions, you can edit them using the Payment Entry screen.

Select Tab

You use this tab to specify:

- 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 that were bypassed due to the selection criteria.

The tab also provides the date that the Pre-Check Register, was last printed, the date that the last manually entered check was printed, and the date that the last system check was printed, and it shows whether there are any unposted payment batches.

 [Related Topics](#)

A/P Pre-Check (Payment) Register Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The Payment Register report shows the payments that will be made if you generate checks using the selection and exclusion criteria specified on the Create Payment Batch screen.

You can also print a list of transactions or vendor accounts that have been placed on hold.

When to Print

Print the report before generating a check run to verify the payment batch you are creating.

Information Printed on This Report

The report includes the following information:

- Codes that show why transactions are selected or why the payment amount differs from the net (current) payable:
 - S.** The discount amount was changed for the transaction.
 - F.** The invoice will be paid whether or not it meets the criteria set for the check run (unless the check is outside the specified range of check amounts).
 - D.** The transaction has been included in the proposed check run because it is eligible for a discount.
- A summary of the total amount of checks that will be paid in the check run, the total amount of checks that will be withheld.
- The Listing Of Payables Withheld summary. This tab appears only if you select the **Include Bypassed Payables On Register** option in the Create Payment Batch screen. Four additional codes explain why transactions have been withheld:
 - A.** The payment is outside the specified range of check amounts.
 - V.** The vendor has been placed on hold.
 - H.** The transaction has been placed on hold (using the Control Payments screen).
 - P.** A payment check has already been issued for the invoice, or an adjustment to the invoice has been made but the payment or adjustment is in an unposted batch.

 [Related Topics](#)

A/P Invoice Batch List Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Invoice Batch List screen to:

- Display a list of posted and unposted invoice batches, beginning with the batch number you specify. [▶ More...](#)
- Create a new invoice batch.
- Select an existing batch 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 screen.

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

 [Related Topics](#)

A/P Invoice Entry Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Pop-up screens
- ▶ Related tasks

Overview

Use the A/P Invoice Entry screen 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.
- Enter intercompany transaction details, if you use the Sage 300 ERP Intercompany Transactions (ICT) program to send transactions between companies.

The following ICT fields appear only for ICT companies: Originator, Destination, and Route No.

- Print a batch listing report for a selected batch. (Click **File > Print Batch Listing Report > Print.**)

Note: You can use the Quick Mode option on the Settings menu 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 more information, see [Menu Commands](#).

Document Tab

Use this tab to:

- 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 originator), the destination company, and the route number of the transaction. For more information about intercompany transactions, see the Intercompany Transactions help.

Note: 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.

Optional Fields Tab

Note: This tab appears only if you use Sage 300 ERP Transaction Analysis and Optional Field Creator and you have defined optional fields for Accounts Payable invoices.

Use this tab to:

- Check the optional fields used on a document.
Accounts Payable 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.
- Assign different optional fields to a document.
- Check or change optional field values.


Default values appear for 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 optional field values for the remit-to location appear on the Optional Fields tab.
- If the remit-to location record and the vendor record use different optional fields, 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.

Automatically inserted invoice optional fields appear on the Invoice Entry Optional Fields tab when you add new documents.

Automatically inserted invoice details optional fields are associated with each detail line. The Optional Fields indicator field on the detail table and on the Detail Accounts/Taxes screen 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 screen that lets you change the optional field information for the detail.

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 [About Entering Optional Fields on Invoices](#).

Rates Tab

Note: This tab appears only if you use multicurrency accounting, and you are entering a document for a vendor that does not use the functional currency.

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.

Retainage Tab

Note: This tab appears if you select the **Retainage** option on the Document tab.

Use this tab to 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. 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 more information about processing retainage, see [About Processing Retainage in Accounts Payable](#).

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.
-

Notes:

- 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 screens in Common Services.
-

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.

Multiple Payment Schedules

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 screen. 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 screen.

Totals Tab

Use this 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 invoice summary and a tax summary.

Recoverable and Separately Expensed Taxes

The tax authority record in Tax Services specifies whether a particular tax is recoverable or expensed separately. For example, the GST in Canada and VAT in many other countries are recoverable taxes and are not distributed with invoice totals.

When you click 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.

 [Related Topics](#)

A/P Payment Batch List Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Pop-up screens
- ▶ Related tasks

Overview

Use the A/P Payment Batch List screen to:

- Display a list of open, posted and deleted payment batches, beginning with the batch number you specify. [▶ More...](#)
- 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 screen to post payment batches. Accounts Payable does not have a Post Payment Batch screen.

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

 [Related Topics](#)

A/P Print Checks Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

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).

Printing Checks

You can print checks in one of three ways from the Accounts Payable program:

- Open the Payment Entry screen, add a payment or open an existing one, and then click the **Print Check** button to print the check for the payment.
- Open the Invoice Entry screen, add a prepayment with an invoice, select the **Print Check** option on the Invoice Entry Prepayment screen, and then click the **Print Check** button to print the check for the prepayment.
- Open the Payment Batch List screen, select a payment batch, and then click 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.

Note: You can print checks while other users are printing checks, as long as the check runs are all for different payment batches.

When to Print

Print a check when you finish entering it, or print all the checks in a batch.

Information Printed on This 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](#)

A/P Payment Entry Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Pop-up screens
- ▶ Related tasks

Overview

Use the A/P Payment Entry screen 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.

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

- Record payments to vendors who are not defined in your Accounts Payable system, such as payments of C.O.D. charges.
- Apply payments to projects you maintain in Sage 300 ERP Project and Job Costing, and allocate partial payments to different contracts and projects listed on the invoice.
- Enter and optionally print checks 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.
- Import payment batches from non-Sage 300 ERP programs.
- Edit system-generated payment batches (generated by the Create Payment Batch screen).
- Enter adjustments to invoices you are paying in the Payment Entry screen, instead of using the Adjustment Entry screen.
- Print a batch listing report for a selected batch.

 [Related Topics](#)

A/P Payment Inquiry Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Pop-up screens
- ▶ Related tasks

Overview

Use the A/P Payment Inquiry screen to:

- 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 payments for one vendor at a time, as when using the Vendor Activity screen.

- Open a separate Payment Information screen that displays detailed information for a selected payment. (Select the payment on the table, and then click **Open**.)
- Drill down from a selected line on the list to view the original payment in the Payment Entry screen. (Select the payment on the table, and then click **Document**.)

 [Related Topics](#)

Post Batches Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Post Batches screen to post batches of payments, invoices, or adjustments to vendor accounts.

Note:

- You can post only one type of batch at a time. However, you can post a single batch, a range of batches, or all unposted batches of the chosen type.

Important! Batches are posted only if they are marked **Ready To Post** on the respective Batch List screen.

- You do not specify a batch type for an ICT company because you can post only invoice batches in Intercompany Transactions.
 - You can post all batches that are marked Ready To Post, or a range of batches that you specify.
-

 [Related Topics](#)

Transactions Reports Screens

Use the screens in the A/P Transaction Reports folder to print a variety of transaction reports to maintain your audit trail and to analyze Accounts Payable data.

[Aged Cash Requirements](#)

[Aged Payables](#)

[Aged Retainage](#)

[Batch Listing](#)

[Batch Status](#)

[Check Register](#)

[G/L Transactions](#)

[Overdue Payables Report Screen](#)

[Posting Errors](#)

[Posting Journal](#)

[Pre-Check \(Payment\) Register](#)

[Print Checks](#)

[Vendor Transactions](#)

A/P Aged Cash Requirements Report Screen

- ▶ [To open this screen](#)
- ▶ [Related tasks](#)

Overview

The Aged Cash Requirements report highlights the cash amounts 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 a detailed report or a summary report:

- The detailed report lists all outstanding documents for each vendor.
- The summary report prints one line for each vendor number, including the overdue and current balance in the vendor's account, and the balance that will come due in each of four periods.

When to Print

Print the Aged Cash Requirements report when you need to see the amounts owed and when they are due to help you with cash-flow management, short-term planning, and budgeting.

Information Printed on This 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 on the A/P Options screen.
- 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 appear as "MC" in the Document Type or Applied Type fields.
- Reports aged by due date have an option to display aged retainage for each vendor. (This option is not available for reports aged by document date.)

 [Related Topics](#)

A/P Aged Payables Report Screen

- ▶ [To open this screen](#)
- ▶ [Related tasks](#)

Overview

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 detailed or summary reports;

- The detailed report lists all outstanding documents for each vendor.
- The summary report prints one line for each vendor number, including the current balance and the balance in each aging period.

Note: You also print the Overdue Payables By Due Date and the Overdue Payables By Document Date reports using the Aged Payables Report screen.

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, or when you want to identify documents or balances you may need to write off.

Information Printed on This 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 A/P Options screen. (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 appear as "MC" in the Document Type or Applied Type column.
- Reports aged by due date can display aged retainage for each vendor. (This option is not available if the report is aged 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.

 [Related Topics](#)

A/P Aged Retainage Report Screen

- ▶ [To open this screen](#)
- ▶ [Related tasks](#)

Overview

The Aged Retainage report lets you print reports of outstanding retainage amounts owed to vendors.

You can print detailed or summary reports:

- The detailed report lists all outstanding retainage amounts for each vendor.
- The summary report prints one line for each vendor number, including the outstanding retainage amounts in each aging period.

When to Print

Print the report whenever you need a list of retainage amounts that are overdue or outstanding.

Information Printed on This Report

- The Aged Retainage By Due Date report includes six aging periods: the five aging periods you specify for the report, including the current period, plus a Future period.
- For job-related documents, each detail has its own outstanding retainage amount and its own retainage due date. Therefore, the retainage amount printed on the report for a job-related document may be broken out across several aging periods, depending on the retainage due dates of the document details.
- The Overdue Retainage By Due Date report may also include an amount in the Future aging period, if a job-related retainage amount for a document detail is due in a future 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.

 [Related Topics](#)

A/P Batch Listing Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

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.

Tip: To enforce a strict audit trail, turn on the **Force Listing Of All Batches** option on the A/P Options screen. This option prevents you from posting batches that are unlisted.

When to Print

You should print batch listings after entering, importing, generating, or editing batches—at any time before the batches are posted—and then file them with your other audit trail records.

If you use the **Force Listing Of Batches** option, you must print all batch listings before you can post the batches.

Information Printed on This Report

The following information is printed on the report:

- The batch entry number assigned to each transaction in the Invoice Entry, Payment Entry, or Adjustment Entry screen. 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.
- The Type (Ty.) column lists the transaction type for the entry. [More...](#)
- Payment terms and due date for invoices.

Note: 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.
 - An "E" appears on payment batch listings if an entry has been edited.

Note: The "R" and "T" codes appear only on invoice batch listings.

- Optional field information.
- Payment schedules are printed on invoice batch listings if you select the **Show Schedules** option.
- Summary pages include information, as follows:
 - 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.

 [Related Topics](#)

A/P Batch Status Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

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.

When to Print

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.

Information Printed on This Report

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.

 [Related Topics](#)

Home > [Screen Guides](#) > [Transaction Reports](#) > Check Register

A/P Check Register Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The Check Register report lists details of checks that are produced and posted to vendor accounts during a check run. It can also list the general ledger distributions that result.

Note: 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.

When to Print

Print the report after posting a check run, as part of your audit trail of payments made during the check run.

Information Printed on This 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 on the A/P Options screen.
- 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 on the A/P Payment Entry screen.
- Entries that were edited after they were added are marked with an asterisk.

 [Related Topics](#)

A/P G/L Transactions Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

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.

Sage 300 ERP 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.

When to Print

Print the report when you add, change, or delete distribution sets.

Information Printed on This Report

The summary report lists one total for each account number.

The level of detail for transactions on the detailed report depends on your choices on the Integration tab of the G/L Integration screen. For example, if the **Consolidate By Account And Fiscal Period** option is selected, the report shows a total for each general ledger account and fiscal period. If the **Do Not Consolidate** option selected, the report shows full details for each transaction.

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 source code assigned during posting to identify the transaction type.[More...](#)

- The reference and description information selected on the GL Integration screen.
- 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.

 [Related Topics](#)

A/P Overdue Payables Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

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

You can print the report with transactions listed by due date or by document date, in detail or summary form.

Note: You can also print the Aged Payables By Due Date and the Aged Payables By Document Date reports using the Aged Payables Report screen.

When to Print

Print the Overdue Payables report when you need a listing of overdue payables on a given date, such as at the end of a fiscal year or period, or when you want to identify documents that must be paid immediately.

Information Printed on This Report

Depending on the options you select for the Overdue Payables report, the report can include:

- The telephone number and contact at the vendor's location, and the credit limit allowed by the vendor (if you select the **Contact/Phone/Credit** option for the report).
- Detailed information about individual transactions, included to give you a complete picture of your overdue payables.
- Space between each vendor record (if you select the **Space For Comments** option).
- Applied details (if you select the **Include Applied Details** option).

If you do not select this option, the report lists the net amounts owing on invoices.

 [Related Topics](#)

A/P Posting Errors Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

Accounts Payable creates the Posting Errors report 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: The Payment and Adjustment Error reports are not available for an Intercompany Transactions company.

When to Print

Print the report after posting a batch, if the program warns you that an error batch has been created.

Information Printed on This Report

The report includes the following information:

- 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.

 [Related Topics](#)

A/P Posting Journals Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

A posting journal is the printed record of the transactions in a group of batches that were posted together. It provides an audit trail of all uncleared details that have been posted.

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.

You use the *A/P Clear History* screen to clear the data for the journals after printing.

When to Print

You should print posting journals after each posting run, then file them with your other audit trail records.

Note: You must print all outstanding posting journals before you can use the A/P Clear History screen to clear them or use the Year End screen to do year-end processing.

Information Printed on This Report

The report can include the following information:

- The original batch and entry number for each transaction. Use these numbers to trace transactions back to their batch listings.

If you do not consolidate general ledger transactions (using the **Consolidate G/L Batch** option on the A/P Options screen), you can use these numbers to identify the transactions on the G/L Transactions report.

- Tax information appears only on the Invoice Posting Journal, showing 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 (such as optional fields, if you use them), job-related information (if you use Project and Job Costing), or the General Ledger detail reference and description used with transactions.
- The Payment Posting Journal includes an Adjustment and a Discount column, listing any adjustments made to documents in the Payment Entry screens and discounts taken when payments were applied to documents.

You can make adjustments during payment entry if the **Allow Adjustments In Payment Batch** option is selected on the A/P Options screen.

- The Adjustment Posting Journal includes a Debit and a Credit column, listing the general ledger account number or distribution code 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.

- A 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.
- A Revaluation Posting Journal includes the transactions that are created for the general ledger exchange gain and loss accounts when you revalue multicurrency documents at new exchange rates.

This report groups transactions by posting sequence, and for each posting sequence they are grouped and totaled by account set.

Note: If you do a provisional revaluation, you can also print the Provisional Revaluation Listing, to check the transactions that will be created when you post the revaluation. (Posting sequence numbers do not appear on the Provisional Revaluation Listing because no transactions are posted when you revalue provisionally.)

 [Related Topics](#)

A/P Vendor Transactions Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The Vendor Transactions report lists transactions that were posted to vendor accounts during the period you specify when you print the report.

You can sort the transactions by document date, by document number, or by fiscal year and period.

When to Print

Print the report when you want to see the current status of your vendor accounts.

Information Printed on This Report

- The transaction type. [More...](#)
- 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. [More...](#)
- 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 appear as "MC" in the Document Type or Applied Type column.
- Space between each vendor record (if you select the **Space For Comments** option).

 [Related Topics](#)

Vendor Screens

Use the screens in the A/R Vendors folder to add vendor records and other related records.

[1099/CPRS Inquiry](#)

[Recurring Payables](#)

[Remit-To Locations](#)

[Vendor Activity](#)

[Vendor Groups](#)

[Vendors](#)

Home > [Screen Guides](#) > [Vendors](#) > 1099/CPRS Inquiry

A/P 1099/CPRS Inquiry Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P 1099/CPRS Inquiry screen 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: Before you can add, modify, or delete a 1099 or CPRS amount, the **Allow Edit of 1099/CPRS Amounts** option must be selected on the Transactions tab of the A/P Options screen.

 [Related Topics](#)

Home > [Screen Guides](#) > [Vendors](#) > Recurring Payables

A/P Recurring Payables Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Pop-up screens
- ▶ Related tasks

Overview

Use the *A/P Recurring Payables* screen to:

- 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.

Detail Tab

The Detail distribution tab on the Recurring Payable setup screen lets you:

- Enter the details of the recurring payable.
- Open a separate Detail Accounts/Taxes screen to enter distribution and tax information for the detail.
- To open the detail Accounts/Taxes screen, highlight the detail line, and then click the **Acct/Tax** button.
- 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).

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.

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.

The Create Recurring Payable Batch screen does not create invoices for payables unless the creation date is between the start date and the expiration date.

- A maximum amount that you will pay for the recurring payable, if there is a maximum.
- A maximum number of invoices. (If an invoice would cause the amount invoiced to date to exceed the maximum, Accounts Payable does not create the invoice.)
- 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.

Optional Fields Tab

Note: This tab appears only if you use Sage 300 ERP Transaction Analysis and Optional Field Creator and you have defined invoice optional fields.

Use the Optional Fields tab to assign optional fields to a document.

Recurring payables use the same optional fields as invoices.

Accounts Payable displays any optional fields set up for automatic insertion on invoices. It also 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.

You can change the values that appear, or add other optional fields defined for Accounts Payable invoices. If an 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.

Statistics Tab

Use the Statistics tab to:

- 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.

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 specify how tax is to be calculated for the recurring payable using the **Tax Amount** and **Tax Base** fields.
- Whether tax is included in the total for this document. You can change the **Tax Included** option only if the **Allow Tax in Price** option is selected for the tax authority in Tax Services.

Note: There is no exchange rate information tab on this tab because the exchange rates are unknown for the recurring invoice. The only rate information you enter is the rate type on the Invoice tab.

 [Related Topics](#)

A/P Remit-To Locations Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Remit-To Locations screen to:

- Add, edit, and delete remit-to locations—additional addresses to which you send payments and other correspondence to vendors.

Note: You use this code in the Invoice Entry screen to assign a remit-to location to a document you enter for the vendor.

- Look up the remit-to locations assigned to a vendor.
- Assign a primary remit-to location displayed as the default for vendor invoices and printed on checks to the vendor.
- Specify the check language to use for each location.

Note: 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.

- 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.

Tip: If you want to view all locations for a vendor, or delete a remit-to location, you can do so directly from the initial screen that opens when you double-click the **Remit-To Locations** icon.

You can change all the information in a remit-to location except the remit-to 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.

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.

Contact Tab

Use this tab to enter the name, telephone number, fax number, and e-mail address for a contact person at the remit-to location.

Optional Fields Tab

Note: This tab appears only if you use Sage 300 ERP Transaction Analysis and Optional Field Creator.

You use the Optional Fields tab 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.

Note: If you defined the same optional fields for remit-to locations as for vendors and vendor groups, the program uses the values from the vendor record as default values 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.

Tip: If you use exactly the same optional fields for invoices, vendors, and remit-to locations, when you specify a remit-to location on the Invoice Entry screen, Accounts Payable uses the optional field values from the remit-to location for the invoice, debit note, or credit note.

 [Related Topics](#)

A/P Vendor Activity Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Pop-up screens
- ▶ Related tasks

Overview

Use the *A/P Vendor Activity* screen to view a variety of information about the current status of your vendor accounts.

Activity Tab

This tab displays summary information about the current status of the account for a selected vendor, and shows the most recently posted transactions.

Aging Tab

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. Use it to:

- Display the vendor's outstanding transaction balances aged into the periods you specify. [More...](#)
- Specify the date as of which you want to age transaction balances (such as by today's date).

You can choose whether to age transactions by their due dates or their document dates for each type of report.

- Specify a cutoff date, so you can include or exclude transactions that are more recent than the **Age As Of** date.

Payments Tab

Use this tab to view a list of payments made to a selected vendor. For each payment, the tab 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).

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.

Accounts Payable 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 choose the types of documents to display, the order of their appearance, and the starting document number. You can include pending amounts in the display, if you want.

- 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.
- Open a separate screen to view detailed history for each displayed document.

In multicurrency ledgers, you can view amounts in the functional currency or the vendor's currency.

 [Related Topics](#)

A/P Vendor Groups Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Vendor Groups screen to create vendor groups to which you can assign vendors.

You 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 more information about vendor groups, see [About 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.

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.

Optional Fields Tab

Note: This tab is available only if you use Sage 300 ERP Transaction Analysis and Optional Field Creator.

You use this tab to specify default optional field values for vendor records you assign to the vendor group. You can:

- Accept the default optional fields that appear on the tab, or delete them.

When you add a new vendor group record, the tab displays optional fields that are set up for automatic insertion in vendor group and vendor records, along with their default values.

- Assign different optional fields that are set up for vendors and vendor groups.
- Accept or change any default values that appear.

Note: 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 appear on new vendor records you add to the group, if you assign the same optional fields to the vendor records.

For more information about optional fields and how they are used in Accounts Payable, see [About Accounts Payable Optional Fields](#).

Statistics Tab

The Statistics 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 the **Allow Edit Of (vendor) Statistics** option is selected on the Processing tab of the A/P Options screen).

 [Related Topics](#)

A/P Vendors Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Vendors screen to:

- Add new vendor records.
- Change or delete existing records.

Note: You cannot delete a vendor that is used in an unposted document.

- Review period and activity statistics.

For more information about vendor records, see [About Setting Up Vendor Records](#).

Activity Tab

Use the Activity 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 setting up vendor accounts.

Address Tab

Use the Address tab to change the vendor's group, short name, site address, telephone number, fax number, start date and company e-mail address.

You cannot change the vendor number, but you can change all other information on this tab with a few restrictions. For more information on these restrictions, see [About Editing Vendor Records](#)

Comments Tab

Use the Comments 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.

For more information on vendor comments, see [About Vendor Comments](#).

Contact Tab

Use the Contact 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.

Invoicing Tab

Use the Invoicing 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.

Optional Fields Tab

Note: This tab is available only if you use Sage 300 ERP Transaction Analysis and Optional Field Creator.

On this tab, you can:

- Accept the default optional fields that appear on the tab, or delete them.

When you add a new vendor record, the tab displays optional fields that are set up for automatic insertion in vendor group and vendor records, along with their default values.

- Assign different optional fields that are set up for vendors and vendor groups.

If you assign the same optional fields to the vendor as you assigned to the vendor group, values from the vendor group record appear as defaults. Otherwise, the default values from the optional field record appear.

- Accept or change any default values that appear.

Note: 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.)

For more information about optional fields and how they are used in Accounts Payable, see [About Accounts Payable Optional Fields](#).

Processing Tab

Use the Processing tab to:

- Select the vendors account set, which identifies the general ledger accounts to which to post transactions for the vendor.

In multicurrency ledgers, the account set also determines 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).

Statistics Tab

Use the Statistics 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 the **Allow Edit Of (vendor) Statistics** option is selected on the Processing tab of the A/P Options screen).

 [Related Topics](#)

Vendor Reports Screens

Use the screens in the A/P Vendor Reports folder to print lists of vendors, vendor groups, remit-to locations, and recurring payables in your Accounts Payable system, as well as letters and labels for vendors.

Note: If the User 1099/CPRS Reporting option is selected on the A/P Options screen, you can print 1099/1096 and T5018 (CPRS) amounts in the required formats.

You can also print statistics reports for vendor groups and vendors.

[1099/1096 Amounts](#)

[T5018 \(CPRS\) Forms](#)

[Letters/Labels](#)

[Recurring Payables](#)

[Remit-To Locations](#)

[Vendor Activity Statistics](#)

[Vendor Period Statistics](#)

[Vendor Group Period Statistics](#)

[Vendor Group List](#)

[Vendor List](#)

A/P Print 1099/1096 Forms Screen

- ▶ [To open this screen](#)
- ▶ [Related tasks](#)

Overview

If the **Use 1099/CPRS Reporting** option is selected on the A/P Options screen, you can use Accounts Payable to track payments to vendors who are subject to 1099 reporting.

You can print this data on official 1099 MISC/1096 forms for vendors for which **1099** is selected for the **Tax Reporting** option in the vendor record.

Sage 300 ERP Accounts Payable comes with sample 1099 (AP1099.rpt) and 1096 (AP1096.rpt) formats, designed for laser printers. The formats were valid at the time this program was released. If the forms change, you can update the report formats using Crystal Reports.

Note: Only standard 1099-MISC codes are printed on the stock 1099/1096 Amounts report.

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.

When to Print

Print 1099 and 1096 forms at the end of each calendar year, after you have entered all transactions for the calendar year.

Information Printed on This Report

The sample 1099 form includes the following information:

- Your company name, address, and identification number.
- The vendor name, address, and identification number.
- The 1099 payments to the vendor in the calendar year.
- A summary that contains the information you need to complete Form 1096 (required when filing 1099-MISC forms).

 [Related Topics](#)

Home > [Screen Guides](#) > [Vendor Reports](#) > T5018 (CPRS) Forms

A/P Print T5018 (CPRS) Forms Screen

- ▶ [To open this screen](#)
- ▶ [Related tasks](#)

Overview

If the **Use 1099/CPRS Reporting** option is selected on the *A/P Options* screen, you can use Accounts Payable to track payments to vendors who are subject to CPRS reporting.

You can print this data on official CPRS forms for vendors if you select **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.)

When to Print

Print T5018 (CPRS) forms at the end of each calendar year, after you have entered all transactions for the calendar year.

Information Printed on This Report

The sample T5018 (CPRS) form includes the following information:

- Your company name, address, and tax number (TIN/SSN).
- The vendor name, address, and tax number (TIN/SSN)..
- The CPRS payments you made to the vendor in the calendar year.
- Only standard codes are printed on the stock T5018 (CPRS) Amounts report.

 [Related Topics](#)

A/P Letters and Labels Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

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 delivery method specified in the individual vendor records. You can then specify the code for the message to send with e-mailed letters.

When to Print

Print letters and labels for your vendors whenever you need to communicate formally with them. For example, you might want to send covering letters to your vendors with your payments.

Information Printed on This 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.

 [Related Topics](#)

A/P Recurring Payables Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The Recurring Payables Report lists your recurring payable records by recurring payable code.

When to Print

Print the Recurring Payables report whenever you need a listing of the recurring payables set up in Accounts Payable.

Information Printed on This Report

Information is printed for each recurring payable record included in the report, as follows:

- 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 select the **Show Schedules** option for the report, the schedule code, the date the schedule was last processed, the recurring period, and the frequency.
- If you select the **Optional Fields** option for the report, any optional fields assigned to the recurring payable, along with the optional field values.

 [Related Topics](#)

A/P Remit-To Locations Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The Remit-To Locations report lists the remit-to locations (alternate addresses) used by your vendors.

The report also identifies primary remit-to locations.

When to Print

Print the report when you add, change, or delete remit-to locations.

Information Printed on This Report

Information printed for each vendor listed on this report includes:

- If you select the **Address** option for the report, the vendor name, address, telephone and fax numbers, check language, and contact.
- If you select the **Optional Fields** option for the report, any optional fields assigned to the location.

 [Related Topics](#)

A/P Vendor Activity Statistics Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

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.

Note: Most of the information on this report is also available on the Vendor Activity tab of the Vendors screen.

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 have a multicurrency Accounts Payable system).

Information Printed on This Report

Information included on this report includes:

- 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.

 [Related Topics](#)

A/P Vendor Period Statistics Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

This 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.

Note: The reports list statistics for the type of year and period specified on the A/P Options screen.

The information on this report is also available on the Vendor Statistics tab of the Vendors screen.

When to Print

Print the report when you need a summary of vendor statistics (for example, at the end of each period).

Information Printed on This 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.

 [Related Topics](#)

A/P Vendor Group Statistics Report Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

This 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 group during the period covered by the report, as well as the total number of invoices paid during that period.

Note: The information on this report is also available on the Group Statistics tab of the Vendor Groups screen.

The reports list statistics for the type of year and period specified on the A/P Options screen.

When to Print

Print the report when you need a summary of statistics, such as at the end of each reporting period.

Information Printed on This Report

The report includes the following information:

- 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 group.

 [Related Topics](#)

A/P Vendor Group List Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The Vendor Group List reports the information entered for 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.

When to Print

Print the report when you add, change, or delete vendor groups.

Information Printed on This Report

- If you select the **Profile** option for the report, the report lists for each vendor group on the report:
 - The group's account set and bank code.
 - The code or account number specified for the Distribute By option in the vendor group record (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 in the vendor group record.
- If you select the **Optional Fields** option for the report, the optional fields used in each vendor group record (if any).
- The group's currency code (in multicurrency ledgers).
- If you select the **Group Members** option for the report, the report includes the vendor number, name, telephone number, and contact person for each of the member vendors, for quick reference.

 [Related Topics](#)

A/P Vendors Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

The Vendors report lists the information entered for the vendor records in your Accounts Payable system.

When to Print

Print the report when you add, change, or delete vendor records.

Information Printed on This Report

- If you select the **Address** option for the report, the vendor's address, short name, telephone and fax numbers, and contact.
- If you select the **Profile** option for the report:
 - 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 in the vendor record (distribution code, distribution set, or G/L account).
 - The tax group and related tax authorities, classes, and registration numbers.
- The selections for the **Duplicate Invoice Checking** and **Generate Separate Payment For Each Invoice** options in the vendor record.
- The vendor's currency code (in multicurrency ledgers).
- If you select the **Comments** option, any comments and dates entered in the vendor record (for comments entered with follow-up dates in the specified range).
- If you select the **Optional Fields** option, any optional fields used in the vendor records.

 [Related Topics](#)

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Changes 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 [Changes in Accounts Payable 6.0](#).
- If you are upgrading from version 5.5, see [Changes in Accounts Payable 5.6](#).
- If you are upgrading from version 5.4, see [Changes in Accounts Payable 5.5](#).
- If you are upgrading from version 5.3, see [Changes in Accounts Payable 5.4](#).

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 [Changes in Accounts Payable 5.6](#).
- If you are upgrading from version 5.4, see [Changes in Accounts Payable 5.5](#).
- If you are upgrading from version 5.3, see [Changes in Accounts Payable 5.4](#).

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 screen.

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 [Aged Cash Requirements report](#) and [Aged Payables 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 Transactions tab of the A/P Options screen, 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 screen 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 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.

Prepayments

You can apply payments to existing Purchase Orders when you [prepay a vendor](#). 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 [Changes in Accounts Payable 5.5](#).
- If you are upgrading from version 5.3, see [Changes in Accounts Payable 5.4](#).

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 [process advance credits in Payment Entry](#) 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 screens.
- 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 [number of enhancements to recurring payables](#).
- You can now [list documents in ascending order or descending order](#) in the Vendor Activity screen.
- 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 screen has been renamed [1099/CPRS Inquiry](#). Also, you can now print a report with the same information that is displayed on the inquiry screen.
- 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 [Changes in Accounts Payable 5.4](#).

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 screen or the type of change, below, to see a summary description of the changes.

- ◊ [Account Sets](#)
- ◊ [Adjustment Entry](#)
- ◊ [Aged Cash Requirements Report](#)
- ◊ [Aged Payables Report](#)
- ◊ [Check Printing](#)
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- ◊ **Options**
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- ◊ **Vendor Activity**
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- ◊ **1099/CPRS Amounts**

A/P Rate Override Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the *A/P Rate Override* screen to change the exchange rate for the current payment—for example, to one that was previously agreed on for the invoice.

The screen shows the rates for converting the bank currency and the vendor currency to your functional currency. If either of these currencies is the functional currency, the exchange rate for that currency is 1.0000000, and you cannot change it.

Note: This screen is available only in multicurrency ledgers. Also, if the bank currency and the vendor currency are the same as the functional currency, you cannot open this screen.

 [Related Topics](#)

A/P Project and Job Costing Apply Details Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Project and Job Costing Apply Details screen to:

- Select a different apply method for a particular invoice.
You can use one of two apply methods to allocate partial payments to job-related details.
- Select particular details for payment.
- Manually enter the amounts to pay for each invoice detail.

When you make a partial payment (an amount that is less than the current balance) for a job-related 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 Project and Job Costing.

 [Related Topics](#)

A/P Batch Information Screen (Payment Entry)

- ▶ To open this screen
- ▶ Fields and controls

Overview

Use the A/P Batch Information screen to view or specify information about the batch, including:

- Batch date and description.
- Date the batch was last edited.
- Batch type and status.
- Number of entries in the batch and their total amount.
- Whether the batch listing and checks have been printed.
- In a multicurrency ledger, the currency, rate type, rate date, and exchange rate for payments you add to the batch.
- Bank.

 [Related Topics](#)

A/P Document Taxes Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Document Taxes screen to:

- 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.

 [Related Topics](#)

A/P Detail Accounts/Taxes Screen (Miscellaneous Payments)

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

The A/P Detail Accounts/Taxes screen displays information for a selected detail in a separate screen, so that you do not have to scroll to see all the fields. In addition, this screen displays tax information for the detail.

Use this screen to:

- 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.

Note: You must use the Document Taxes screen to view or edit taxes for the document. For more information, see [A/P Document Taxes Screen](#).

 [Related Topics](#)

A/P Revaluation History Screen

- ▶ To open this screen
- ▶ Fields and controls

Overview

Use the A/P Revaluation History screen to:

- View historical revaluations for a selected currency. All revaluations are listed, even if no adjusting entries were generated.
- Print the Revaluation posting journal. (Highlight a line on the table, then click the Print Posting Journal button.)
- Select a historical revaluation for display on the Revaluation screen, 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 table, then click the Select button.)

 [Related Topics](#)

A/P G/L Integration Detail Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P G/L Integration Detail screen to assign Accounts Payable information to G/L transaction fields.

 [Related Topics](#)

A/P Settings Screen

- ▶ To open this screen
- ▶ Related tasks

Overview

Note: The A/P Settings screen is available only for optional fields you set up for transactions and transactions details.

You can - and should - restrict the flow of information that is passed to General Ledger when you post transactions that use optional fields.

Use the A/P Settings screen to specify the General Ledger accounts for which to send optional field information when you create general ledger transactions. (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.)

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 Project 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.

 [Related Topics](#)

A/P Batch Information Screen (Adjustment Entry)

- ▶ To open this screen
- ▶ Fields and controls

Overview

Use the A/P Batch Information screen to view or specify information about the batch, including:

- Batch date and description.
- Date the batch was last edited.
- Batch type and status.
- Number of entries in the batch and their total amount.
- Source application, showing whether the batch was added directly through Accounts Payable or was generated by another program (such as Purchase Orders).

 [Related Topics](#)

A/P Batch Information Screen (Invoice Entry)

- ▶ To open this screen
- ▶ Fields and controls

Overview

Use the *A/P Batch Information* screen to view information about the batch, including:

- Batch date and description.
- Date the batch was last edited.
- Whether the batch listing has been printed.
- Source application, showing whether the batch was added directly through Accounts Payable or was generated by another program (such as Purchase Orders).

 [Related Topics](#)

A/P Batch Information Screen (Prepayments)

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Batch Information screen to view or specify information about the batch, including:

- Batch date and description.
- Date the batch was last edited.
- Batch type and status.
- Number of entries in the batch and their total amount.
- Whether the batch listing and checks have been printed.
- In a multicurrency ledger, the currency, rate type, rate date, and exchange rate for payments you add to the batch.
- Bank.

 [Related Topics](#)

A/P Detail Accounts/Taxes Screen (Invoices)

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

The A/P Detail Accounts/Taxes screen displays information for a selected detail in a separate screen, so that you do not have to scroll to see all the fields. In addition, this screen displays tax information for the detail.

Use this screen to:

- Add details to the invoice, debit note, credit note, or interest invoice you are entering.
- Check or change the accounts to which you are distributing a selected detail.
- Change the tax class or tax-included setting for a single distribution line before you calculate tax for the invoice.
- If you know the tax amounts for each distribution, edit the taxes manually for each detail line.
- On invoices to which retainage applies, enter the retainage percentage (or retainage amount) and the retention period (or retainage due date) for the detail.
- Indicate whether a discount can be taken for the detail.

 [Related Topics](#)

A/P Prepayments Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Prepayments screen to enter a prepayment for an invoice when you enter the invoice.

Note: You can enter only one prepayment per invoice.

 [Related Topics](#)

A/P Remit-To Location Information Screen (Invoice Entry)

▶ To open this screen

Overview

Use the A/P Remit-To Location Information screen to:

- Check the name, address, and telephone number for a remit-to location specified for an invoice. The remit-to location is the name and address to which you are going to send invoice payments.

If the vendor has a primary remit-to location, the information for the primary location appears automatically when you enter the vendor number.

- Select a different remit-to location.

Note: If you need to change information for the remit-to location, use the Remit-To Locations setup screen.

 [Related Topics](#)

A/P Vendor Information Screen

▶ To open this screen

Overview

Use the A/P Vendor Information screen to check the address and telephone information from the vendor's record to ensure that it is correct for the document you are entering.

Tip: If the vendor wants payments sent to a different location, specify the remit-to location in the **Remit To** field on the Document tab on the A/P invoice Entry screen. If the vendor has a primary remit-to location, the information for the primary location appears automatically when you enter the vendor number.

 [Related Topics](#)

A/P Document History Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Document History screen to view all transactions that have been applied to a document you selected on the A/P Payment Entry screen when applying payments or previously posted documents.

Tip: You can also use the A/P Vendor Activity screen to view document history and check information.

 [Related Topics](#)

A/P Miscellaneous Adjustment Entry Screen

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Note: The **Allow Adjustments In Payment Batch** option must be selected on the A/P Options screen before you can use this screen.

Use the A/P Miscellaneous Adjustment Entry screen to account for small differences between the amount you are paying to a vendor and the amount that your records show you owe.

You can adjust a document only if you have applied a payment to it by entering a Payment transaction.

 [Related Topics](#)

A/P Remit-To Location Information Screen (Payment Entry)

▶ [To open this screen](#)

Overview

Use the A/P Remit-To Location Information screen to:

- Check the name and address for a remit-to location.
If a primary remit-to location is specified for the selected vendor, the information for this location appears automatically when you enter the vendor number.
- Select a different remit-to location.

Note: If you need to change information for the remit-to location, use the Remit-To Locations setup screen.

 [Related Topics](#)

A/P Payment Information Screen

- ▶ To open this screen
- ▶ Fields and controls

Overview

Use the Payment Information screen to 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.

Summary details displayed for a payment include:

- 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).

Tip: Before you start, print and post any outstanding checks and payment batches.

 [Related Topics](#)

A/P Detail Accounts/Taxes Screen (Recurring Payables)

- ▶ To open this screen
- ▶ Fields and controls
- ▶ Related tasks

Overview

Use the A/P Detail Accounts/Taxes screen to:

- 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.

Important! 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.

 [Related Topics](#)

A/P Remit-To Location Information Screen (Recurring Payables)

▶ [To open this screen](#)

Overview

Use the A/P Remit-To Location Information screen to check the address, contact, telephone for the vendor at the location where you send your payments.

If the vendor wants you to send your payment to another address, specify a different remit-to location in the **Remit-To** field (on the Recurring Payables screen).

 [Related Topics](#)

A/P Vendor Information Screen (Recurring Payables)

▶ To open this screen

Overview

Use this Vendor Information screen to check the address, contact, and telephone numbers for the vendor to ensure that you are entering the recurring payable for the correct vendor.

 [Related Topics](#)

A/P Payment Information Screen

▶ To open this screen

Overview

Use the Payment Information screen to view all the documents and payments to which a check was applied, and to 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.

Summary details listed for a selected payment include:

- 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).

Tip: To ensure that you view the most up-to-date payment information, print and post any outstanding checks and payment batches before using this screen.

 [Related Topics](#)

A/P Document Information Screen

▶ To open this screen

Overview

Use the Document Information screen to review the history of a selected transaction. The information displayed on this screen includes:

- Summary information about the transaction (document number, type, description, date, payment number, original amount, discount amount, applied amount, and current balance).
 - A list of the documents that were applied to the selected transaction, including information such as the document type, check or reference number, date, applied amount, and description.
-

Tips:

- To scroll through the columns, click an arrow at one of the lower corners of the screen or press the Tab key to move from column to column.
 - As with most Accounts Payable lists, you can change the order of columns by dragging the column title to the right or left in the line.
 - To return to the Vendor Activity screen, click **Close**.
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 [Related Topics](#)