### **AP Daily and Periodic Processing**

### Daily Processing – Invoice Entry

Vendor invoices that are received as the result of a purchase order are entered using the DemandBridge purchase order receiving program. Purchase order receiving integrates with order entry, purchase order entry, accounts payable invoice entry and your accounts receivable billing programs, a very powerful combination.

You will use the Accounts Payable Invoice Entry program to enter payables for expenses like rent, utilities, employee expense account, etc. You will also use it to adjust previously entered invoices.

There are three panels in Accounts Payable Invoice Entry, but very little data entry as most of the fields populate with data from the vendor master file. Other fields automatically calculate.

#### **Invoice Entry Setup**

Upon selecting the Invoice Entry Program, the Fiscal Year and Accounting Period will default to the earliest unclosed period, and you will be positioned for entry at the Vendor Code.

A/P Invoice Entry - APGDAA	6 im	
Fiscal Year: 2016 🔻	Accounting Period: 11 - Ending: 11/30/2	2016
Vendor:	Q	
Invoice Number:	Invoice Date:	Gross Inv Amt: .00

If you need to change the period and/or year, click into those fields and choose the correct entries from the drop list. You can choose the vendor code from the query, or key it's in. Enter the vendor invoice number exactly as it appears on your invoice. If it is an expense not generally associated with an invoice, you should assign your own invoice number. If you choose to assign a number based upon the date, consider assigning it in the following format:

#### YYMMDD

By doing so, your reports and queries will also list the invoices in chronological order.



**Note:** Invoice numbers must be unique. If you enter an invoice number that already exists, you will be prompted that the invoice is already on file and you will be given the opportunity to proceed to adjust it.

Once you enter a new invoice number and press the enter key, a prompt will ask you to confirm that you have entered the information correctly and that you wish to add the record.



Upon clicking **Yes**, you will be positioned at the date field. You can accept the defaulted date or change it, then key in the invoice amount. If you are entering a credit memo, key in the amount as a negative number. Notice that there is a field where you can enter the invoice number to which you want to apply the credit memo.

### Accounts Payable Invoice Entry – Invoice Tab

A/P Invoice Entry - APGDAA				
Fiscal Year: 2016 Accounting Period Vendor: ADMIN2 Adminitron Ber Invoice Number: 161130 Invoice Da	_	Gross Inv		8,560.00
<u>1</u> . Invoice		Category:	01 🔍 Trad	le
Invoice Comment: Health Ins. Our Reference No.: ••••••••••••••••••••••••••••••••••••	Disco Discount E 2nc	bice Due Date: bunt Applies to: count Amount: xpiration Date: Discount Amt: 2nd Disc Date: nt to Distribute:		<ul> <li>.00</li> <li>.00</li> <li>.00</li> <li>.00</li> <li>.00</li> <li>.00</li> <li>.00</li> <li>.00</li> </ul>
B	ack <u>D</u> elete	<u>N</u> ext	<u>F</u> inish	E <u>x</u> it
Gross Amount				

Information will default from the vendor master file. Also, the due date and any applicable discount and discount date will be calculated based upon the terms code in the vendor file. If necessary, the Terms Code can be overridden causing these entries to be recalculated.

The **Invoice Comment** has defaulted from the Standard Comment field in your vendor master file. **Our Reference Number** is normally used for your purchase order number to the vendor. Had this invoice been the result of a purchase order, that number would have displayed.

The additional fields that were established by your entries in "Invoice Entry Options" have displayed. In this case the fields were freight and sales tax. If there are no freight or sales tax entries, simply click the **Next** button. The navigation automatically takes you to the third tab where the general ledger posting has already been made.

P Invoice Entry - APGDAA	.65						x
Fiscal Year: 2016 - Vendor: ADMIN2		g Period: 11 👻 on Benefit Services	Ending: 11	/30/2016			
Invoice Number: 161130		ice Date: 11/21/2		Gross I	Inv Amt:	8,560.0	D
<u>1</u> . Invoice <u>2</u> . Payme	ent <u>3</u> . Gen	eral Ledger		Category	y: 01 🔍	Trade	1
Ln #: 1 G/L: <mark>570-00-00</mark>	<b>Q</b> Insura	nce		Amou	int:	8,560.00	
In Balance		Distributi	on Balance:	8,5	60.00	8,560.00	
Ln # Account	Description				Debit	Credit	
1 570-00-00 Insurance				8,5	60.00		
X				<u>A</u> dd Ln	<u>D</u> el Ln	<u>I</u> ns Ln	
		<u>B</u> ack	<u>D</u> elete	<u>N</u> ext	Einish	E <u>x</u> it	
G/L Account Number							

You can accept the defaulted general ledger posting and click **finish**. You would then be able to enter the next vendor invoice.

If you need to change the general ledger posting, click on the line.

You now have the option to modify the general ledger account and/or the amount, add, delete or insert lines.

Tab one, the invoice data tab and tab two the general ledger tab were discussed, but what about tab two. Rarely, do you need to make any entries on this tab, but if you do simply click Back from the General Ledger Tab.

Information included on Tab 2 - The drop list for Invoice types has five options:

- Invoice
- Return
- Adjustment
- Debit Memo
- Credit Memo

Normally your entry will be set to an Invoice. If the Gross Amount entered is negative, it will be set to a Credit Memo. If you are adjusting an invoice it will be set to an Adjustment.

A/P Invoice Entry - APGDAA					
Vendor: ADMIN2 Adminit	ng Period: 11 ron Benefit Servi pice Date: 11/2	ces	/30/2016 Gross Inv Amt	:	8,560.00
<u>1</u> . Invoice <u>2</u> . Payment <u>3</u> . Ger	neral Ledger		Category: 01	🔍 Trade	;
Invoice Type: Invoice			Invoice on H Days to extend due		0
Print Check on Bank: A Q Bank Code A Category: 01 Q Trade	Δ.		Salesperson:		
Selection Code:     00     -Alternate Currency       Priority Code:     G     Code:       Gross Amt:     .00					.00
		Delete	Disc Amt:	Finish	.00 Exit
Print Check on Bank	<u>B</u> ack	<u>D</u> elete	Next	Enusu	E <u>X</u> it

On occasion, you may want to enter a vendor invoice, but put it on hold. This will prevent the invoice from being automatically selected during check processing.

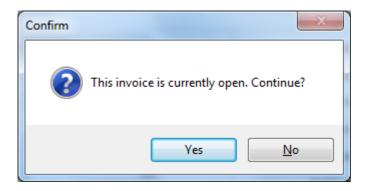
It is also on this panel that you may direct this invoice to be paid out of a different Bank Account. This would be used in the event a specific invoice is designated to be paid by a credit card.

When a Vendor sends you a Credit Memo, enter the original invoice number for Apply to Invoice Number field. This is for information purposes only.

### How to Adjust a Previously Entered Vendor Invoice

Until you have run your Purchase Journal and given the "Update" command, you will be able to make changes to the vendor invoices you have entered. If you have already updated an invoice, you will use the invoice entry program to adjust it.

Simply enter the Vendor Code and the Invoice Number you want to adjust. Make certain that you enter the invoice number exactly as it was entered originally. When you enter an invoice that is in the Open Invoice File, you will receive the following prompt.



Click **Yes**. The date of the original invoice will display. You can accept this date or assign your adjustment the current date. If you are adjusted an invoice down by \$25, enter the amount as a negative number (\$-25.00).

A/P Invoice Entry - APGDAA					
Vendor: RINGKG Q Ring Ki Invoice Number: 61 Invo	ng Period: 11 ing Visibles, Inc. bice Date: 11/1!	Ending: 11/ 5/2016	Gross Inv		25.00-
<u>1</u> . Invoice			Category:	00 🤍 Trad	le/div 00
Invoice Comment:		Inv	oice Due Date:	12/15/2016	۹
Our Reference No.: 00-026160-1 Q		Disc	ount Applies to: [		25.00-
Terms: 02 🔍 2% 10 Days N	Terms: 02 🔍 2% 10 Days Net 30		scount Amount: [		.50-
		Discount I	Expiration Date:	11/25/2016	Q
Freight: .00	_	2n	d Discount Amt:		.00
			2nd Disc Date: [		Q
Use Tax: .00 Inventory Frt: .00 Amount to Distribute: 25.00-					25.00-
	<u>B</u> ack	<u>D</u> elete	<u>N</u> ext	Einish	E <u>x</u> it
Terms					

The Invoice Type will automatically change to reflect that this transaction is a Credit Memo. If you had entered a positive number, the Invoice Type would have been set to an Adjustment.

Notice that a negative discount has been calculated. Make any changes that might be necessary, and then click **Next**. Enter the General Ledger Account for the adjustment and click **Finish**.

#### **Purchases Journal and Update**

A/P Purchase Journal - Batch No: 0871	APGDBS
Selection: (STANDARD)	Description:
Options: (NORMAL)	Sequence: 1
See Images	View Report Qutput Options Print Report Exit
Press to Modify Output Options	

The Purchases Journal lists each Invoice Entry made since the last update. This report is used to check the Invoice entries for accuracy. If you need to correct an entry, proceed as follows:

- 1. Do not update
- 2. Reselect the Invoice Entry Program
- 3. Recall the Entry and either make the necessary corrections or delete the entry
- 4. Exit the Invoice Entry Program
- 5. Reselect the Purchases Journal Program

After verifying that the Invoice Entries are correct, proceed with the update. The update will perform the following functions:

- Creates an Open Invoice for the Vendor
- Accumulates to the Vendor's Balance
- Accumulates to the Vendor's Statistics
- Makes accrual postings to the General Ledger Detail Transaction File
- Retains general ledger postings for optional printing on journals and reports or for making cash basis postings the General Ledger Detail Transaction file when the invoice is paid
- Clears the Invoice Entry File



#### **Automatic Check Processing**

Check Processing is fast and easy! The first step is to determine which invoices to pay. For this purpose, there is a program called Automatic Invoice Selection.

#### **Automatic Invoice Selection**

Automatic Invoice Selection - Batch No: 0722 - APGCAA	
Take Available Discounts Expiring After: 11/20/2016	
Add Only Invoices with Discounts Expiring from: 11/21/2016 Q T (Without Regard to	°o: 11/27/2016 _ Q_ Due Date)
Add Only Invoices Due on or Before: 11/27/2016	
Add Only Category Code: 🔍 🔍 🗚	
Only Add Priority Codes Greater Than:	
Enter Starting and Ending Vendors to Select	
Starting: FIRST Q Ending: LAST	٩
E	Proceed E <u>x</u> it
Add Only Bank Account	

Use this panel to enter one or more criteria upon which you want to select invoices for payment.

#### Take available discounts expiring after

The first field is not used for selection. This field is used to determine whether the discount should be taken on the invoices selected. Each invoice selected for payment that has a discount available will be checked against this date. If the invoice's discount due date is on or after the date entered, then the discount will be considered still available and will be



taken. If the discount due date proceeds this date the discount will not be taken. The only exception to this rule is when a vendor has been coded to always take a past due discount.

The remaining fields on this screen are used to select the invoices. You can use one or all the options. The open invoice file will be processed and any invoice, that meets all the criteria you specified, will be recorded in the Invoice Selection Work Files. To indicate that a selection option is not to be used, leave it blank.

When the process is complete, if desired, you may repeat it with another set of criteria.

#### **Specific Invoice Selection**

This program is used to modify the Invoice Selection Work File. If you have selected invoices using the Automatic Invoice Selection, when you first chose the Specific Invoice Selection Program, the following prompt will appear.

Clear File
You have already selected invoices for payment either through Automatic Invoice Selection, Specific Invoice Selection or the Manual Check Entry program. The [YES] option will remove ALL of the selected invoices from the payment file. The [NO] option will allow additional selection of invoices for payment.
Yes No Cancel

To add to or delete from the invoices that were previously selected, click **No**. If you wanted to clear the payment selection file and start over, click **Yes**. To exit this program entirely, click **Cancel**.

Specific Invoice Selection - Batch No: 0722 - APGCBA	
Vendor: HOROHO	Check Total: 598.21
Check Run Total: 25,747.68 Total Balance Due Vendor:	1,012.71
Invoice Number: 26729-1 Q Original Invoice Amt:	414.50
Invoice on Hold?	414.50
Check Code: Discount Remaining: Discount Remaining:	11.63
Invoice Due Date: 12/14/2016 Gross Amount to Pay:	414.50
Discount Expires on: 11/29/2016 Discount Taken this Payment: Take Disc Net Invoice Amount paid Vendor this Check:	402.87
<u>A</u> dd <u>D</u>	elete E <u>x</u> it
Gross Amount to Pay	

If you do want to edit the payment selection, enter the vendor code. Enter the specific invoices you want to de-select or add to the payment selection.

After entering the vendor Code and Invoice Number of an open invoice you can:

- Add an invoice, which was not previously selected for payment.
- Delete an invoice, which was previously selected for payment.
- Modify the amount to be paid on an invoice.

#### Suggested Payment Report

This report will list by vendor all the invoices selected for payment. Also, on the report will be Vendor Totals and company totals showing the total cash requirements assuming the check will be written for all the invoices reported. Review this report and then chose automatic or specific payment selection to fine-tune your selections.

#### **Check Printing**

From the invoices selected, checks will be printed. The check stub will list each invoice being paid. If there are more invoices that can fit on a single check stub, the program, will void the check portion and continue to another check stub until all invoices have been printed. The checks that are voided during this process will automatically be voided in the system as well.

Be sure that the Fiscal Year and Accounting period for these checks is correct. Verify that the Starting Check Number matches that on the first check on which the printer can print. You will be given an option to print test patterns to align the checks in the printer. If you chose this option, the check upon which the test pattern was printed will automatically be voided.

In the case you are restarting check printing due to a printer malfunction or a break in your checks you will also be given the option to restart printing checks at a specific vendor. DemandBridge will automatically void the check that was ruined during the printing malfunction.

#### Cash Disbursements Journal/Update

This report lists each check written and the invoices, which were paid.

The update following the Journal does the following:

- Creates a transaction record in the Open Invoice File for the Vendor
- Accumulates to the Vendor's Balance
- Creates an entry in the outstanding checks of the bank reconciliation system.
- Accumulates to Vendor 1099 figures, if applicable
- Accumulates to the Vendor's Statistics
- Creates an entry in the monthly disbursements file
- Makes the appropriate postings to the General Ledger Detail Transaction File
- Clears the Invoice Selection Work File

#### **Manual Check Processing**

There are times when it is necessary to write manual (handwritten) checks. You may also need to reverse or void a check. The Manual Check program is used for these options. Upon selecting the program the default Fiscal year and Accounting period will display.

The valid Check Types are:

Reversal - Used to reverse a previously created or entered check. Handwritten – Used to enter checks not computer generated. Void – Use to record check number not assigned to a transaction.

A *Reversal* is used to adjust a previously written check. An example of this is a check printed by the computer or entered and updated in the manual check entry, then for some reason is not given to the vendor or perhaps is lost in transit. Upon entering the check number, if the check detail is still in the computer, the reversal process is automatic. Just click **Yes**, when prompted

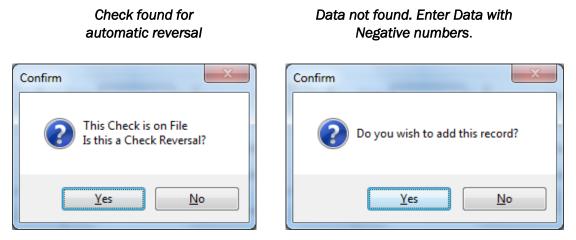
Manual Check Entry - B	atch No: 0718 - APGCMA	
Fiscal Year:	2016   Accounting Period: 11	Ending: 11/30/2016
Account Code:	A -Bank Code A 🔹	
Check Type:	Hand Written   Check Number: 50046	Check Date:
Vendor:		Check Amount: .00
		Balance: .00
Invoice Number:	Confirm	Invoice Total:         .00
Discount Taken:	This Check is on File	Gross Applied: .00
Terms Code:	Is this a Check Reversal?	Amount Paid: .00
Category:		oice Balance: .00
Comment:	<u>Y</u> es <u>N</u> o	
Our Reference:		
	<u>U</u> pdate <u>G</u> /L	Delete Done E <u>x</u> it



You will receive the following confirmation. Upon clicking **OK**, the screen will clear, and the check reversal entry will be completed.



If you enter a very old check number that has already been cleared from your data files. DemandBridge will not be able to retrieve the information necessary to perform an automatic reversal. In this instance, you will need to enter all the information. The amounts entered will need to be entered as negative numbers. Notice the two different prompts.



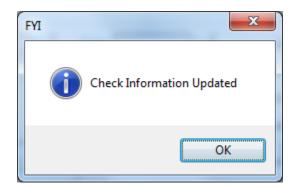
A *Handwritten* check type is used to record checks that are not computer generated. There are two steps in entering a manual check. The first step is to record the check data and the second step will be to enter one or more invoices that the check is settling. This second step varies depending upon whether the invoice

#### **Entering the Check Data**

As in all other account related entries, make certain that the fiscal year and account period are correct. Enter the bank account code for the account the check was written. Choose "Handwritten" from the drop list of check types. After entering the check number, the following prompt will ask you to confirm that you want to add this entry.

Manual Check Entry - B	atch No: 0718 - APGCMA		
Fiscal Year:	2016   Accounting Period: 11	Ending:	11/30/2016
Account Code:	A -Bank Code A 🔹		
Check Type:	Hand Written  Check Number: 80064	Check Date:	٩
Vendor:	C	heck Amount:	.00
		Balance:	.00
Invoice Number:	Confirm 🔀	pice Total:	.00
Discount Taken:		ss Applied:	.00
Terms Code:	Do you wish to add this record?	ount Paid:	.00
Category:		e Balance:	.00
Comment:	<u>Y</u> es <u>N</u> o		
Our Reference:			
	Update <u>G</u> /L <u>D</u> elete	e D <u>o</u> r	ne E <u>x</u> it

Click **Yes**, and proceed to enter the check date, the Vendor code and the check amount. Click **OK** (below) to confirm that the information is correct.

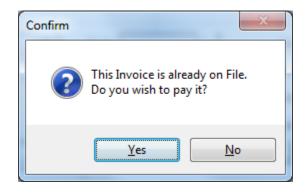


The amount you entered as the check amount will also populate the "Balance" field. Since a check can be made up of more than one invoice, the balance is the amount remaining to be distributed from this check. This "Balance" field will adjust with each vendor invoice you pay. You will not be able to exit this program until this amount has been fully distributed.

#### Manual Check Invoice Entry

There are two situations regarding the Invoice Number. Either the invoice is new, or it already is on file. If the invoice number is on file, all the data will be defaulted, and no General Ledger distribution will be made. If this is a new invoice, enter the requested information including the General Ledger distribution.

This example will show how to pay an invoice that is already on file. Enter the invoice number. The follow prompt will confirm that you have entered a valid invoice number.



Click Yes. All the information relative to this invoice will display.

Manual Check Entry - E	atch No: 0718 - APGC	MA				
Fiscal Year:	2016 🔻	Accounting Per	iod: 11 🔻		Ending: 11/30.	/2016
Account Code:	A -Bank Code A		•			
Check Type:	Hand Written 👻	Check Number:	080064	Che	ck Date: 11/22	/2016 🍳
Vendor:	ENNIS (		IESS FORMS AN	DENVE Check	Amount:	112.46
				I	Balance:	112.46
Invoice Number:	9318825	Date: 03/2	9/2014 🔍	Invoi	ce Total:	112.46
Discount Taken:	.00			Gross	Applied:	112.46
Terms Code:	02 🔍 2% 10 Days	Net 30		Net Amo	unt Paid:	112.46
Category:	00 🔍 Trade/div 0	0		Invoice I	Balance:	.00
Comment:	Job 0SML0305		Salesperson:	JD 🔍 Ja	ane Doe	
Our Reference:	003462645					
		<u>U</u> pdate	<u>G</u> /L	<u>D</u> elete	D <u>o</u> ne	E <u>x</u> it
Date						

If you intend to pay this invoice in full, you can accept the defaulted date and simply click **Update**. If you are making a partial payment, enter the "Gross Applied" field the amount you want to pay. The Net Amount Paid is calculated to be the Gross Amount less any Discount taken.

Click **Update**. The amount you entered for the payment of this invoice has reduced your "Balance" on the check. Proceed to enter all the invoices that you intend to pay.

The next example will be on how to set up and pay a new invoice, that is, one that has not been previously entered into the system.

Upon entering an invoice number that the system does not recognize, you will receive the following prompt.

Manual Check Entry - B	atch No: 0718 - A	APGCMA	
Fiscal Year:	2016 🔻	Accounting Period: 11 -	Ending: 11/30/2016
Account Code:	A -Bank Code A	▼	
Check Type:	Hand Written	Check Number: 161122	Check Date: 11/22/2016 🔍
Vendor:	POST	United States Postal Services US	PS* Check Amount: 1,500.00
	6		Balance: 1,500.00
Invoice Number:	161122 C	Confirm	Invoice Total: .00
Discount Taken:		This Invoice is not on File.	aross Applied: .00
Terms Code:	$\Box$	Would you like to Add?	Amount Paid: .00
Category:			oice Balance: .00
Comment:		Yes No	
Our Reference:			
		<u>U</u> pdate <u>G</u> /L	<u>D</u> elete D <u>o</u> ne E <u>x</u> it

Click **Yes** and proceed to enter the invoice date and the invoice total. The program will assume that you want to pay this amount and will populate the Gross Applied field. You can change it as needed. Also, enter any comment or reference that might be applicable. Since you are entering a brand-new invoice, you will need to enter the general ledger account to post.

Invoice Number: 161122 Q Date: 11/22/201	6 Q Invoice Total: 1,500.00						
Discount Taken: .00	Gross Applied: 1,500.00						
Terms Code: 05 🔍 Net Upon Receipt	Net Amount Paid: .00						
Category: 02 Q Other	Invoice Balance: .00						
Comment: pitney bowes Sale	esperson:						
Our Reference:							
<u>U</u> pdate	<u>G</u> /L <u>D</u> elete D <u>o</u> ne E <u>x</u> it						

It you use the enter key to move through the fields to enter the values for this invoice, you will automatically be taken to the G/L screen. Of course, you can simply click the G/L button to proceed to the next panel.

Lines Details - GLGJRA.2							
	Ln #: 2	Account:	٩		Amount:	.00	
	) In Balance			Distribution Balance:	1,500.00	1,500.00	
	Ln #	Account	Description		Debit	Credit	
	1	600-00-00	Postage		1,500.00		
			X	<u>A</u> dd Ln <u>I</u>	Del Ln Ins Ln	End	

If there is a general ledger account stored in the vendor master file, it will default, otherwise you will need to assign one now. Note that the amount can be distributed to multiple general ledger accounts if needed.

#### How to Enter a Vendor Pre-Payment

Use the Manual Check Entry Program to record vendor prepayments. Proceed as you would in entering any manual check. The difference rests in the fact that the invoice amount will be zero. This procedure will set up a credit transaction in your vendor file while at the same time producing a check.

Manual Check Entry - Batch No: 0718 - APGC					
Fiscal Year: 2016 👻	Accounting Per	iod: 11 🔻		Ending: 11/30	/2016
Account Code: A -Bank Code A		-			
Check Type: Hand Written	Check Number:	080067	Chec	sk Date: 11/22	/2016 🔍
Vendor: RINGKG	Ring King Visil	bles, Inc.		Amount:	500.00
			E	alance:	500.00
Invoice Number: PP0108002	Date: 11/2	2/2016 🔍	Invoid	e Total:	.00
Discount Taken: .00			Gross	Applied:	500.00
Terms Code: 02 🔍 2% 10 Days	:Net 30		Net Amou	ınt Paid:	500.00
Category: 01 🔍 Trade			Invoice B	alance:	500.00-
Comment: Prepayment on Order		Salesperson:	<i>t</i>		
Our Reference: 01-008002					
	<u>U</u> pdate	<u>G</u> /L	<u>D</u> elete	D <u>o</u> ne	E <u>x</u> it
Our Reference					

Since you do not yet have an invoice from the vendor, you will need to assign your own transaction number here. If the prepayment is for an order you have received, you might want to use the prefix "PP" for prepayment along with the order number.

Notice that the amount of the invoice is zero, the payment is the amount of your check and the Invoice Balance is a credit of \$500.

#### **Void Checks**

To have a complete Monthly Disbursements Report you also can record a Void check number. Voided checks are checks that were not automatically generated or previously entered. They are check numbers that have been ruined for some reason. To enter a Void Check, simply choose Check Type of "Void" from the drop list and enter the date and the check number.

#### Manual Check Audit Report

The Manual Check Audit Report lists all the checks entered in the Manual Check Entry Program.

The update following the Manual Check Audit Report does the following

- Creates invoice and payment transaction records in the Open Invoice File
- Adjusts the Vendor's Balance, if applicable
- Creates an outstanding check record in the Bank Reconciliation file.
- Adjusts the Vendor 1099 figures, if applicable
- Accumulates to the Vendor's Statistics
- Creates an entry in the monthly disbursements file
- Makes the appropriate postings to the General Ledger Detail Transaction File
- Clears the Manual Check Entry File