

demand**bridge**[™]

db distributor[™]

**ACCOUNTS PAYABLE
DOCUMENTATION**

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Welcome to the DB Distributor Accounts Payable text documentation. DB Distributor's Accounts Payable module is used for your daily activities associated with your vendors. This includes setting up your vendors, creating AP invoices, creating checks to your vendors, and any reporting associated with your Accounts Payable processes. Where applicable, each topic in this help system provides a path to the related panel in the DB Distributor Graphical User Interface (GUI) application, with the path to the Character-Based User Interface (CHUI) panel presented in parentheses. For example:

DB Distributor > Accounts Payable > Setup > Vendors (A/P S1)

ACCOUNTS PAYABLE SETUP

The setup of the Accounts Payable module primarily consists of setting up your vendors, invoice entry options, and your general ledger interface. Select a link to learn more about a particular item.

Setup

[Vendors](#)

[Vendor Categories](#)

Additional Setup Files

[Divisions](#)

[Bank Accounts](#)

[Invoice Entry Options](#)

[G/L Interface](#)

[AP Terms Codes](#)

[Additional Vendor Account Numbers Setup](#)

VENDORS

DB Distributor > Accounts Payable > Setup > Vendors (A/P S1)

The Vendor Setup panel is used to setup new vendors, and it is also used for displaying and/or changing information on existing vendors.

Follow these steps to complete this panel:

1. Type in a new vendor code to add a new vendor, type in an existing code to modify an existing vendor record, or you can use the query button to see a listing of all vendors.

Note: When setting up a new vendor, you also have the option of clicking on the TEMP Vendor button. This will setup the new vendor as a temporary vendor, which will cause this new record to be

automatically removed from the system if their open balance is zero when you run your month end processing. This is not recommended, as no history will be kept for a temporary vendor.

You will then have the following options:

- [Vendor Constant Data](#) - used for setting up the vendor default information (address, terms code, etc.)
- [Current Status Inquiry](#) - used for displaying current balance and 1099 information.
- Open Invoice Inquiry - used for displaying open invoices with a vendor. Open invoices are defined as invoices with a balance, or invoices that have gone to a zero balance since the last period end processing. This option will show all open invoices with their original balance, and all subsequent activity. You can double-click any of the open invoices to view additional details.
- Open P/O Inquiry - used for showing open purchase orders with a vendor. You can double-click any of the open PO's to view additional details.
- Invoice History Inquiry - used for showing invoices that have been paid and moved to history. Displays the same as the Open Invoice Inquiry panel. You can double-click any of the invoices to view additional details.
- Statistical Data Inquiry - used for showing (by year and period) purchases, adjustments, and/or disbursements with a vendor. The available statistics types will be determined by your main AP parameter settings.
- Salesperson Statistical Data Inquiry - for the data types that are being displayed in the previous option, you can also see them broken down by salesperson. This option is also turned on in the main AP parameter settings.
- Vendor Message Setup - this option is used for adding messages to be displayed in various areas of the software, whenever this vendor is selected. The areas include Vendor Setup, AP Invoice Entry, Order Entry, and Specific Invoice Selection. In each of these areas, you can enter in up to 2 message lines of 60 characters each.
- [Vendor Plant Setup/Inquiry](#) - if your vendor has multiple locations that you would make purchases from, you will use this option to setup these plant locations for this vendor.
- Delete/Reactivate - used for deleting a vendor, or reactivating a vendor that has been set to inactive.

VENDOR CONSTANT DATA

DB Distributor > Accounts Payable > Setup > Vendors > Vendor Constant Data (A/P S1 #1)

The Vendor Constant Data panel is used for setting up all of the default vendor information. The panel is divided into the **Address** tab and the **Vendor** tab, which contains their remaining default data.

Follow these steps to complete the **Address** tab:

1. Enter in the vendor name, followed by the address information. Note: The zip code will be entered before the city and state. As zip codes are entered on the system, their corresponding city and state information will be captured. Entering a known zip code will cause the city and state to be automatically populated during future use.
2. Enter in the phone and fax information.
3. The lookup field will default to the first ten characters of the vendor name, and is used when using the query feature to lookup vendors. You can modify this if desired.
4. Enter the name of your contact with this vendor, followed by a greeting for this contact. The greeting would typically be set to the first name of the contact, and would be used by any letters generated by the system.
5. Designate if carton labels are possible with this vendor.

Follow these steps to complete the **Vendor** tab:

1. Enter in the vendor category. Vendor categories are explained [here](#).
2. Enter in the vendor terms code. AP terms codes are explained [here](#).
3. All other fields are optional. For a listing of these fields and explanations, click [here](#).
4. When finished, press **Save**.

Back to [Vendors](#)

VENDOR SETUP FIELDS

Field	Description
Web Address	If available, enter in the vendor's web address.
Standard Comment	If needed, enter a standard comment. This will default when entering a vendor invoice, and will subsequently print on the check when the invoice is paid. This field is normally left blank, as any needed comments would usually be entered at the time of invoice entry.
Std GL Account	If needed, this will set the default GL account that will be written to when an invoice is entered for this vendor. This would typically be used with vendors where direct AP invoice entry is used, as opposed to invoices created from a PO.
Std Amount	If needed, enter a standard amount. This will set the invoice amount to a specified amount. This is useful if you have a vendor the regularly bills you for a set amount.
Bank Code	The standard bank code that would be used for the check printing with this vendor.
Our Account Number	Your account number with the vendor.
SPC	This field stores a specific program name that will be called to electronically send orders to this vendor. It is used today for the interface with United Stationers for the electronic purchase of office products.
XML PO Option	Entering an "E" in this field while the SPC field is set to "PO2XML" will cause the "Print this PO" option to be set to "No" when a PO is created.
Intercompany GL	If you are using the intercompany vendor feature, entering in a GL account here will let the system know that this vendor is an intercompany vendor, and will cause all invoice amounts to post to this account, instead of creating an open invoice.
Payment Selection Code	Payment Selection Codes can be used by the Auto Invoice Selection program for check printing. This can be another field used for controlling which invoices are paid when you are selecting invoices for payment.
Priority Code	Payment Priority Codes can be set between A and Z, with A having the highest priority. During Auto Invoice Selection, for check printing, you can specify that only accounts above a certain priority are selected to be paid.
On Hold?	Placing the vendor on hold will keep the system from printing any checks to this vendor. Even if the vendor is not on hold, individual invoices can still be placed on hold.
Mailing Label Types	These fields can be used along with the Mailing Labels report, which is used for creating mailing labels.
E/F PO Job Card	If this field contains a valid jobcard, the purchase order print program will assign this jobcard only to purchase orders of the vendor. Any spec templates from the product code will be appended to the job card. For example, if the standard job card is 850PO and the job card override is 850PON, a jobcard of 850POLAB will be 850PONLAB. This field is generally left blank.

Print PO?	Do you want to have the PO's marked by default to print?
File Output Format	This field is not for general use.
Always Take Discount?	Always take an available discount with this vendor, even if past due?
Include Special Items in Discount	For items setup in the Invoice Entry Options screen, input the numbers of the items for which the discount would apply.
Extra Due Days	If the vendor will accept payment up to X amount of days after the due date without any penalty, you may want to put the number of days here. This will cause the Auto Invoice Selection and Cash Requirements report to
Customer Supplied PO Type	If this field is set to "Yes", when a Stock Purchase Order is entered for this vendor, at the time of PO Receiving, it will not allow a vendor invoice to be entered. This will allow you to bring customer supplied inventory onto the system without entering in a vendor invoice.

Return to [Vendor Setup](#)

VENDOR CURRENT STATUS INQUIRY

DB Distributor > Accounts Payable > Setup > Vendors > Current Status Inquiry (A/P S1 #2)

In the Accounts Payable parameters, you can indicate if you process 1099's. If you do, this panel will be activated. Most of the information on this panel is automatically updated through your daily processing.

Follow these steps to complete the panel:

1. Enter in the vendors tax id number.
2. Enter in the 1099 type to be printed.
3. Press **Update**.

Back to [Vendors](#)

VENDOR PLANT SETUP

DB Distributor > Accounts Payable > Setup > Vendors > Plant Setup (A/P S1 #8)

Similar to your customers having multiple ship-to locations, your vendors might have multiple plant locations that you order from. Use this panel to setup any location addresses for your vendors.

Follow these steps to complete the panel:

1. Enter in a new plant code to setup a new vendor plant location, or use the lookup to view existing records.
2. Enter in a name for this location.
3. Enter in all of the standard address information.
4. Enter in the remaining phone/fax and contact information.

5. Press **Save**.

Back to [Vendors](#)

AP DIVISIONS

DB Distributor > Accounts Payable > Setup > System > Divisions (APS S4)

The AP Division setup panel is used for setting up divisions for your vendors. This option would typically only be used if your vendors would be paid from your individual division offices. Even if your Accounts Receivable is divisional, your Accounts Payable does not necessarily need to be.

Follow these steps to complete the panel:

1. Enter in a 2-digit division code, or use the lookup to view/edit existing division codes.
2. Enter in a description for the division.
3. Press **Save**.

AP TERMS CODES

DB Distributor > Accounts Payable > Setup > System > Supporting Files > Terms Codes (APS T1)

When entering Vendor Invoices, the system will automatically calculate invoice due dates, discount due dates and discount amounts. This program is used to describe the method for performing these calculations.

Follow these steps to complete the panel:

1. Enter in a terms code, or use the lookup to view existing codes.
2. Enter in a description for the terms code.
3. Choose the Due Date Type. You will have the options of Period of Time in Days, This Month, or Next Month.

If you chose the Due Date Type of **Period of Time in Days**:

4. Enter in the number of days until due. Skip to Step 7.

If you chose the Due Date Type of **This Month** or **Next Month**:

4. Enter in the day of the month the invoice will be due. Enter an "E" for the end of the month.
5. Enter in the cutoff day in the month. If an invoice is entered in after this date, the second due day will apply.
6. Enter in the second due day. This is the date that will be used if the invoice is put in after the cutoff date. Enter an "E" for the end of the month.
7. If a discount is offered, enter in a Discount Due Date Type. You will have the options of Period of Time in Days, This Month, or Next Month.

If you chose the Discount Due Date Type of **Period of Time in Days**:

8. Enter in the number of days until due.
9. Enter in the percent discount allowed.
10. If you have a second possible discount date, enter in the second number of days until due.
11. If you have a second possible discount date, enter in the percent discount allowed if the second discount date is met.
12. Press **Save**.

Note: The second discount date is activated by parameter, and is only available if using the "Period of Time in Days" method.

If you chose the Discount Due Date Type of **This Month** or **Next Month**:

8. Enter in the day of the month the invoice will be due, in order to receive a discount. Enter an "E" for the end of the month.
9. Enter in the cutoff day in the month. If an invoice is entered in after this date, the second due day will apply.
10. Enter in the second due day. This is the date that will be used if the invoice is put in after the cutoff date. Enter an "E" for the end of the month.
11. Enter the percent discount allowed.
12. Press **Save**.

VENDOR CATEGORIES

DB Distributor > Accounts Payable > Setup > System > Vendor Categories (APS S5)

The Vendor Category Setup screen is used for setting up your vendor categories. Vendor Categories are used for grouping your vendors for reporting purposes. The vendor category can also be used to define where general ledger postings should be made during the AP Invoicing process.

Follow these steps to complete the panel:

1. Enter in a new category code, or use the lookup to view/edit existing categories. *Note:* the length of the vendor category code is parameter controlled. If you are making general ledger substitutions by category code, then the length must be set at 2.
2. Enter in a description for the category code.
3. Press **Save**.

Note: Traditionally the vendor category field would be used for reporting purposes. There are two AP parameters that have been created to make use of the vendor category field for alternate purposes.

1. Will the G/L control accounts be interfaced by category?

If this parameter is set to "Yes", then the [AP GL Interface](#) screen will require that you enter in a set of general ledger accounts to post to for each vendor category that exists.

2. In PO Receiving, substitute the Order Division into the vendor category for general ledger substitution?

If you have this parameter set to "Yes", you will need to make sure that you setup a vendor category for each AR division that you have setup. This is most often used to track your costs and expenses by division. As noted earlier, your vendor category must be set to a length of two.

BANK ACCOUNTS

DB Distributor > Accounts Payable > Setup > System Setup > Bank Accounts (APS S2)

The Bank Account Setup panel is used for setting up your bank accounts to be used with your AP Check Entry, and your AR Cash Receipts. *Note:* the Bank Account setup stores the functional information about the account, while the Institution Code file stores the address and contact information about your physical bank.

Follow these steps to complete the panel:

1. Enter a bank code, or use the lookup to view any existing bank codes. *Note:* In the AP Parameters, you will specify a standard bank code for use with the AP system. Most commonly, you will setup a bank code of "A", that is designated as your operating account.
2. Enter a description for the bank code.
3. Enter an institution code. This specifies the physical bank tied to this account.
4. Enter a form code. This is used for writing checks with this account. This would typically be set to "A". If you have multiple bank accounts, you might need to setup multiple check formats. This will prompt the operator at the time of check printing to load the correct form into the printer.
5. Enter the bank account number associated with this account.
6. Enter in the last statement date reconciled along with the ending statement balance. This is for use with the Bank Reconciliation module.
7. Enter in a general ledger account to post to for receipt of cash, and enter in a general ledger account for any adjustments, as far as bank charges or service fees.
8. If printing checks from this account, enter in the last check number used, or one less than you would like for the system to begin printing at during the next Check Printing. You also have an option of entering the highest check number on hand, for the system to calculate the number of checks remaining.
9. The remaining fields are optional and relate to Bank Reconciliation. Designate if you would like to use an alternate bank code for bank rec. Designate if you would like to create summary bank rec records where you have one record per check run. Designate if you would like to create a text file of payment data.
10. Press **Save**.

AP INVOICE ENTRY OPTIONS

DB Distributor > Accounts Payable > Setup > System Setup > Invoice Entry Options (APS S3)

The Invoice Entry Options Setup panel is used for setting up additional payment categories for your AP invoices. Typically, when entering vendor invoices, any available discount would write to your discounts GL account, and the remaining amount would normally write to inventory or a cost of sales account. Setting up additional options here will cause additional fields to display in [AP Invoice Entry](#) where you can track specific categories.

Setting up additional payment categories allows you to specify amounts for categories such as freight or value added tax. For each option you setup, you will need to decide if a discount would be applicable to this option, and if you want this option to post to a specific general ledger account. *Note:* posting to general ledger accounts directly relates to the [AP GL Interface Setup](#).

Follow these steps to complete the panel:

1. Enter in a description for a payment category that you would like to setup.
2. Indicate if this is a charge that will post to a specific general ledger account. For example, if you are going to track freight, this is an item that you would typically have a set general ledger account to post to. Once again, this account would be set in the [AP GL Interface Setup](#).
3. Indicate if this charge should be included when calculating discounts. For example, if you are tracking freight, freight would normally be an item that the vendor would not be allowing a discount on.
4. Press **Save**.

AP GL INTERFACE

DB Distributor > Accounts Payable > Setup > System Setup > G/L Interface (APS S6)

Before you setup how your Accounts Payable should interface with the General Ledger system, make sure that you have setup your [Invoice Entry Options](#).

This panel will let you decide where your general ledger postings should be made for your Accounts Payable account, Discounts Earned account, and any additional postings that should be made based on categories you have setup in the Invoice Entry Options. For example, if you setup Freight as a dedicated field, then Freight would show up on this panel and you would assign the account that freight should post to.

Follow these steps to complete the panel:

1. Enter in the general ledger account for your Accounts Payable.
2. Enter in the general ledger account for your Discounts Earned.
3. If you entered in additional categories in the Invoice Entry Options panel, and you designated that they should post to the general ledger, then you will need to specify their general ledger accounts here in the Special Amounts area.
4. Press **Save**.

Note: There are two AP parameters that can also affect how information might be entered in this screen.

1. Will the G/L control accounts be interfaced by category?

If this parameter is set to "Yes", then the first field available on this panel will be the Vendor Category field. Instead of entering one set of general ledger accounts to post to during invoice entry, you will need to come up with a set of general ledger codes for each vendor category that you have.

2. In PO Receiving, substitute the Order Division into the vendor category for general ledger substitution?

If this parameter is set to "Yes", it will automatically use the capability of the previous parameter, and it will substitute the division of the order being processed into the vendor category field, and then use that category for making its general ledger postings. This is most often used to track your costs and expenses by division. If you have this parameter turned on, you will need to make sure that you have a vendor category setup for each division that you have in your Accounts Receivable.

VENDOR/PLANT/DIVISION SETUP

DB Distributor > Accounts Payable > Setup > System > Supporting Files > Vendor/Plant/Division Setup (APS T2)

This program is used to enter an account number relative to a Vendor, Plant, and Division, for XML Purchase Order Output. This is basically an alternate account number to be used with a vendor for specific orders. The program that generates XML PO Output checks this file to see if there is an alternate account number to be used for a specific plant of a vendor, that is also combined with a specific order division.

Follow these steps to complete the panel:

1. Enter in a vendor code.
2. Enter in a plant code.
3. Enter in a division code.
4. Enter in the account number for this vendor/plant/division.
5. Press **Save**.

AP INVOICE ENTRY

DB Distributor > Accounts Payable > Invoice Processing > Invoice Entry (A/P I1)

AP Invoice Entry is used for entering your vendor invoices into the DB Distributor system. There are two primary methods for entering invoices. Manual invoice entry involves going directly into AP Invoice Entry and entering in all the information about your invoice. Automatic invoice entry occurs after you have done Purchase Order Receiving, and the majority of the invoice information will automatically fill itself in. This topic will discuss the manual entry of invoices.

1. Enter in the Fiscal Year and Accounting Period that the invoice should be posted to.
2. Enter in the Vendor Code for the invoice.
3. Enter in the Invoice Number. *Note:* Invoice numbers must be unique. If you enter in an existing invoice number for the same vendor, you will be alerted that the invoice already exists. If you continue with the entry, the open invoice balance will be adjusted by the amount that you enter in at this time.
4. Enter in the Invoice Date. This will be used for calculating the due date and any discount dates.
5. Enter in the Gross Invoice Amount.
6. Enter in the Vendor Category. You will then enter in information across 3 tabs.

Tab 1 - Invoice Information

7. If needed, enter in an invoice comment. This would print on the subsequent check that prints to the vendor when this invoice is paid.
8. If needed, enter in a reference number. This would typically be the Purchase Order number from the system that led to this invoice.
9. The terms code will default from the vendor. Modify if needed.
10. If you entered any options into the [Invoice Entry Options](#) screen, you will now have the option of entering any of those special amounts. This would typically include freight.
11. The remaining fields will be calculated based upon the terms code. You can adjust any of these fields manually if needed. The last field showing is the amount to distribute. This is equal to the gross invoice amount, minus any charges that already have a specified account to post to in the [AP GL Interface](#) setup.
12. Press **Next** to proceed to Tab 3. *Note:* Tab 2 is bypassed at this point. The information on this tab is defaulted and usually not changed. From Tab 3, press the **Back** button to access the fields on Tab 2.

Tab 3 - General Ledger

13. The system will show you the amount that needs to be distributed to the general ledger. Postings from a purchase order are automatically entered; usually to a Work In Process or Cost Of Sales account. Manual postings are most often made to other expense accounts, such as rent or utilities. The *amount to be distributed* must be fully distributed before you can exit this tab. If you are out of balance, you will need to modify existing lines, or use the **Add** and **Delete** buttons to make new postings or delete existing postings. When in balance, you can press the **Finish** button to complete the entry of the invoice, or you can press the **Back** button to go to Tab 2.

Tab 2 - Payment (optional)

14. Select an invoice type. If choosing Credit memo, enter in the original invoice it should be applied to.
15. Enter in the bank code to use for check printing.
16. Enter in a vendor category.

17. Enter in a payment selection code and/or priority code.
18. Mark if the invoice should be put on hold.
19. Enter a number of days to extend the invoice due date.
20. Enter a salesperson to be attached to this invoice.
21. Enter in an alternate currency code, along with the gross invoice amount and any discount amount in the alternate currency.
22. Press **Next** to proceed to Tab 3, where you will make sure your postings are in balance before pressing **Finish**.

You can then enter in additional invoices, or proceed to [update your invoices](#).

PURCHASE JOURNAL AND UPDATE

DB Distributor > Accounts Payable > Invoice Processing > Purchases Journal/Update (A/P I2)

The Purchase Journal and Update is used to update the invoices that have been put into the system during the PO Receiving Process, or manually entered through AP Invoice Entry.

Complete the following steps to update your AP Invoices:

1. Click **Output Options** to review the printer configuration, making changes as necessary.
2. Click **View Report** or **Print Report**.
3. Review the Purchase Journal. If your invoices all appear correct, you can proceed to **Update** your batch. If you see any mistakes, you will want to **Exit** the update, and return to [AP Invoice Entry](#) to select and modify any invoices with errors. After correcting the invoices, you will return here to update the invoices. When the Purchase Journal is updated, the invoices will be posted to their vendors, and the general ledger daily transactions file will be posted to. These general ledger postings will need to be verified and updated through the G/L Detail Transaction Register.

CHECK PROCESSING PROCESS

DB Distributor offers two methods of Check Processing:

1. Automatic Check Processing - This method allows you to select the invoices that you wish to pay, or you can have the system automatically select invoices to be paid based upon criteria you select. This method involves:

- [Auto Invoice Selection](#)
- [Specific Invoice Selection](#)
- [Suggested Payment Report](#)
- [Check Printing](#)
- [Cash Disbursements Journal and Update](#)

2. Manual Check Processing - This method allows for entering handwritten checks into the system, as well as performing voids and reversals. You even have the ability to specify that you want to create a print check that will then be printed from the Check Printing option in Automatic Check Processing. This method involves:

- [Manual Check Entry](#)
- [Audit Report and Update](#)

Note: Check Processing occurs using batches. In Automatic Check Processing, you can begin a new batch using either *Auto Invoice Selection* or *Specific Invoice Selection*.

AUTOMATIC INVOICE SELECTION

DB Distributor > Accounts Payable > Check Processing > Auto Invoice Selection (A/P C1)

Automatic Invoice Selection is used to let the system automatically select vendor invoices to be paid, based upon ranges that you specify. You can enter information into different fields to control what invoices will be selected. Here are the fields available and how they control the resulting selection.

Field	Description
Take Available Discounts Expiring After	Enter in a date to use for considering whether or not discounts should be taken. <i>Note:</i> This first field is not used for controlling what invoices should be selected, but to determine if discounts should be taken on the invoices that are selected.
Add Only Invoices with Discounts Expiring From	If needed, enter in a discount date range to select invoices that have an applicable discount within a given time period. This would be used, for example, if you wanted to select only invoices that offered a discount within the next week.
Add Only Invoices Due on or Before	If needed, enter in a date here to control which invoices will be considered for selection based upon their due date.
Add Only	If needed, enter in a vendor category code to select only invoices that have a certain

Category Code	category code assigned to them.
Add Only Bank Account	If needed, enter in a bank account code to select only invoices that would print for a specific bank code.
Only Add Priority Codes Greater Than	If needed, enter in a priority code A through Z. Only priority codes higher will be considered for selection.
Only Add Payment Selection Code	If needed, enter in a payment selection code. Only invoices with this payment selection will be considered for selection.
Enter Starting and Ending Vendors to Select	If you want to pay vendors within a range based upon their vendor code, enter in a starting and ending vendor code to specify that range.

After making your selection(s), click on the **Proceed** button to have the system read through the Open Invoice file and select invoices to be paid. You will then continue to the [Suggested Payment Report](#) to view a listing of invoices that were selected to be paid. Also, you have the option of going to the [Specific Invoice Selection](#) screen to manually add or remove invoices from those that have been selected.

SPECIFIC INVOICE SELECTION

DB Distributor > Accounts Payable > Check Processing > Specific Invoice Selection (A/P C2)

The Specific Invoice Selection screen is used to manually select invoices that you would like to add to the payment file. If invoices have already been selected for payment, this screen can be used to add additional invoices to the payment file, or remove specific invoices from the payment file. When entering this screen you will be given the option of clearing all invoices out of the payment file. *Note:* At all times, the total amount of the check run will be displayed. When a vendor is selected, their specific check amount to cover their selected invoices will also be displayed.

Follow these steps to complete the panel:

1. Enter in a vendor code to add/remove any of their invoices to/from the payment file.
2. Enter in the invoice number you would like to add/remove.
3. To remove an invoice, you can simply press the Delete button. If adding an invoice to the file, you will be asked to confirm that you want to add the invoice. *Note:* If the message "Record not Found" is displayed, it is simply stating that the invoice is not yet in the payment file, not that the invoice does not exist on the system.
4. Enter in the Gross Amount of the invoice to pay.
5. Enter in any discount amount you wish to take on this invoice.
6. Press the **Add** button to finish adding the invoice to the payment file.
7. Return to Step 1 to add/remove additional invoices, or press **Exit** if finished.

Continue to [Suggested Payment Report](#).

SUGGESTED PAYMENT REPORT

DB Distributor > Accounts Payable > Check Processing > Suggested Payment Report (A/P C3)

The Suggested Payment Report is used to see a listing of invoices that have been selected to be paid by using the Automatic Invoice Selection screen, Specific Invoice Selection screen, or a combination of both. This report will display by vendor, showing the invoices selected for payment, as well as the check totals for each vendor, and the amount of the total check run. Complete the following steps to print this report:

1. Click on **Output Options** to verify where the report will print.
2. Click on the **Print Report** button.
3. Review the Suggested Payment Report.

After reviewing the report, you can proceed to [Check Printing](#), or if you need to add or remove invoices, you can return to the [Specific Invoice Selection](#) screen. You will also want to keep a copy of this report for when you are printing checks.

AP CHECK PRINTING

DB Distributor > Accounts Payable > Check Processing > Check Printing (A/P C4)

The Check Printing screen is used to send your checks to the printer. The fields on this screen will vary depending upon if you are printing the checks for the first time, or if you are reprinting the checks.

Complete the following steps to print your checks for the first time:

1. Enter the fiscal year and accounting period the checks should be updated to.
2. Enter in the date to print as the check date.
3. Enter in the number of the first check that will be printed on.
4. Review your **Output Options**.
5. Press the **Proceed** button.
6. You will be notified to load your check stock.
7. You will be asked if you want to print a test pattern.
8. You will be asked if the checks printed. If you say "Yes", the system will tell you to load plain paper, and to proceed to the [Cash Disbursements Journal and Update](#). If you say "No", then you will be returned to the batch selection screen where you can reselect your batch, and return to Step 1 to re-attempt the check printing.

If you are reprinting any checks after telling the system that you have already printed the checks, you will need to complete the following steps:

1. Enter the fiscal year and accounting period the checks should be updated to.
2. Enter in the date to print as the check date.
3. Enter in the number of the first check that will be printed on.

4. Enter in your company code for restarting the checks.
5. Enter in the bank code to print checks for.
6. Enter in the vendor code to restart the check printing from. *Note:* This is when you need to have a copy of your [Suggested Payment](#) report. Your checks will print in vendor code order, as they are on the Suggested Payment report. For example, if you have 15 vendors to pay, and the first 10 checks printed fine, then you can just have the system print the last five checks by telling it to start with the 11th vendor.
7. Repeat Steps 4 through 8 as described in the first process.

Note: When 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 on 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 a test pattern to align the checks in the printer. If you choose 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 particular vendor. DB Distributor will automatically void the checks that were ruined during the printing malfunction.

CASH DISBURSEMENTS JOURNAL UPDATE

DB Distributor > Accounts Payable > Check Processing > Cash Disbursements Journal/Update (A/P C5)

The Cash Disbursements Journal is used to print a report of the checks that were printed, and the invoices that were paid by those checks.

Follow these steps to print and update your report:

1. Choose your batch from the batch query. The Cash Disbursements Journal and Update Panel is displayed.
2. Review your **Output Options**.
3. Click **Print Report**.
4. If the journal report is correct, you can choose to Update the data. If the report has errors, you should exit the update and return to [Check Printing](#) to make any corrections.

If you choose to update the report, the update will perform 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 ENTRY

DB Distributor > Accounts Payable > Manual Check Processing > Manual Check Entry (A/P M1)

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. Follow these steps to complete the panel:

1. Enter the fiscal year and accounting period for the check to post to.
2. Select the bank account code to be used.
3. At this point, your path will change based on the check type you choose. Select your check type for more information:
[Hand Written](#)
[Reversal](#)
[Void](#)
[Print Check](#)
4. Once you have updated your manual check, repeat steps 1 through 3 for any additional checks you would like to add. If you're done, click **Exit**.
5. You will then proceed to update your manual checks using the [Journal Update](#) screen.

MANUAL CHECK - HAND WRITTEN

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 or not the invoice has already been entered using the Accounts Payable Invoice Entry Program.

After selecting the Hand Written check type, you will need to complete the following steps:

1. Enter the check number.
2. Enter the check date.
3. Enter the vendor.
4. Enter the check amount. *Note:* 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.
5. Enter in an invoice number. There are two situations here. You can either be paying an **existing invoice**, or you can be setting up a **new invoice** to pay. Follow the instructions below based upon your situation.

If paying an **existing invoice**, the invoice information will be populated, and you will need to complete the following:

6. If making a partial payment, you can adjust the Gross Applied field. If not, continue to the next step.
7. Press the **Update** button.
8. If your balance is zero, you can press the **Done** button. If balance is not zero, you will need to return to Step 5, and pay additional invoices until your balance is zero.

If creating a **new invoice** to pay, you will need to complete the following:

6. Enter the invoice date.
7. Enter the invoice total. The system will default this amount to the Gross Applied field.
8. If making a partial payment, you can adjust the Gross Applied field. If not, continue to the next step.
9. Enter in if a discount will be taken.
10. Enter in the terms code.
11. Enter in the vendor category code.
12. If needed, enter in a comment and/or reference number.
13. Click on the **G/L** button to make your general ledger distribution, as you would through normal invoice entry. After your general ledger posting has been made, press the **End** button. The invoice will be updated automatically.
14. If your balance is zero, you can press the **Done** button. If balance is not zero, you will need to return to Step 5, and pay additional invoices until your balance is zero.

Return to [Manual Check Entry](#)

MANUAL CHECK - REVERSAL

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. Perhaps the check was lost in transit, or contained an error. Upon entering the check number, if the check detail is still in the computer, the reversal process is automatic.

After selecting the Reversal check type, you will need to complete the following steps:

1. Enter the check number. If the check number is found, the reversal will be automatic. If you enter a very old check number that has already been cleared from your data files, DB Distributor 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.

Return to [Manual Check Entry](#)

MANUAL CHECK - VOID

A Void is used simply to tell the system that you have a check that is not assigned to any transaction, and will not be used.

After selecting the Void check type, you will need to complete the following steps:

1. Enter the check number. You will be asked if you want to add the record. Saying "Yes" will cause the check to be voided.

Return to [Manual Check Entry](#)

MANUAL CHECK - PRINT CHECK

A Print check type is used to setup a check that will then be printed on your check stock using the [Check Printing](#) program. 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 or not the invoice has already been entered using the Accounts Payable Invoice Entry Program.

After selecting the Print Check check type, you will need to complete the following steps:

1. Enter the check date.
2. Enter the vendor.
3. Enter the check amount. *Note:* 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.
4. Enter in an invoice number. There are two situations here. You can either be paying an **existing invoice**, or you can be setting up a **new invoice** to pay. Follow the instructions below based upon your situation.

If paying an **existing invoice**, the invoice information will be populated, and you will need to complete the following:

5. If making a partial payment, you can adjust the Gross Applied field. If not, continue to the next step.
6. Press the **Update** button.
7. If your balance is zero, you can press the **Done** button. If balance is not zero, you will need to return to Step 5, and pay additional invoices until your balance is zero.

If creating a **new invoice** to pay, you will need to complete the following:

5. Enter the invoice date.
6. Enter the invoice total. The system will default this amount to the Gross Applied field.
7. If making a partial payment, you can adjust the Gross Applied field. If not, continue to the next step.
8. Enter in if a discount will be taken.
9. Enter in the terms code.
10. Enter in the vendor category code.
11. If needed, enter in a comment and/or reference number.
12. Click on the **G/L** button to make your general ledger distribution, as you would through normal invoice entry. After your general ledger posting has been made, press the **End** button. The invoice will be updated automatically.
13. If your balance is zero, you can press the **Done** button. If balance is not zero, you will need to return to Step 5, and pay additional invoices until your balance is zero.

Return to [Manual Check Entry](#)

MANUAL CHECK AUDIT REPORT AND UPDATE

DB Distributor > Accounts Payable > Manual Check Processing > Manual Check Audit Report and Update (A/P M2)

Use the Manual Check Audit Report and Update to view a report of manual checks that have been created/processed. Follow these steps to complete the panel:

1. Choose your batch from the batch query. The Manual Check Audit Report and Update Panel is displayed.
2. Review your **Output Options**.
3. Click **Print Report**.
4. If the journal report is correct, you can choose to **Update** the data. If the report has errors, you should **Exit** and return to [Manual Check Entry](#) to make any corrections. *Note:* If your journal contains any "print check" types, you will need to print and update these by running the [Suggested Payment Report](#), [Check Printing](#), and [Cash Disbursements Update](#) options in the Automatic Check Processing area.

ACCOUNTS PAYABLE REPORTS

Use the Accounts Payable Reports to view all of the different activity that is occurring with your vendors. The following is a list of Accounts Payable Reports that are available for review:

Primary

[Open Invoices](#)

[Cash Requirements](#)

[Aged Invoices](#)

[Trial Balance](#)

[Monthly Disbursements](#)

[Statistical Data](#)

[Salesperson Purchases](#)

Other

[Vendor Reference](#)

[Vendor Detail Listing](#)

[Vendor Mailing Labels](#)

[1099 Form Printing](#)

OPEN INVOICES

DB Distributor > Accounts Payable > Reports > Accounts Payable > Open Invoice (APR R1)

The Open Invoice report is used for viewing your open AP invoices with your Vendors. It will show the original invoice amount, any activity on the invoice, available discounts, and the current amount due.

Follow these steps to run this report:

1. This report will print by vendor.
2. Optionally, enter a range of vendors and/or invoice numbers to narrow your search.
3. Select if you want to print invoice transaction detail and/or additional invoice detail. Transaction detail will show a line for the original invoice and each check or adjustment. Additional invoice detail will print an additional line showing the invoice comment, reference number, and category code.
4. Select if you want to print paid invoices, unpaid invoices, or both.
5. Select if you want to print on hold invoices, not on hold invoices, or both.
6. Review the Output Options.
7. Click **Print Report**.

CASH REQUIREMENTS

DB Distributor > Accounts Payable > Reports > Accounts Payable > Cash Requirements (APR R2)

The Cash Requirements report is used to see the cash obligation for recorded payables of the company on specific future dates. It shows, for each vendor, what is owed (invoice detail or summary) and distributes the balance due based upon the future due dates you establish when printing the report.

Follow these steps to run this report:

1. This report will print by Vendor.
2. Optionally, enter a range of vendor categories and/or bank codes to limit your search.
3. Enter in up to 4 dates to report by. The dates can be set weekly, bi-weekly, etc.
4. Select if you want discounts to be reported.
5. Select if invoice detail should be printed. Turning off invoice detail will cause only one line to be printed for each vendor.
6. Select if you want on hold invoices to be included.
7. Review the Output Options.
8. Click **Print Report**.

AGED INVOICES

DB Distributor > Accounts Payable > Reports > Accounts Payable > Aged Invoices (APR R3)

The Aged Invoice report is used for creating an Aged Report of your Open AP Invoices.

Follow these steps to run this report:

1. This report will run by vendor.
2. Optionally, enter a range of vendors or invoice numbers to narrow your search.
3. Select the Fiscal Year and Accounting Period to run the report for.
4. Select if you want to run the report by Invoice Date or Due Date.
5. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.
6. Review the Output Options.
7. Click **Print Report**.

AP TRIAL BALANCE

DB Distributor > Accounts Payable > Reports > Accounts Payable > Trial Balance (APR R4)

The Trial Balance report will print all invoices, showing their opening balance, any transactions, and the ending balance for a specified period. *Note:* the ending balance for the period printed should balance to the control account(s) within the general ledger for the same period. This report verifies the Accounts Payable General Ledger Account.

Follow these steps to run this report:

1. This report will print by vendor.
2. Optionally, enter a range of vendors to narrow your search.
3. Select the Fiscal Year and Accounting Period to run the report for.
4. Select if intercompany vendors should be included in the report.
5. Review the Output Options.
6. Click **Print Report**.

MONTHLY DISBURSEMENTS

DB Distributor > Accounts Payable > Reports > Accounts Payable > Monthly Disbursements (APR R5)

The Monthly Disbursements report lists all disbursements recorded by the Accounts Payable System. It includes both checks printed by the computer and entered in the Manual Check Entry program. This report is used to reconcile the bank account(s).

Follow these steps to run this report:

1. Select the Fiscal Year and Accounting Period to run this report for.
2. Select the Bank Code that you would like to report for.
3. Select if you want the invoice detail to be printed.
4. Select if you want the G/L detail to be printed.
5. Review the Output Options.
6. Click **Print Report**.

STATISTICAL DATA

DB Distributor > Accounts Payable > Reports > Accounts Payable > Statistical Data (APR R6)

The Statistical Data report is used for comparing vendor purchases for the current year and the previous year, for both the period and year-to-date. This report is most often used to evaluate your vendors and the volume of business that complete with them.

Follow these steps to run this report:

1. This report will print by vendor.
2. Optionally, you can enter a range of vendors to narrow your search.
3. Enter the Fiscal Year and Accounting Period to run the report for.
4. Select if you want to run the report by Purchases, Adjustments, or Disbursements. (Your options may vary, depending upon how your AP parameters are set.)
5. Review the Output Options.
6. Click **Print Report**.

SALESPERSON PURCHASES

DB Distributor > Accounts Payable > Reports > Accounts Payable > Salesperson Purchases (APR R7)

The Salesperson Purchase report is used to create a report of the purchases made by salesperson for each vendor.

Follow these steps to run this report:

1. Select if you want to run the report by Vendor or Salesperson.
2. Optionally, enter a range of vendors and/or salespersons to narrow your search.
3. Select a Fiscal Year and Accounting Period to run the report for.
4. Select if you want to see figures for Purchases or Adjustments.
5. Review the Output Options.
6. Click **Print Report**.

VENDOR REFERENCE REPORT

DB Distributor > Accounts Payable > Reports > Vendors > Vendor Reference (APR L1)

The Vendor Reference Report is used to print a report that shows a side-by-side comparison of your vendors in vendor code order, and in vendor lookup order.

Follow these steps to run this report:

1. This report will run by vendor.
2. Optionally, enter a range of vendors to narrow your search.
3. Review the Output Options.
4. Click **Print Report**.

VENDOR DETAIL LISTING

DB Distributor > Accounts Payable > Reports > Vendors > Vendor Detail Listing (APR L2)

The Vendor Detail Listing report lists, for each Vendor, the contents of the static data within the Vendor File. It is useful in verifying that information was entered properly when setting up the Accounts Payable System. It would rarely be printed in its entirety following your initial setup.

Follow these steps to run this report:

1. Optionally, enter a range of vendors to narrow your search.
2. Review the Output Options.
3. Click **Print Report**.

VENDOR MAILING LABELS

DB Distributor > Accounts Payable > Reports > Vendors > Vendor Mailing Labels (APR L3)

This report can be used to print mailing labels for your vendors.

Follow these steps to run this report:

1. This report will run by vendor.
2. Optionally, enter a range of vendors to narrow your search.
3. Enter the mailing label codes to be printed.
4. Enter in your label information (sizing, position, quantity, etc.).
5. Review the Output Options.
6. Click **Print Report**.

1099 PRINTING

DB Distributor > Accounts Payable > Reports > Vendors > 1099 Form Printing (APR L4)

The 1099 Printing report is used for printing 1099's to any of your applicable vendors.

Follow these steps to run this report:

1. The 1099's will print by vendor.
2. Optionally, enter a range of vendors to narrow your search.
3. Select a 1099 Format Code to print. (This is if you have setup multiple flexible formats for 1099's.)
4. Optionally, enter in a 1099 Type to print, or leave this field blank to print all 1099's. (This is if you have used different "type" codes for your 1099 vendors.)
5. Enter in your Federal Tax ID to print.
6. Optionally, enter in a minimum amount that must be reached before a 1099 is printed.
7. Review the Output Options.
8. Click **Print Report**.
9. After printing the 1099's, you will have the option to clear the data. When printing these at year end, you will want to clear the data, so that you start accumulating figures correctly for the next year.

MONTH END PROCESSING

The Period End Processing cycles the accounting period. It transfers paid invoices from the open invoice file to the invoice history file. Based upon the number of periods to retain invoice history, setup in your AP parameters, invoices will also be removed from the invoice history file. Inactive vendors that have been marked for removal will also be deleted at this time.

These are the recommended steps to perform your AP Month End Processing:

1. Make sure that all invoices, as well as credits, have been entered and updated. ([AP Invoice Entry](#) and [Purchase Journal/Update](#))
2. Make sure that all of your Manual Checks have been entered and updated. ([Manual Check Entry](#) and [Manual Check Audit/Update](#))
3. Make sure that all check runs have been completed and updated. ([Check Printing](#) and [Cash Disbursements Update](#))
4. Print your [AP Trial Balance](#), and make sure that it balances to your Accounts Payable general ledger account. If it does not balance, please see this article on [reconciling](#).
5. Optionally, print two copies of your [Monthly Disbursements](#) report. We recommend one copy with the invoice and general ledger detail, and one copy without the detail.
6. Optionally, perform your Bank Reconciliation. This can be done at any time during the month when you receive a statement.
7. Perform your [Period End Update](#).

PERIOD END UPDATE

DB Distributor > Accounts Payable > Period End > Update > Period End (APP U1)

When you enter into this screen, it will display the fiscal year and accounting period that is to be updated. You only need to click the **Proceed** button to run the period end update. Make sure you have followed this [checklist](#) before updating your period. Processing the period end will update the following:

- Your default AP period will be moved to the next period.
- Vendors with no activity that have been set to inactive will be deleted.
- Paid invoices will move from the Open Invoice file to the Invoice History file.
- Invoice history records will be removed, based upon your AP parameter that controls how long invoice history is to be kept.
- Additionally, if this is the year end processing, your vendor statistics will be removed, based upon your AP parameter that controls how long the statistics are to be kept.

ACCOUNTS PAYABLE - How To...

This section provides instructions for addressing the following Accounts Payable Special Situations:

- [How to Adjust a Previously Entered Invoice](#)
- [How to Enter a Prepayment to a Vendor](#)
- [How to Pay a Vendor with a Credit Card](#)
- [How to Change an Invoice to a Different Period](#)
- [How to Correct Checks that were Posted to the Wrong Period](#)
- [How to Process 1099's](#)
- [How to Reconcile Your AP at Month End](#)

HOW TO ENTER AN ADJUSTMENT FOR AN EXISTING OPEN INVOICE

As always, in order to minimize the amount of adjustments that you would need to make, we would recommend that you check your [Purchase Journal](#) for any errors before updating and creating your invoices. However, there are situations when you will need to make an adjustment to an existing invoice. Here are the steps to adjust an existing open invoice:

1. Go directly into the [AP Invoice Entry](#) program. This might require starting a new batch.
2. Enter the Fiscal Year and Accounting Period that the adjustment should post to.
3. Enter in your vendor code and your AP Invoice number that needs to be adjusted. You will be notified that the invoice is an "open invoice".
4. Click the "yes" button to proceed.
5. The date of the original invoice will display. You can accept this date or assign your adjustment the current date.
6. You will then need to enter the amount of your adjustment into the Gross Invoice Amount field. A positive number will increase the amount of the open invoice, while entering a negative number will decrease the amount of the open invoice.
7. At this point, you can modify any of the remaining fields as needed.
8. You will need to select the general ledger account(s) that the adjustment will need to post to.
9. When in balance, you can click the **Finish** button. You will then proceed to update your adjustment using the [Purchase Journal/Update](#) screen.

HOW TO ENTER A PREPAYMENT TO A VENDOR

In [Manual Check Entry](#), you will want to create either a [handwritten](#) or [print](#) check. After setting up the check, you will need to enter in an invoice number. Since you have not yet received a vendor invoice, we would typically recommend that you setup the invoice using PP along with either the date or PO number. For example, PP12345. The PP at the front helps you recognize that this invoice is put in for a prepayment.

Leave the invoice amount as zero, and set the gross applied field to the amount of the check. The net effect will be a negative (credit) invoice posting to Accounts Payable. There will not be a general ledger account to be distributed since there was no invoice amount to this invoice. The total posting when this is updated will be a Debit to Accounts Payable for the negative invoice, and a Credit to Cash for the amount of the check.

When the vendor invoices you for the cost of sales, enter the invoice as you normally would. At that time the entire cost of sales will be charged to your cost of sales account. This will create an invoice for the full amount of the job in the open invoice file. When you cut a check to the vendor for the balance remaining on this job, you will be selecting both the full invoice, and the prepayment invoice.

HOW TO PAY VENDORS WITH A CREDIT CARD

Since credit card purchases have become more common, we have setup a procedure to better handle credit card purchases; rather than making many manual adjustments. You will want to follow these steps:

1. You will want to setup a new general ledger account near your Accounts Receivable account, and title it something similar to "Credit Card Clearing".
2. You will need to setup a new [Bank Code](#) for the credit card. When you get to the field "Post G/L Cash Account", you will need to set it to the general ledger account you created in step 1. *Note:* if you have only been using one bank account, you may need to go into the Accounts Payable parameters and set the "Allow multiple bank codes" field to "yes".
3. For any vendors that you will be primarily paying with the credit card, you will want to go into [Vendor Setup](#), and set the standard bank code on those accounts to be the new credit card bank code. You also have the option of manually setting the bank code on invoices as you process them.
4. Your Order Entry and Purchase Order Receiving will continue as normal. When AP Invoice Entry occurs, you will want to verify that the bank code is set correctly.
5. Entering your payment to the credit card company is the next step. We recommend that you wait and process this when you receive your credit card invoice/bill. You will need to come up with a convention for numbering your checks. One option would be to use the month, year, and sequence counter. Remember that you will be paying off these invoices on the new bank code that was setup in step 2. You can select the invoices that need to be paid through either [Manual Check Entry](#), or [Auto Invoice Selection](#). The number of invoices you need to pay will usually determine the method that you choose, with more invoices being easier to pay through Auto Invoice Selection.
6. Manual Check Payment - Select that you are entering a hand written check. Enter a check number. Enter a vendor that has invoices that need to be paid from your credit card bill. Enter the total amount of their invoices to be paid at this time. Then select all of their invoices that will be paid. After entering all of the checks and selecting all of the invoices that need to be paid off, continue to the [Manual Check Audit/Update](#).
7. Auto Invoice Selection - When selecting your invoices to be paid, you will simply need to limit the selection to the specific bank code that you are paying, and possibly by a date range. You will then want to run the [Suggested Payment Report](#). At this point you can still add/remove invoices from the selection as needed. Continue to [Check Printing](#), where you can enter in a starting check number, and print these to stock paper. Then run your [Cash Disbursements Journal/Update](#).
8. Now you are ready to setup your invoice to the credit card company. You will do this by going directly into [AP Invoice Entry](#). This invoice will be entered for your credit card vendor, and the amount should be equal to the total amount of your check run in step 5, plus or minus any additional charges. The value posted to your general ledger to offset the vendor invoices will be posted to the Credit Card Clearing account. Other charges should be posted their appropriate expense accounts.
9. A check to the credit card will then be issued when the invoice is due, along with your other payables.



HOW TO CORRECT AN INVOICE ENTERED INTO THE WRONG PERIOD

Month end is a time when you need to be aware of what period your invoices are being posted to. If a new month has started, but you have yet to close out the previous period, you will want to make sure that new invoices get put into the next period. Here are instructions for how to move an invoice that has been updated into the wrong period.

1. Go directly into the [AP Invoice Entry](#) program. This might require starting a new batch.
2. Enter the Fiscal Year and Accounting Period that the invoice was incorrectly posted to.
3. Enter in your vendor code and your AP Invoice number that needs to be moved. You will be notified that the invoice is an "open invoice".
4. Click the "yes" button to proceed.
5. You will now want to enter in the gross invoice amount. This will be a negative amount that is equal to the amount of the original invoice.
6. Your G/L postings will need to come out of the accounts that they originally posted into.
7. When in balance, you can click the **Finish** button. You will then proceed to run the [Purchase Journal](#) and update the batch. Your invoice will now be showing a zero balance.
8. Go back into the [AP Invoice Entry](#) program.
9. Enter the Fiscal Year and Accounting Period that the invoice needs to be posted to.
10. Enter in your vendor code and your AP Invoice number that needs to be re-posted. You will be notified that the invoice is an "open invoice".
11. Click the "yes" button to proceed.
12. You will now want to enter in the gross invoice amount. This will be equal to the amount of the original invoice.
13. Your G/L postings will now post back to the accounts that they originally posted into.
14. When in balance, you can click the **Finish** button. You will then proceed to run the [Purchase Journal](#) and update the batch. Your invoice will now be showing the full balance again, and the GL postings will be in the appropriate period.



HOW TO CORRECT CHECKS UPDATED TO THE WRONG PERIOD

Month end is a time when you need to be aware of what period your checks are being posted to. If a new month has started, but you have yet to close out the previous period, you will want to make sure that new checks get put into the next period. Here are instructions for how to move checks that have been updated into the wrong period. There are two scenarios. One where you have not yet updated the checks, and one where you have updated the checks.

If you have printed the checks, but not yet updated them, follow these instructions:

1. Go back into the [Check Printing](#) screen.
2. Select the correct Fiscal Year and Accounting Period.
3. Enter in the check date.
4. Enter in the starting check number from the checks that you have already printed. Since you already printed the checks, you do not need to waste them.

5. Enter in the first vendor code so that the system will reprint all of the checks.
6. You can then print the checks onto blank paper, or send them to a null printer.
7. You can then update them using the [Cash Disbursements](#) Journal and Update.

If you have printed the checks, and you have updated them, follow these instructions:

1. Make sure that you have a copy of your Cash Disbursements Journal from the batch of checks that were updated into the wrong period.
2. Go into [Manual Check Entry](#).
3. For each check on your disbursements journal, call it up in the wrong period, and perform a [reversal](#).
4. Then run the [Manual Check Update](#) to have all the checks reversed.
5. Go back into [Manual Check Entry](#).
6. For each check , enter in a [hand written](#) check type into the correct period, using the check number and check amount from your original cash disbursements journal, and paying off the same invoices.
7. Once all of your checks have been re-entered into the correct period, you can run your [Manual Check Update](#).

Note: In step 5, instead of going into Manual Check Entry to re-enter these as hand written checks, you also have the option of using Automatic Check Processing to repay the invoices using either the [Auto Invoice Selection](#) or [Specific Invoice Selection](#), followed by the printing of the [Suggested Payment Report](#) (to make sure all vendors and invoices have been re-selected), and then updating the [Cash Disbursements Update](#).

HOW TO PROCESS 1099'S

1. In your Accounts Payable parameters, you will need to set the "Is there 1099 processing" to "yes", and also enter in the current calendar year for 1099 processing.
2. In the [Current Status](#) area of the [Vendor Setup](#), you must have a 1099 type set for the vendor.
3. Under the main System Setup, in the Flexible Format menu, you must setup a valid 1099 flexible format.
4. At the end of the year, you will go to the [1099 Printing](#) option. Follow the instructions within the link to print your 1099's.
5. After the 1099's print, you will have the option to clear for the current year. You will want to clear the data so that the new year will accumulate properly.

HOW TO RECONCILE YOUR AP AT MONTH END

Make sure that you have updated all Purchase Journals and Disbursement Batches that you may have in process and update your General Ledger Detail Transaction.

The first step in this process is to print out the AP Trial Balance for the period. Then print a General Ledger report for your AP Account for the same period. Then compare the Ending Balance Total from the AP Trial Balance with the Ending Balance on your General Ledger report. These two numbers should equal. If they do, your reconciliation is complete and you can close your month by selecting the Period End Update from the AP Period End Processing Menu.

What should you do if you are not in Balance?

Compare the Opening Balance of your AP Trial Balance with the Beginning Balance on your General Ledger. If they balance, then your problem is in the current month. If your beginning balance is off by the same dollar value as the Ending Balance, then this is a carry over from a prior month.

Prior Month:

You should be balancing each month. If this situation occurs, then look in a prior month for a journal entry that may have been made. Compare your Current General Ledger report for the current period, does it equal the one you printed last month that you filed with your reconciliation. Compare the Beginning Balance on the Current period AP Trial Balance with the Ending Balance from the prior month, do they equal? If not, then you can compare the two reports to identify the Vendor and invoice number that does not carry the same balance between the two reports.

Current Month:

Take a look at your General Ledger, do you see any JE-Journal Entries that may have been made in this period. If the answer is Yes, this is a probable cause. If not, proceed to the next step.

Take your General Ledger report for your AP account and add all the Source Journals that are labeled as PU-Purchase Journal and MP-Manual Purchases. This number should equal your Purchases Total. Then run a tape on the Source Journals that are labeled CD-Cash Disbursements and MC-Manual Checks, this should equal your Disbursement column on your Trial Balance. You can also use your General Ledger report to provide you with these totals by using this field on your report selection (Source journal or blank for all: ___) here you can enter PU, MP, CD, or MC and the system will provide you with a report showing only these totals for you to use in your reconciliation.

Once you have identified which one of these areas does not balance, you have narrowed your search.

Then collect your Source Journals that do not balance with the General Ledger and use your General Ledger report as a check list and verify the total amount on the journal posted correctly as the same total to the General Ledger.

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