Accounts Payable with Abila MIP Fund Accounting Diocese of La Crosse Training

October 2014

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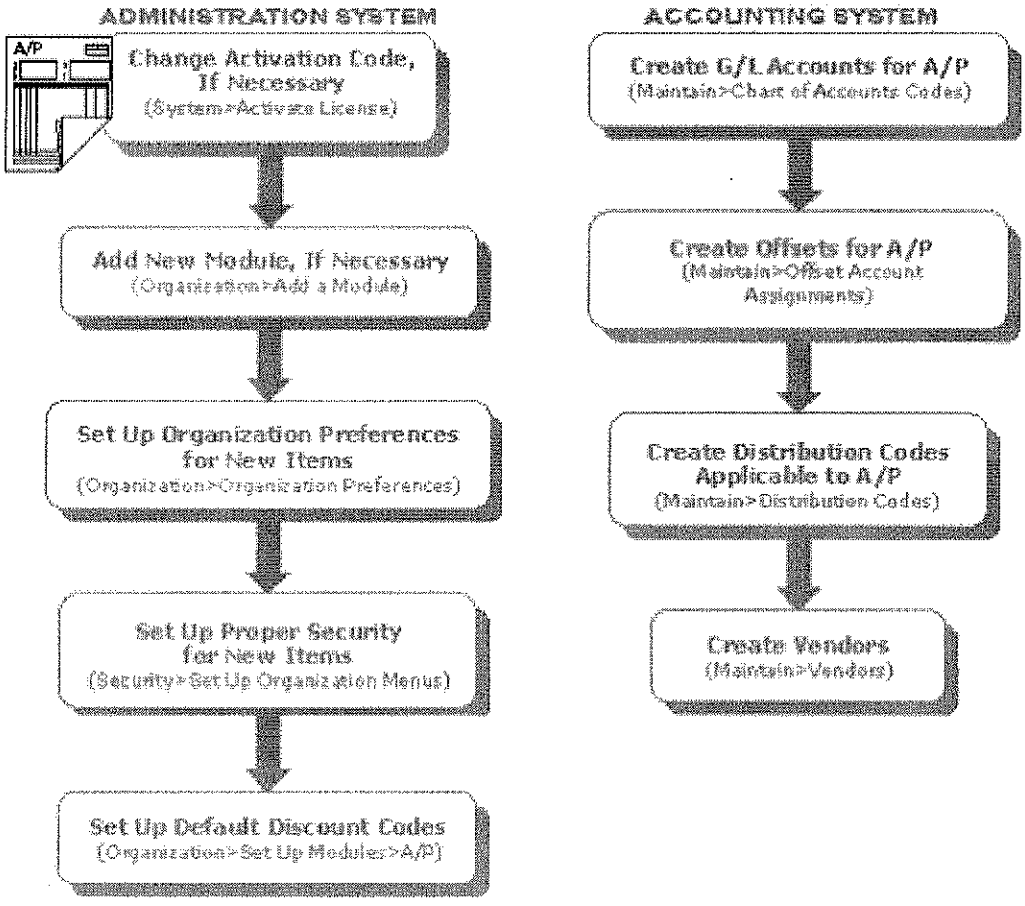
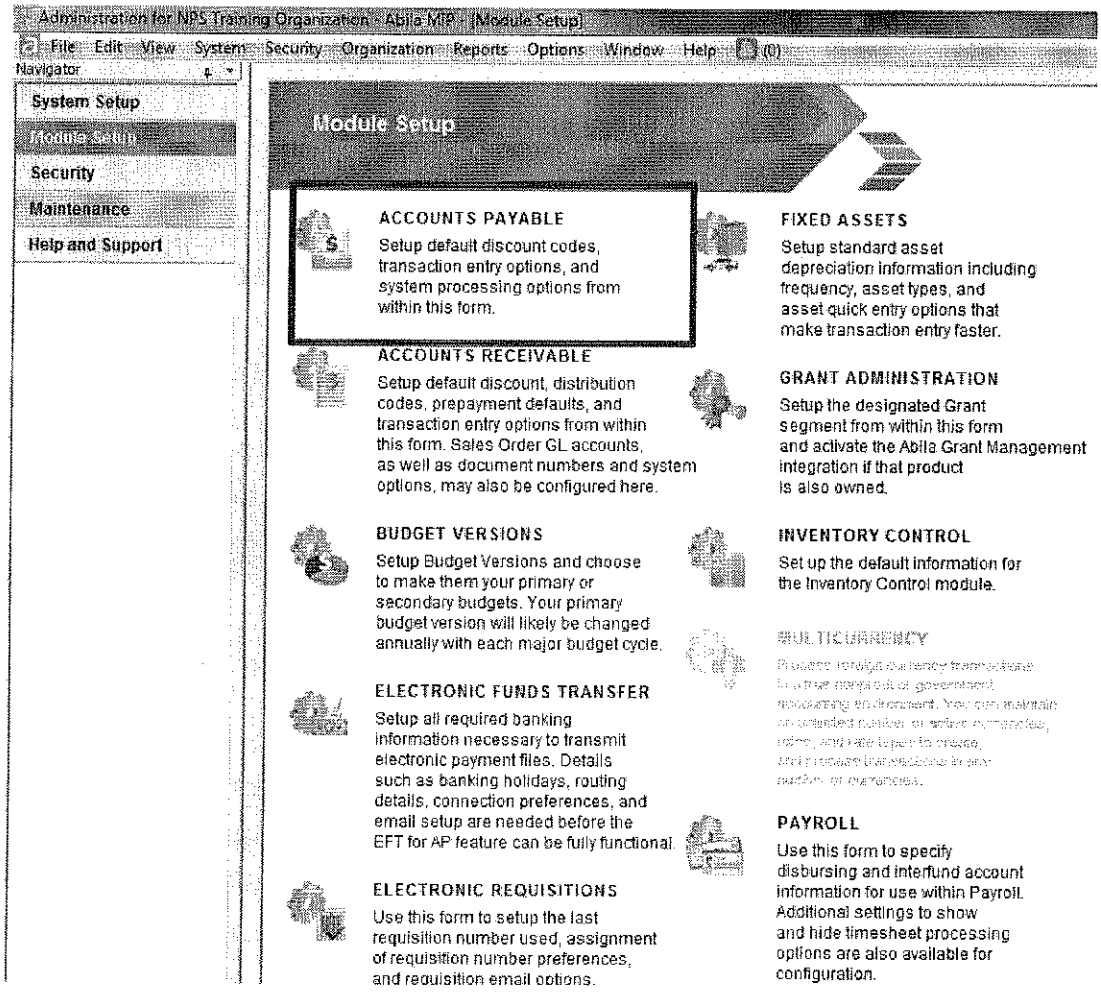
Before beginning to use the Accounts Payable Module there is some setup to be done. Below is a flowchart of the process:



Set Up in Administration

First we must set up the Accounts Payable module in Administration.



I have the option to set up default coding for any AP discounts. There are also options for me to consider.

Use this form to define the Default Discount Code for the General Ledger segment. You can also define default discount account codes for other segments that may be needed when applying offsets for an accounts payable check that contains a discount.

The General Ledger segment, as well as non-balancing and restriction segments, appear in the table. Balancing and Fund type segments are not available for selection.

Complete this form before you pay an invoice (Accounting>Activities>Check Writing>Pay Selected A/P Invoices) with discounts. The discount account and defaults are required before you can continue the payment process.

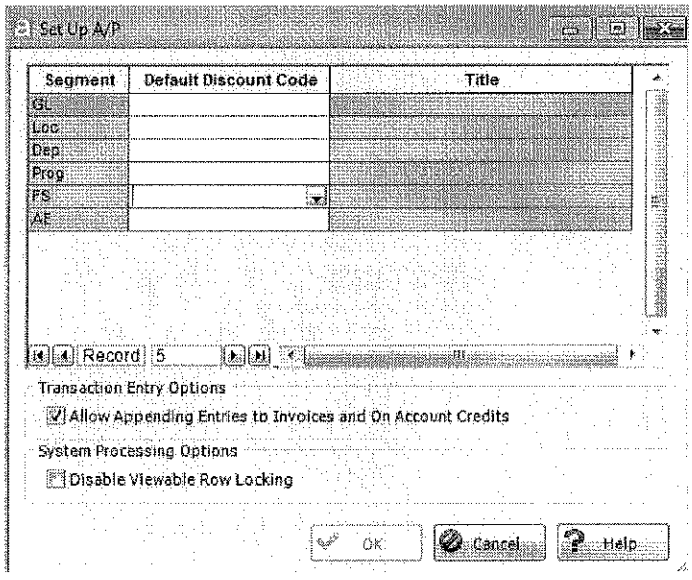
Transaction Entry Options:

- Allow Appending Entries to Invoices and On Account Credits: Clear this option to not allow any existing transactions, such as A/P Invoices, On-Account A/P Credits, Copy Posted Documents, and Reverse Posted Documents, to be overwritten with new information.

  For example, you will be able to enter an invoice for a vendor that has the same invoice number and vendor information as an invoice which has been saved in another session. By posting a second invoice, one of the following could occur: the original invoice gets modified to include two separate line items that may not be related or the new invoice replaces the original invoice and the original invoice would cease to exist in the system.

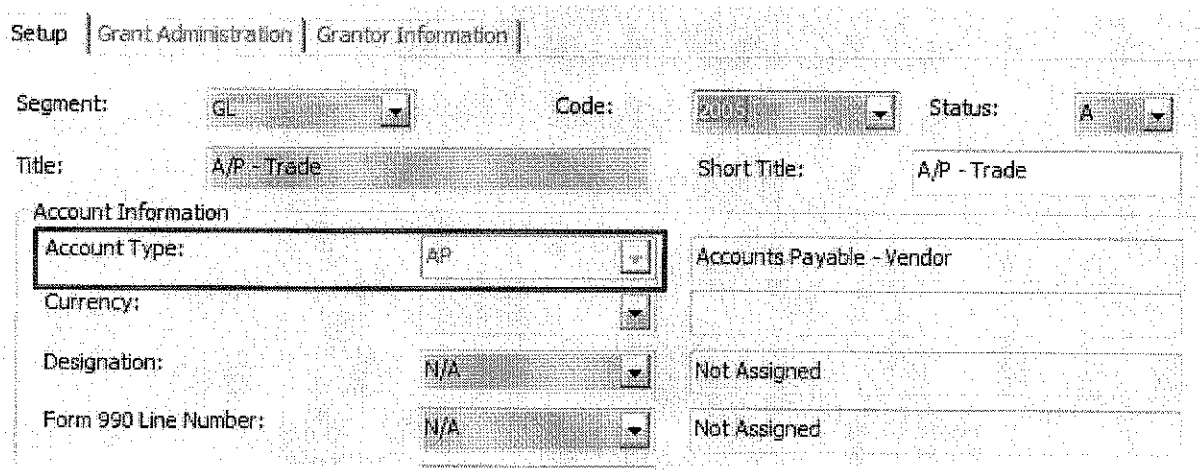
System Processing Options:

- Disable Viewable Row Locking: Select this check box to turn off the row edits related to the Accounting>Activities>Select A/P Invoices to Pay form. By selecting this check box, systems with a database having a large number of open invoices could notice an improvement when opening the form.



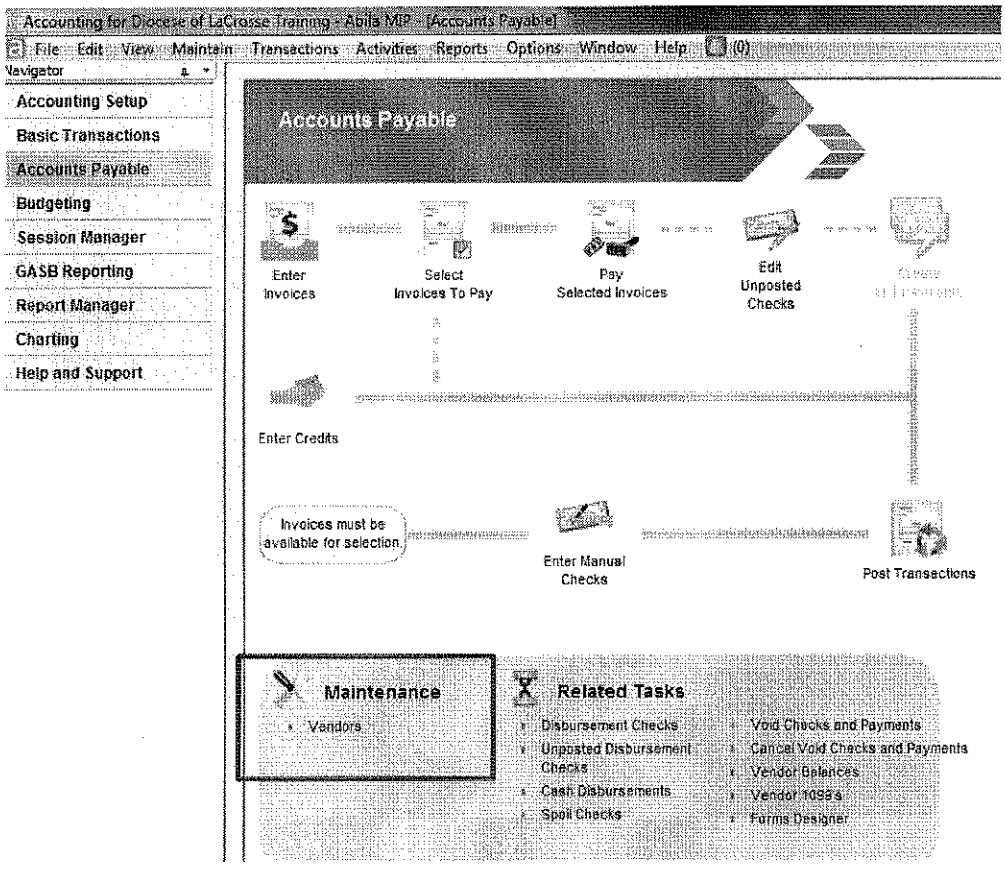
Required General Ledger Accounts

AP transactions must include an entry to an AP type account. This needs to be set up in the chart of accounts before using the AP module. The AP type account tells the application that this general ledger account has a subsidiary ledger. An APO (Accounts Payable Other) account or OL account (Other Liability) does not have a subsidiary ledger so it cannot be used to track vendors's transactions. This means you cannot make a Journal Voucher entry to the AP type account.

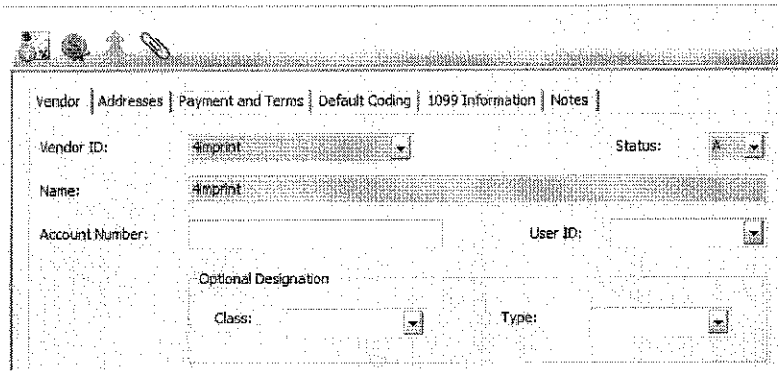


Maintain Vendors

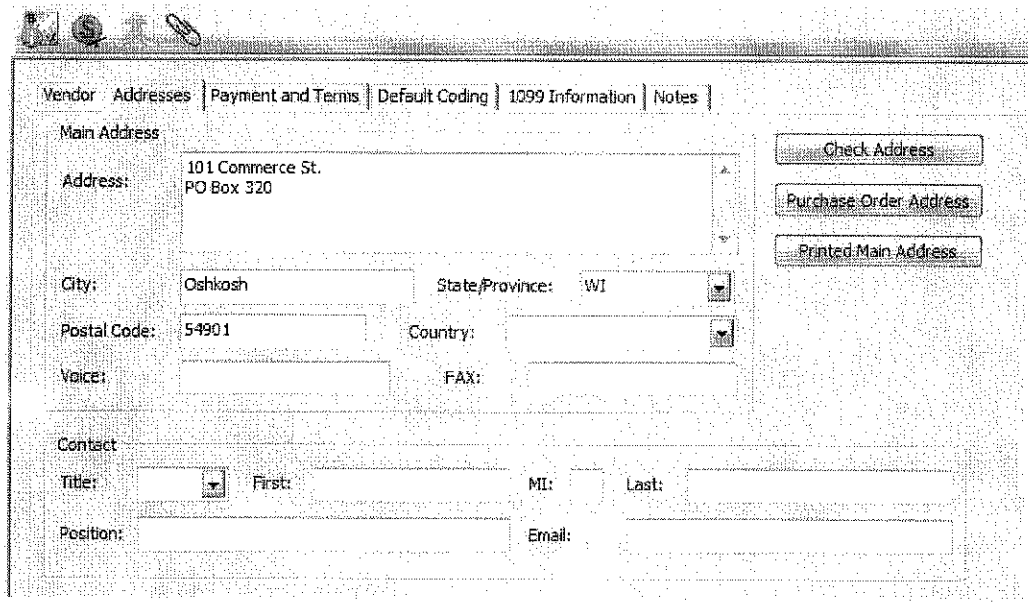
Required for AP processing are vendors. The entry form contains six different tabs to capture vendor information. Vendor information may either be imported or entered one at a time.



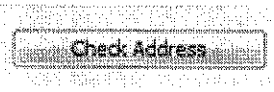
Vendor Tab – Use this tab to specify a Vendor ID, Name, Status, and Account Number. Also, vendor Class and Type designations can be used to define ranges of IDs for reports. Later, use vendor IDs when entering certain transactions. Transactions entered using the Accounts Payable module require a vendor ID. In the General Ledger module when entering a manual disbursement or using the General Ledger Check Writer, you can assign a Vendor ID.

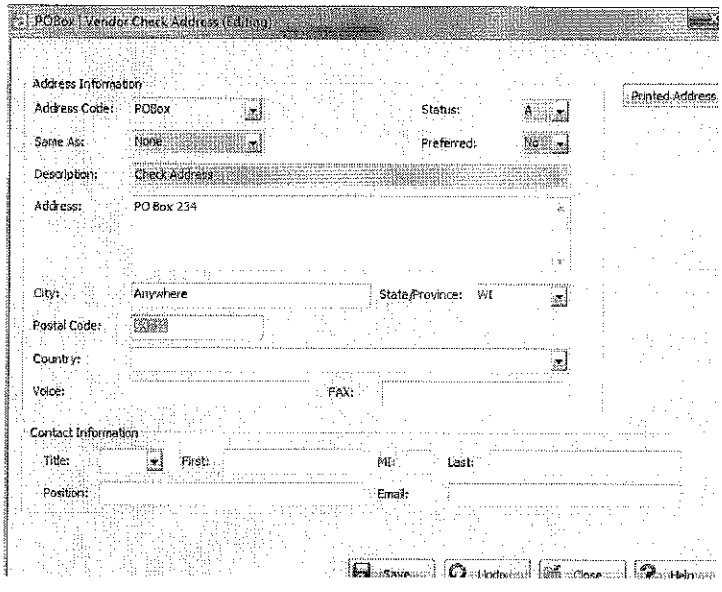


Addresses Tab – Use this tab to enter the vendor's Main Address and Contact information. If the check and/or purchase order addresses are the same as the main address, you do not need to enter them separately. If they are different, click the Check and/or Purchase Order Address buttons to enter these addresses. You can also use the Printed Main Address button to override the main address and have it printed in a different format.

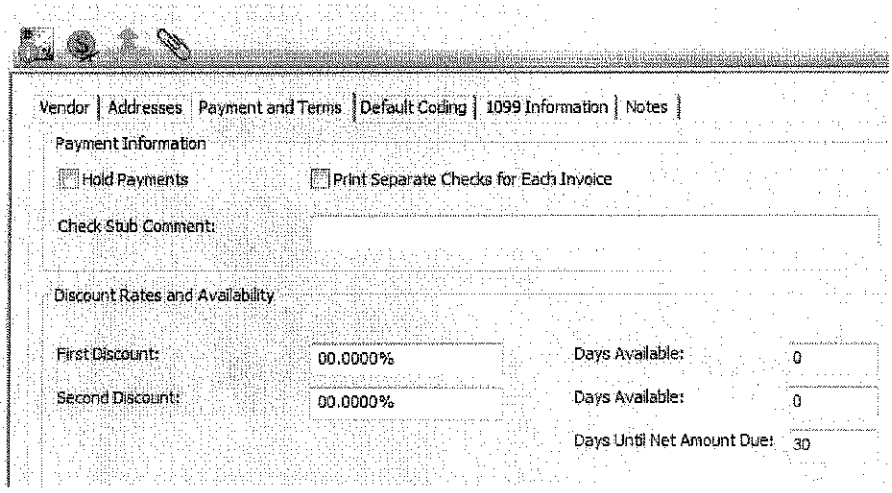


Check Address – Use this form to enter multiple check addresses and to select a preferred check address for this vendor ID. If an address is not entered here or a preferred check address is not selected, the system uses the main address on checks, vouchers, and A/P invoices.

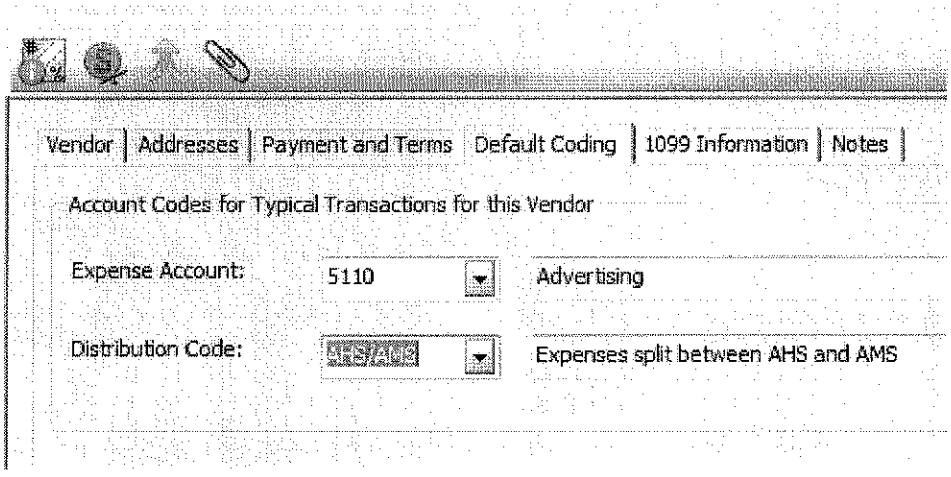




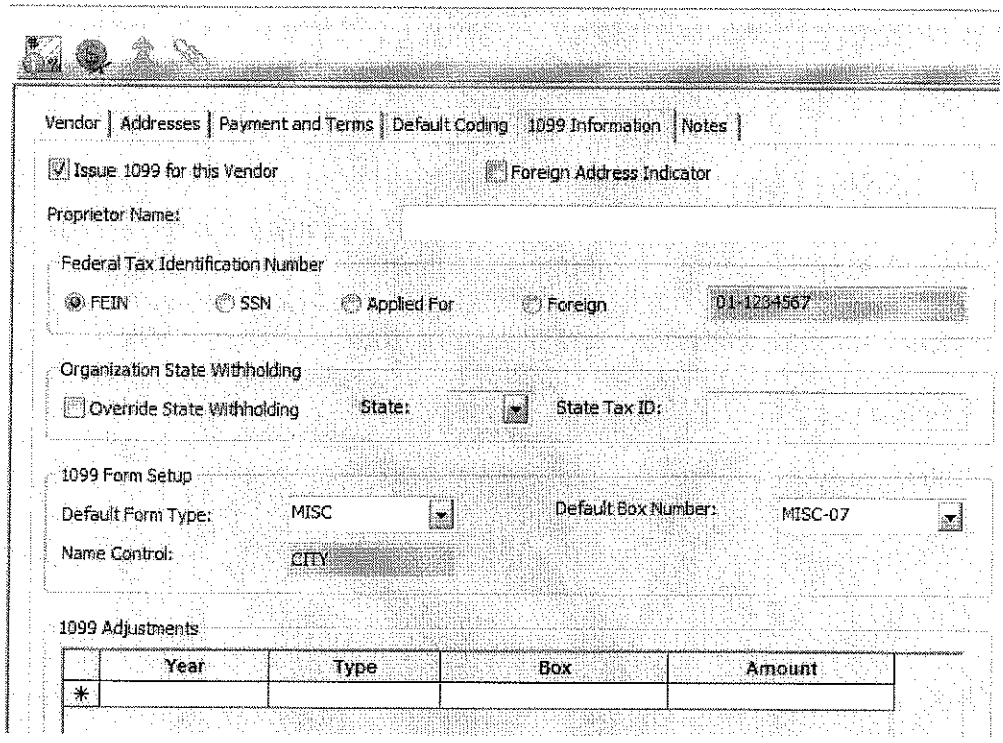
Payment and Terms Tab – Use this tab to specify various information about the payment and terms for this vendor. You can specify a Hold Payments status for this vendor, have the system Print Separate Checks for Each Invoice, indicate a Check Stub Comment for checks written to this vendor, and record the appropriate Discount Rates.



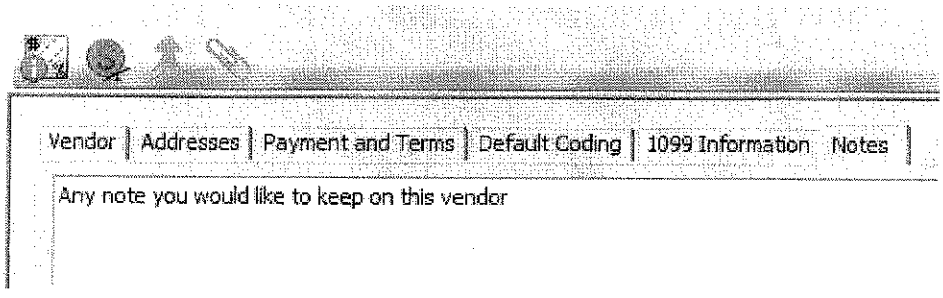
Default Coding Tab – Use this tab to enter an Expense Account in transactions related to this vendor. Also enter the typical Distribution Code for this vendor. The system applies this information for entries where this vendor is used.



1099 Information – Use this tab to record vendor 1099 information, such as Proprietor Name, Federal and State Tax Identification numbers, 1099 Form Setup, and 1099 Adjustments. If you enter a 1099 Default Form Type and Default Box Number for this vendor, they display on each transaction entry line you enter during transaction entry.

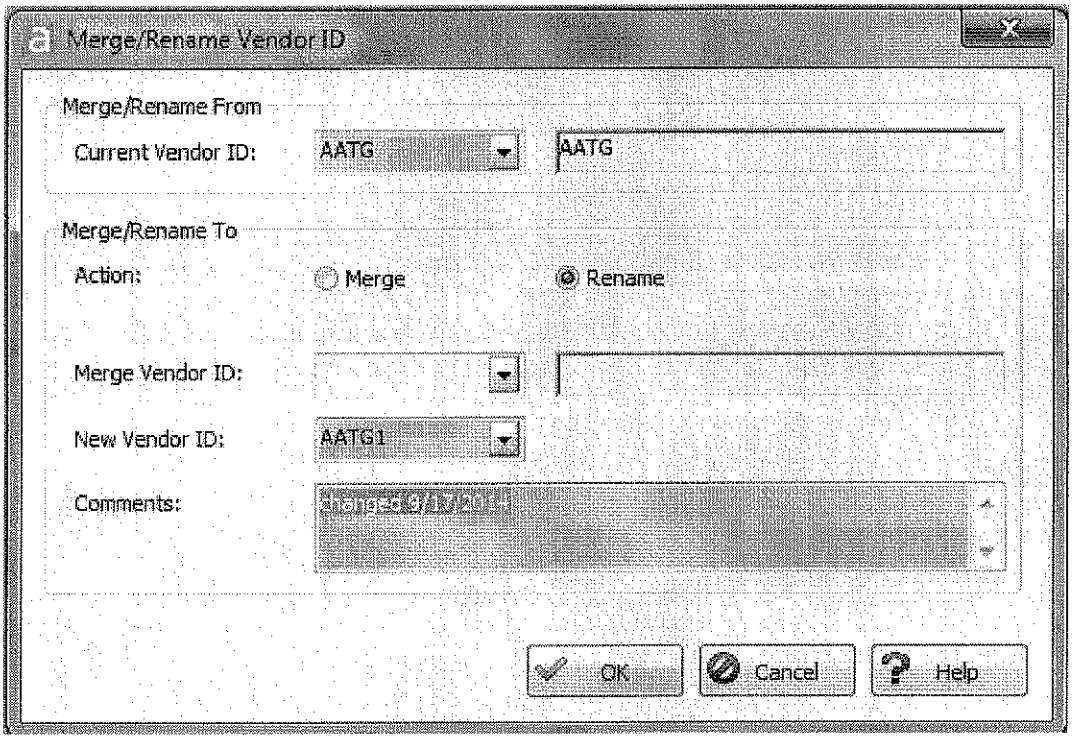


Notes – Use this tab to record any specific notes or reminders about this vendor. This is a free-form area; each line can be longer than the width of the form. Press Enter to move down to the next line.



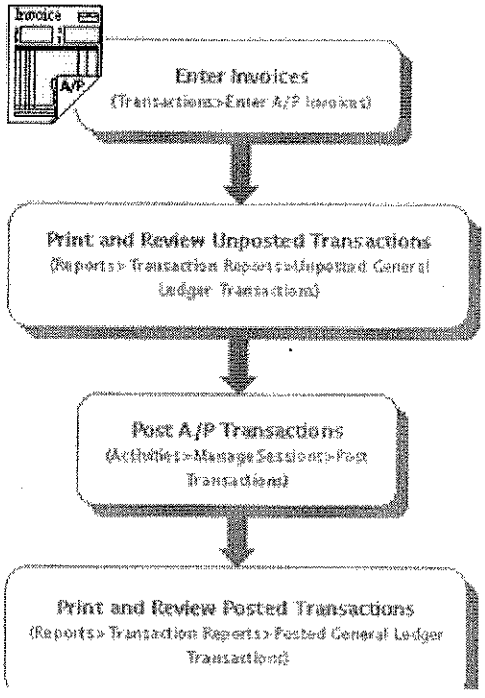
Renaming and Merging Vendors

Use this form to merge or rename a vendor ID. Keep in mind that once the merge or rename process starts (after clicking OK), it cannot be canceled. When vendors are renamed, all history from the current Vendor ID is attached to the Merge Vendor ID, and cannot be undone. When vendors are renamed, all history from the Current Vendor ID is attached to the New Vendor ID. This can be undone by renaming the Vendor ID back to the original. Both processes require comments.



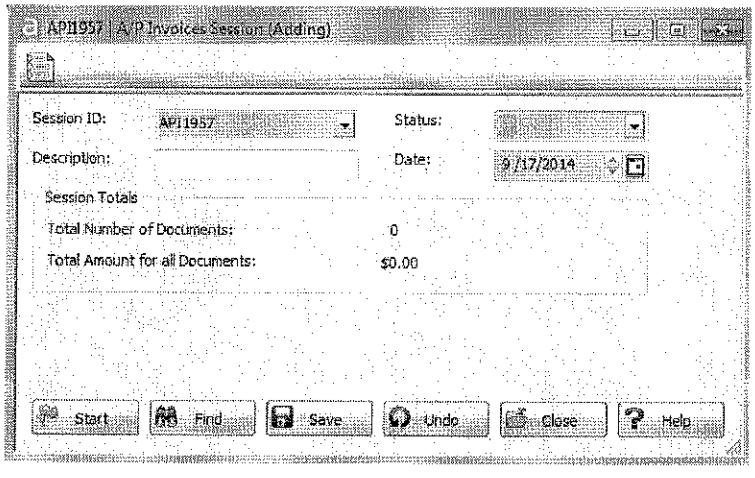
AP Transactions

Below is a quick flow chart of the steps to entering AP invoices.

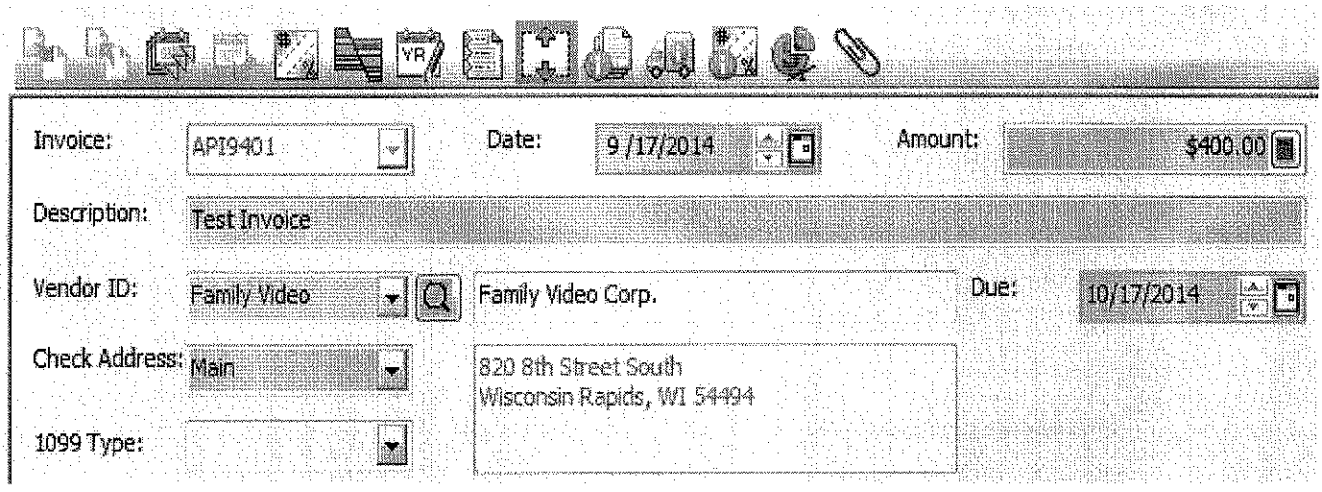


Invoices

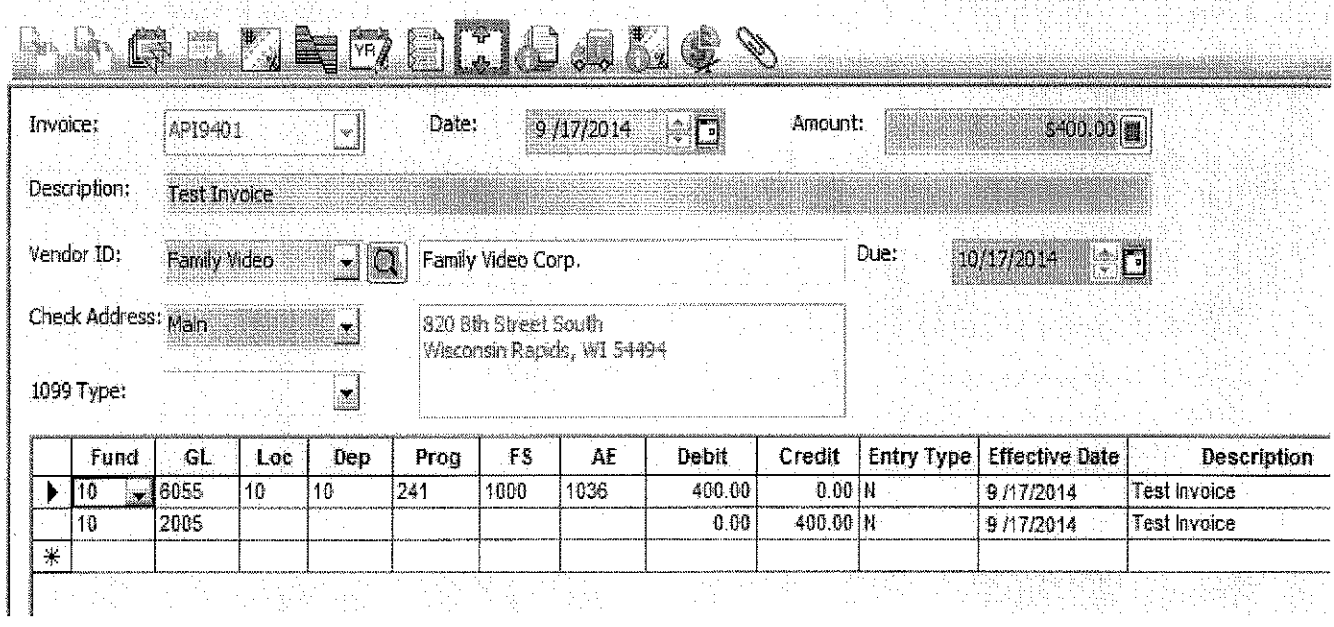
Session Information – Use this form, which initially appears after making a selection on the Transactions menu, to enter a new session; edit an existing session with a status of Batch-To Post or Batch-to Suspend; or view an existing session with a status of Online. Sessions are used to identify a group of related documents.



Document Information – Use this form to enter or adjust Accounts Payable Invoices. (The A/P Invoices Session form always precedes it.) These invoices are recorded to the appropriate subledger, and then you can include them on various reports and select them for payment. In order for each invoice to be recorded to the Accounts Payable subledger, you must have set up the General Ledger payable account as an account type of *Accounts Payable - Vendors*.



Transaction Entry Table – In order for an entry to be saved or posted, every line item must include all required account codes (segments) for the organization, a debit or credit amount, an effective date, entry type, and a description. These fields can be found on all transaction entry forms.



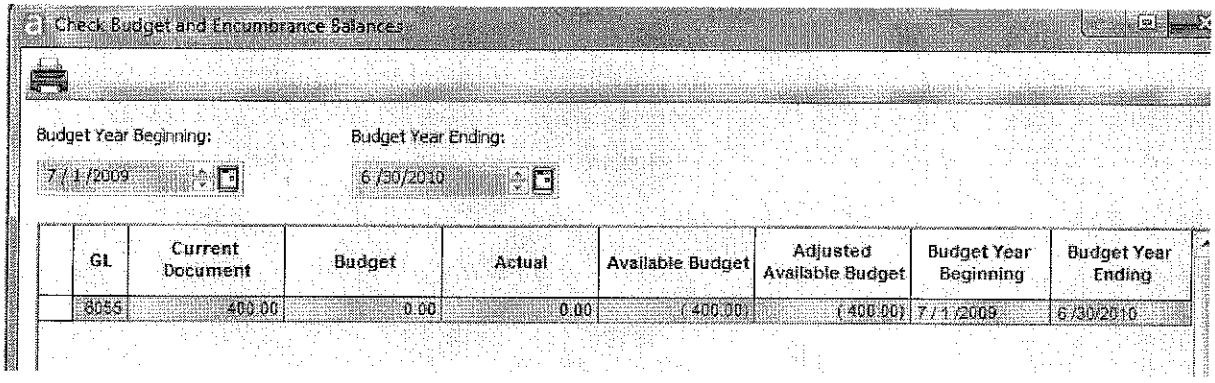
	Fund	GL	Loc	Dep	Prog	FS	AE	Debit	Credit	Entry Type	Effective Date	Description
▶	10	6055	10	10	241	1000	1036	400.00	0.00	N	9/17/2014	Test Invoice
	10	2005						0.00	400.00	N	9/17/2014	Test Invoice
*												

Check Budget and Encumbrance Balances

Use this form to check Budget and Encumbrance balances for a document. This helps determine the impact of the current document on the Primary budget.

The balance check is determined by using the following:

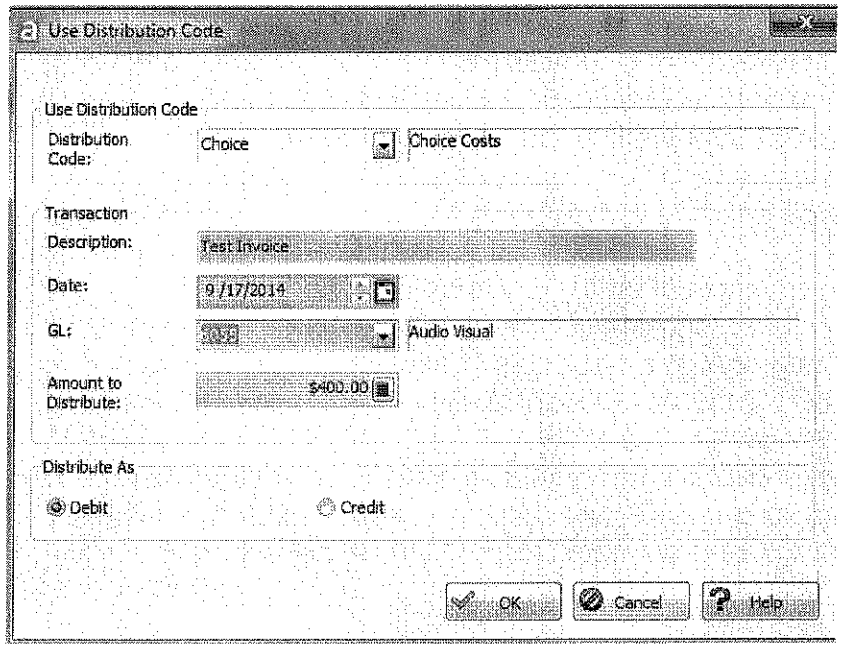
- The budget date range and account types for all available accounts except Cash, Accounts Payable – Vendors, and Accounts Receivable – Customers are used.
- It also uses the Critical Segment and G/L Report Group Set options selected on the Set Up Primary Budget Controls. (Administration>Organization>Set Up Modules>Budget>Primary Budget Controls).
- For example, if you have a critical segment other than GL selected (such as Fund) the system checks balances for line items with <GL Code> and <Fund Code> code combinations, using the date range of the critical segment.



Distribution Codes

Use this form to allocate debit or credit amounts to different transaction line items as specified by a distribution code.

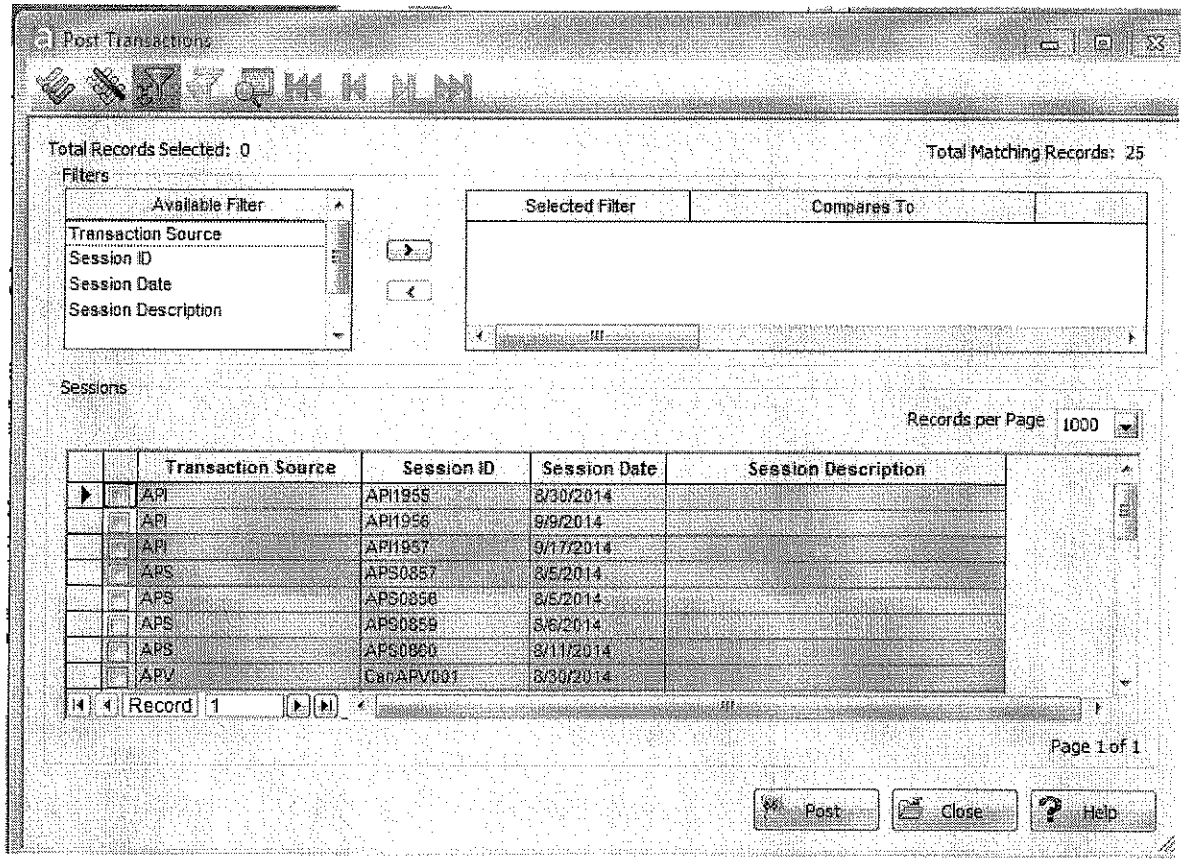
You must provide the Distribution Code, Description, Date, GL account, amount (Amount to Distribute), and whether to distribute as a Debit or Credit. (If you are entering a budget or an encumbrance, distribute your transaction as a decrease or an increase.) After clicking OK, the system automatically adds an entry to the transaction entry table that incorporates the information you entered.



Post Transactions

Use this form to post sessions that have a status of Batch-to-Post (BP). The status was assigned when the session was created. All Budget Worksheet sessions and Payroll sessions are transferred as BP, so you always have to post those sessions here, regardless of the processing mode indicated for the current organization.

Post Transactions

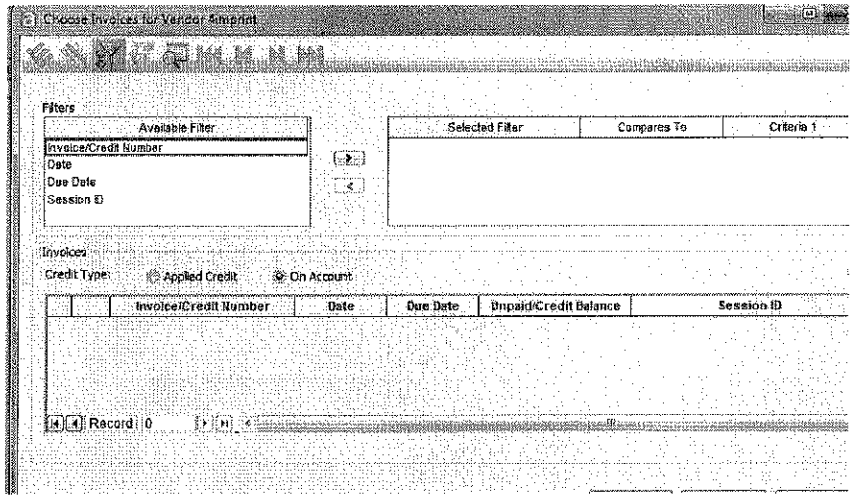


AP Credits

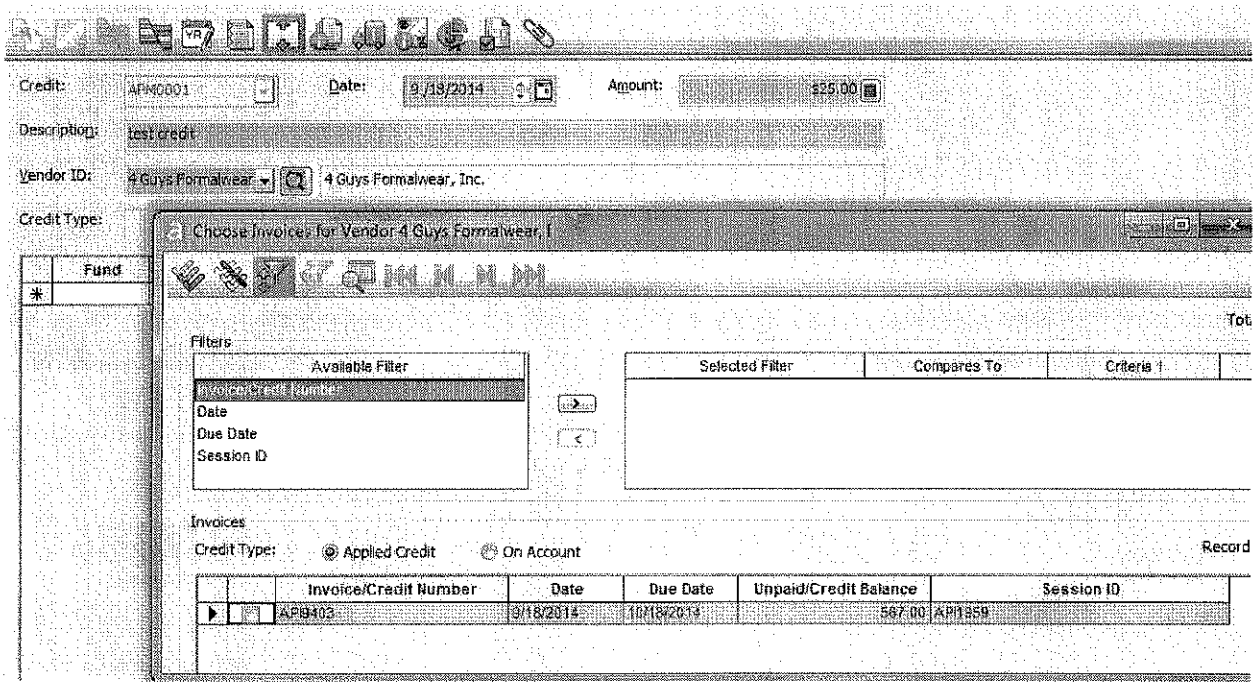
Accounts Payable Credits are used to enter an applied credit for posted vendor invoices, enter an on-account credit for an existing vendor, or enter an applied credit to reduce an on-account credit. Entering and posting an applied credit reduces the balance of an existing invoice or on-account credit. Entering and posting an on-account credit decreases the balance owed to an existing vendor.

Enter Credits

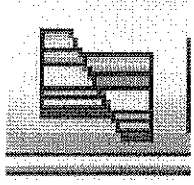
On Account

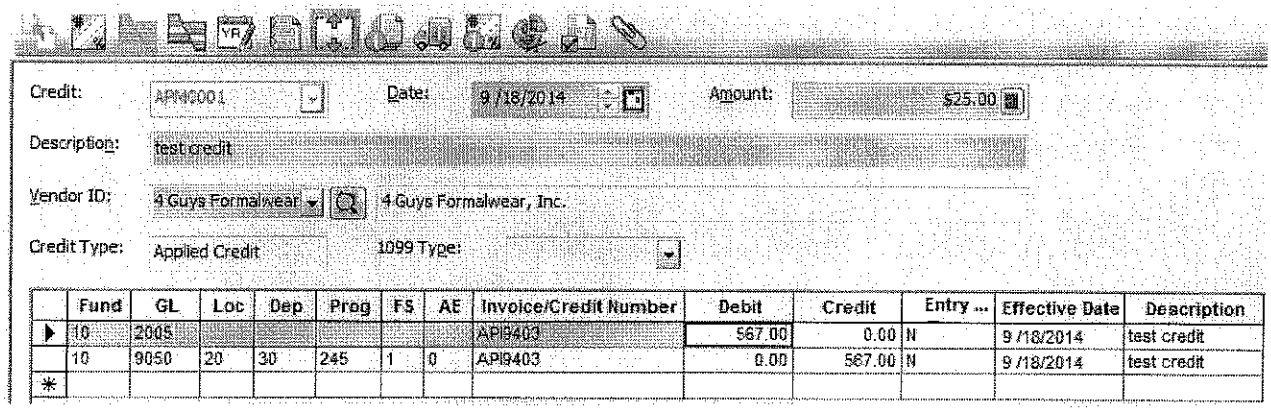


Applied Credit – Choose the invoice you wish to apply the credit to.



The original invoice AP entry will populate the transaction; click on the "apply expense codes as offsets" button to complete the transaction.



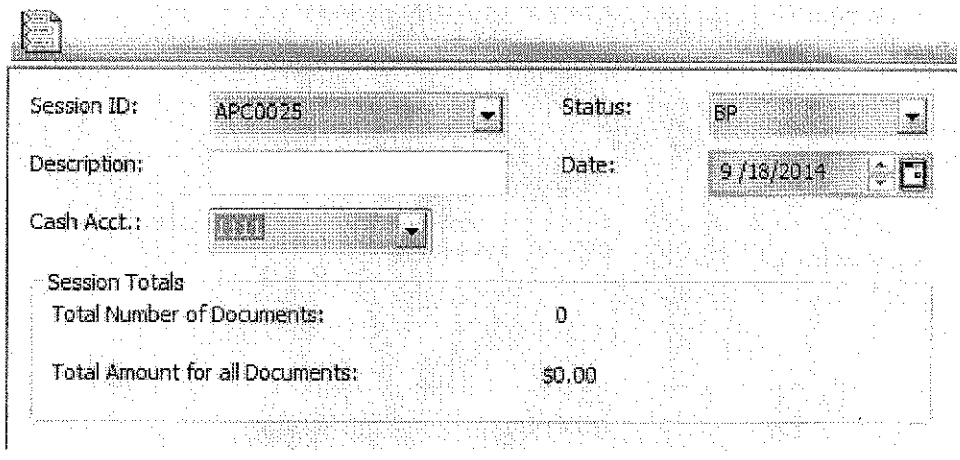


Manual AP Checks

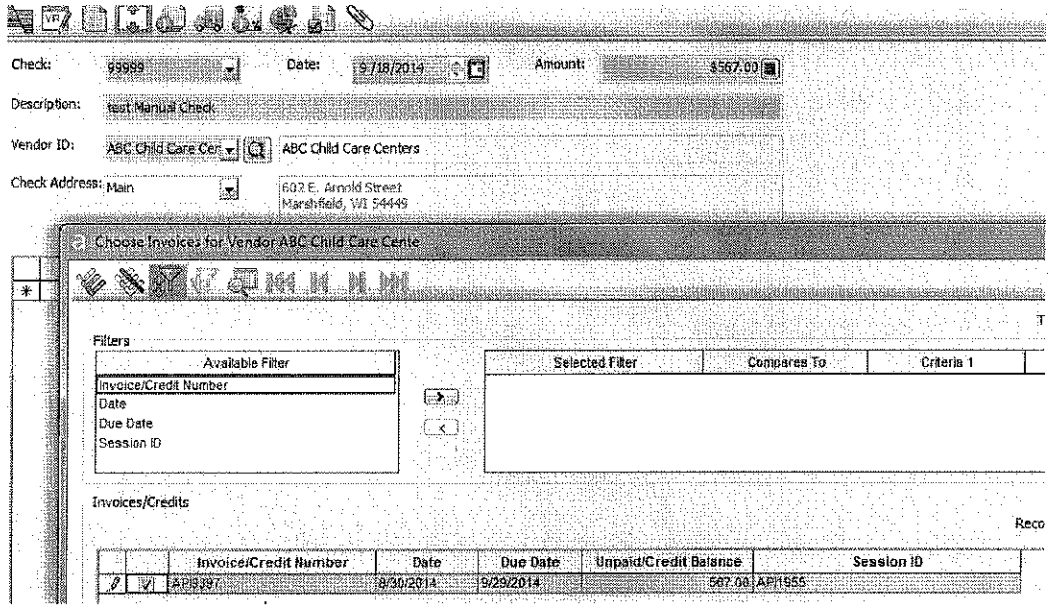
You may use the AP Manual Checks menu selection to record accounts payable payments issued outside the application and apply those payments to the appropriate posted outstanding invoices.

Enter Manual Checks

Start the manual AP check session. You will need to put in the affected cash account in the session information.

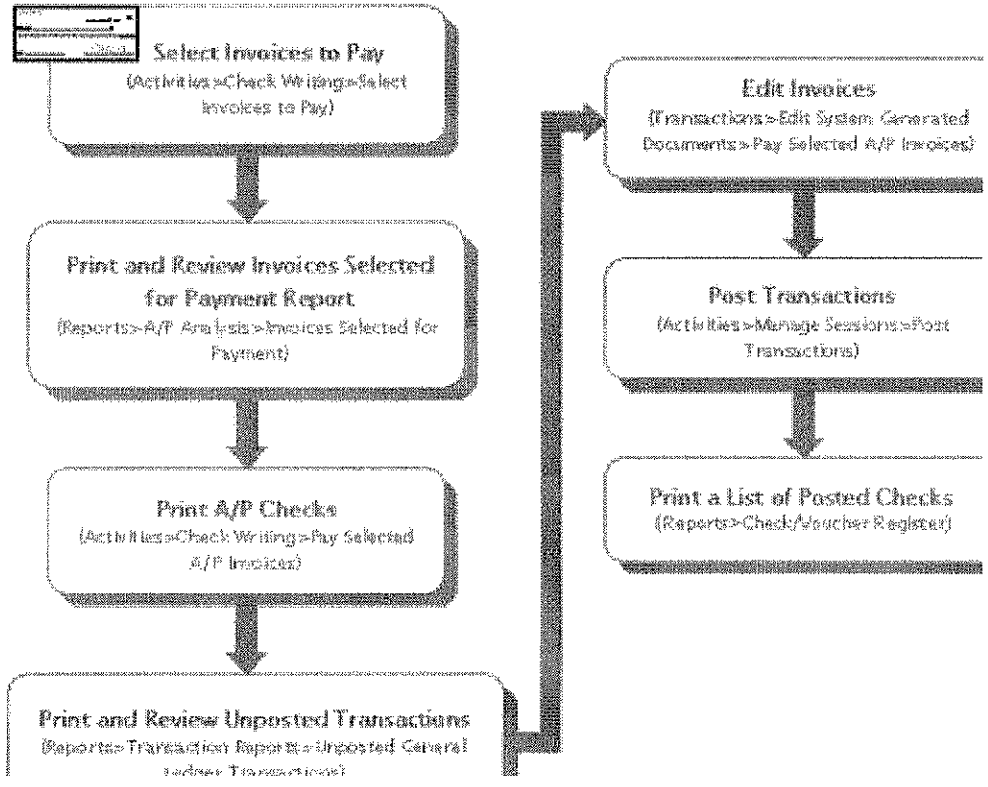


Enter the check information and choose the invoice you wish to liquidate. Once you've made your choice, the check invoice populates with the AP coding. When you hit the offset button, the Cash offset will populate.

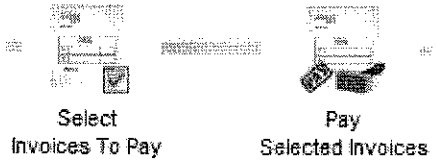


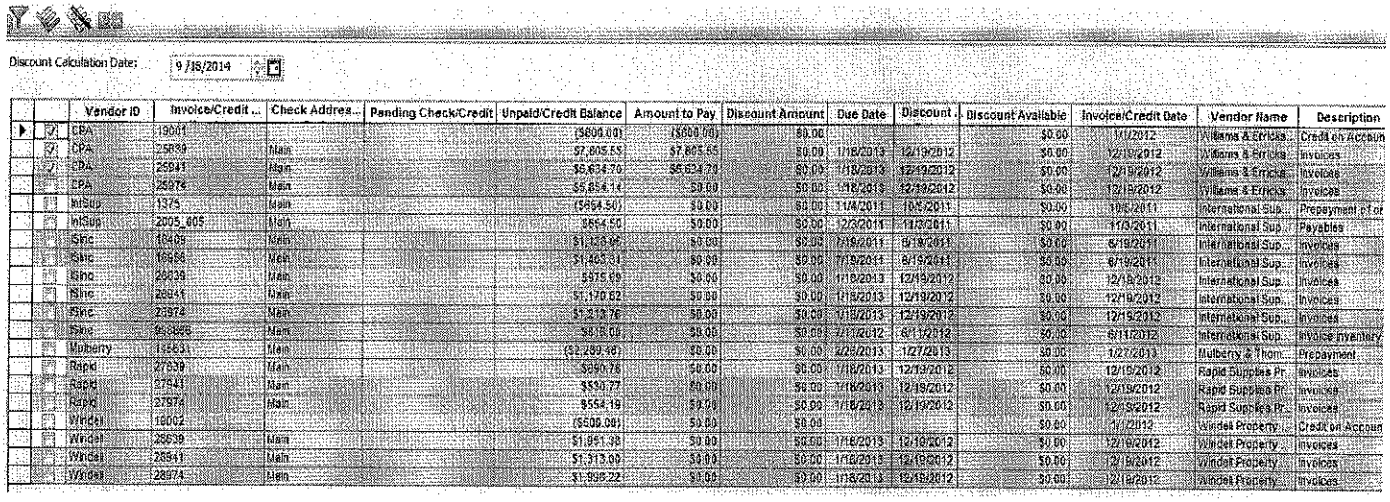
Paying AP Invoices

In order to generate checks you will need to select the invoices that you would like to pay, then actually print the checks. You can also make partial payments through the Select Invoices to Pay screen.



Select Invoices to Pay – In the normal AP processing sequence, you will select the posted accounts payable invoices you would like to pay and let the application print the checks.




Discount Calculation Date: 9/18/2014

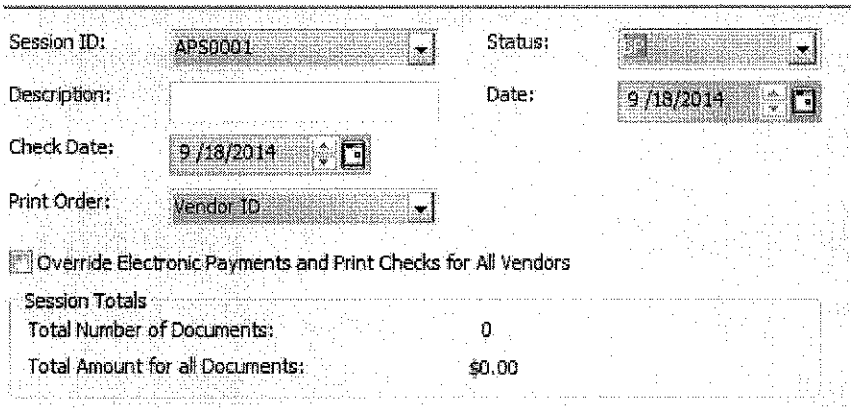
	Vendor ID	Invoice/Credit ...	Check Addres...	Pending Check/Credit	Unpaid/Credit Balance	Amount to Pay	Discount Amount	Due Date	Discount ...	Discount Available	Invoice/Credit Date	Vendor Name	Description
▶	CPA	19001			($800.00)	($800.00)	$0.00			$0.00	1/1/2012	Williams & Errickso...	Credit on Accoun
	CPA	25639	Main		$7,805.55	$7,805.55	$0.00	1/18/2013	12/19/2012	$0.00	12/19/2012	Williams & Errickso...	Invoices
	CPA	25941	Main		$6,634.70	$6,634.70	$0.00	1/18/2013	12/19/2012	$0.00	12/19/2012	Williams & Errickso...	Invoices
	CPA	25976	Main		$5,854.14	$0.00	$0.00	1/18/2013	12/19/2012	$0.00	12/19/2012	Williams & Errickso...	Invoices
	IntSup	1375	Main		($894.50)	$0.00	$0.00	1/4/2011	1/5/2011	$0.00	1/5/2011	International Sup...	Prepayment of or
	IntSup	2005_605	Main		$894.50	$0.00	$0.00	2/3/2011	1/3/2011	$0.00	1/3/2011	International Sup...	Payables
	Stric	16409	Main		$1,123.96	$0.00	$0.00	7/19/2011	6/19/2011	$0.00	6/19/2011	International Sup...	Invoices
	Stric	16956	Main		$1,463.01	$0.00	$0.00	7/19/2011	6/19/2011	$0.00	6/19/2011	International Sup...	Invoices
	Stric	25639	Main		$975.69	$0.00	$0.00	1/18/2013	12/19/2012	$0.00	12/19/2012	International Sup...	Invoices
	Stric	25941	Main		$1,170.82	$0.00	$0.00	1/18/2013	12/19/2012	$0.00	12/19/2012	International Sup...	Invoices
	Stric	25974	Main		$1,218.76	$0.00	$0.00	1/18/2013	12/19/2012	$0.00	12/19/2012	International Sup...	Invoices
	Stric	26365	Main		$8.18.09	$0.00	$0.00	7/12/2012	6/11/2012	$0.00	6/11/2012	International Sup...	Invoice inventory
	Mulberry	15531	Main		($1,200.00)	$0.00	$0.00	2/25/2013	1/27/2013	$0.00	1/27/2013	Mulberry & Thom...	Prepayment
	Rapid	27839	Main		$890.78	$0.00	$0.00	1/18/2013	12/19/2012	$0.00	12/19/2012	Rapid Supplies Pr...	Invoices
	Rapid	27841	Main		$550.77	$0.00	$0.00	1/18/2013	12/19/2012	$0.00	12/19/2012	Rapid Supplies Pr...	Invoices
	Rapid	27974	Main		$554.19	$0.00	$0.00	1/18/2013	12/19/2012	$0.00	12/19/2012	Rapid Supplies Pr...	Invoices
	Winde	16002			($500.00)	$0.00	$0.00			$0.00	1/1/2012	Windel Property ...	Credit on Accoun
	Windel	25639	Main		$1,951.38	$0.00	$0.00	1/18/2013	12/19/2012	$0.00	12/19/2012	Windel Property ...	Invoices
	Windel	25941	Main		$1,313.00	$0.00	$0.00	1/18/2013	12/19/2012	$0.00	12/19/2012	Windel Property ...	Invoices
	Windel	25974	Main		$1,998.22	$0.00	$0.00	1/18/2013	12/19/2012	$0.00	12/19/2012	Windel Property ...	Invoices

After choosing the credits or invoices, you will need to print the Invoices Selected for Payment report to verify what you are about to process.

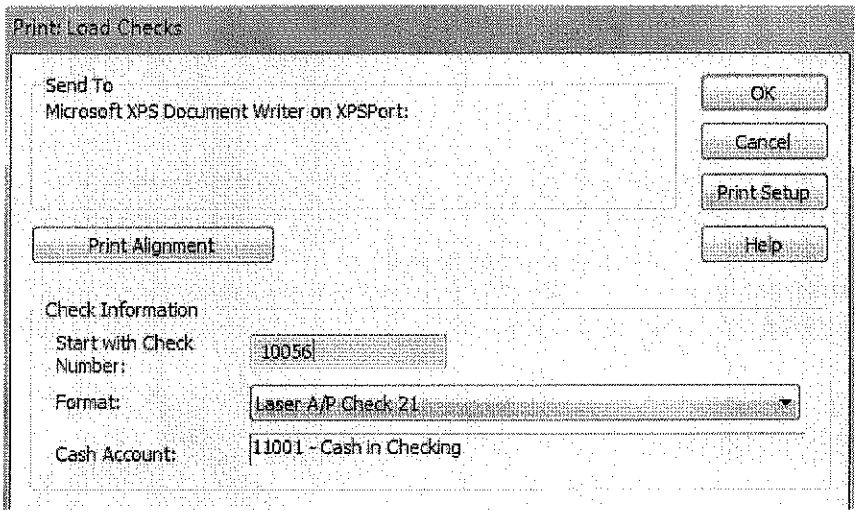
NPS Training Organization
Invoices Selected for Payment - Invoices Selected for Payment

Vendor ID	Vendor Name	Invoice Number	Due Date	Discount Date	Discount A...	Invoice Am...	Cash Required
CPA	Williams & Errickson, CP...	19001			0.00	(800.00)	(800.00)
CPA	Williams & Errickson, CP...	25639	1/18/2013	12/19/2012	0.00	7,805.55	7,805.55
CPA	Williams & Errickson, CP...	25941	1/18/2013	12/19/2012	0.00	6,634.70	6,634.70
Report Total					0.00	13,640.25	13,640.25

When you choose the Pay Selected Invoices icon, the print screen comes up to pay the invoices. Use this form to set up a session for the checks you are about to print. Define the session by assigning it an ID, and then enter the Status, Description, Date, Check Date, and Print Order. If you select a status of Batch or Online, you can go back into the session and reprint checks.

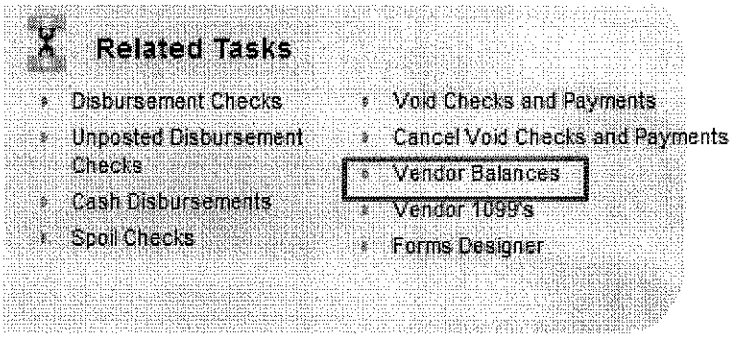


Click Start to begin loading your checks.

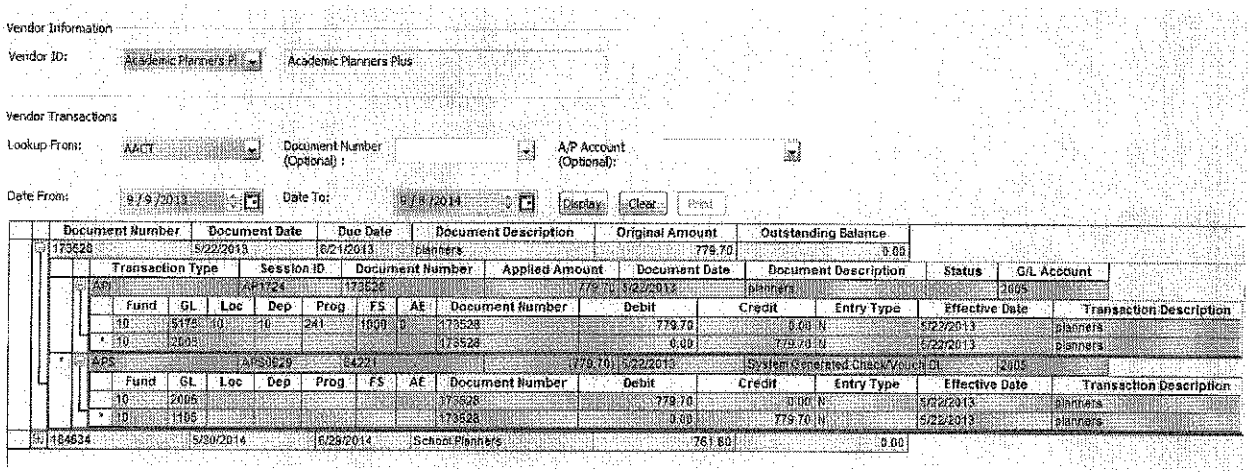


Vendor Balances

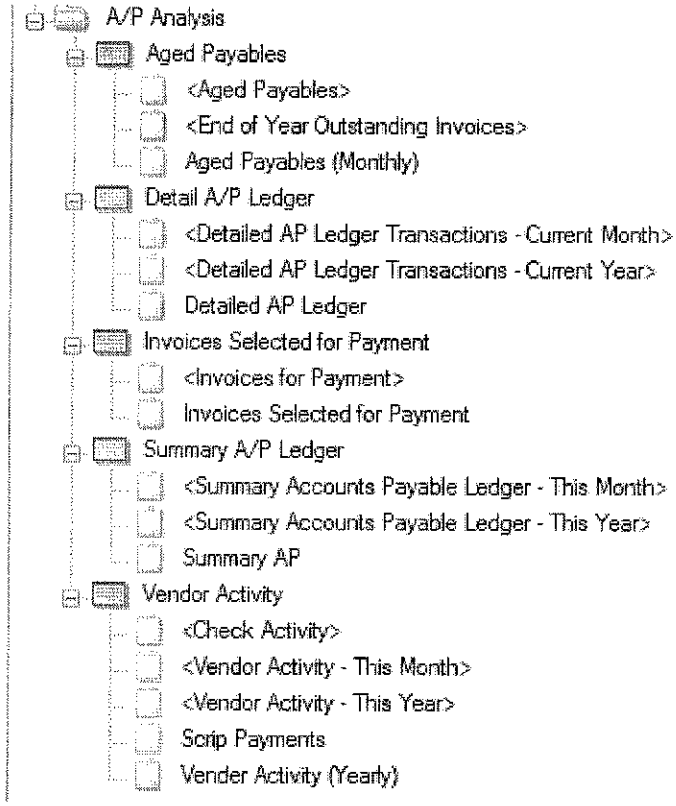
Use this form to view balance, document, transaction information for a vendor either on a specific document or within a date range (Date From and Date To). You can view transactions for All Activity, Open A/P Invoices, All A/P Invoices, A/P Credits, or A/P Checks.



After entering the Vendor ID, and the Lookup From transaction code, you can select a specific Document Number, A/P Account, and date range. Then click the Display button to display the documents for the criteria you specified. If needed, click the Clear button to clear all boxes on the form and the document information in the table.



AP Reports



Aged Payables – Use this report to print a list of invoices using a time factor. The report separates the invoices into four sections of time. It can be used to review the status of current Accounts Payable balances. You can quickly view which invoices are past due according to the criteria you establish on the Options tab of this report.

NPS Training Organization
Aged Payables by Invoice Date - Aged Payables
Aging Date - 9/30/2014
From 9/1/2014 Through 9/30/2014

Vendor ID	Vendor Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
ABC	ABC Office Supply	21985	10/3/2014	0.00	105.51	0.00	0.00	0.00	105.51
Total ABC	ABC Office Supply			0.00	105.51	0.00	0.00	0.00	105.51
Bell	Southwestern Bell	22985	10/3/2014	0.00	211.18	0.00	0.00	0.00	211.18
Total Bell	Southwestern Bell			0.00	211.18	0.00	0.00	0.00	211.18
CPA	Williams & Errickson, CPA's	19001		0.00	0.00	0.00	0.00	(800.00)	(800.00)
		25639	1/18/2013	0.00	0.00	0.00	0.00	7,805.55	7,805.55
		25941	1/18/2013	0.00	0.00	0.00	0.00	6,634.70	6,634.70
		25974	1/18/2013	0.00	0.00	0.00	0.00	5,854.14	5,854.14
		25985	10/18/2014	0.00	2,107.70	0.00	0.00	0.00	2,107.70
Total CPA	Williams & Errickson, CPA's			0.00	2,107.70	0.00	0.00	19,494.39	21,602.09
IntSup	International Supplies	1375	11/4/2011	0.00	0.00	0.00	0.00	(654.50)	(654.50)
		2005_005	12/3/2011	0.00	0.00	0.00	0.00	654.50	654.50
Total IntSup	International Supplies			0.00	0.00	0.00	0.00	0.00	0.00

Detail AP Ledger – Use this report to print a list of invoices including the amount due. This is a detail style ledger that can print data in detail or summary. When the Summarize Amount option is selected on the Options tab, the detail entry amounts for an invoice are netted together creating a summary amount due. However, when this option is not selected, the system prints each individual record for an invoice in detail.

NPS Training Organization
Detail A/P Ledger - Detailed AP Ledger This month
ABC - ABC Office Supply
From 9/1/2014 Through 9/30/2014

Original Inv ...	Doc Number	Description	Effective	Payments	Charges	Session ID	Tran...
		Opening Balance			106.66		
21982	2013065	Pay Invoices	9/2/2014	106.66		APC1308002	APC
21985	21985	Invoices	9/3/2014		105.51	API1309001	API
		Transaction Total		106.66	105.51		
		Balance ABC - ABC Office Supply			105.51		

Summary AP Ledger – Use this report to print a list of invoices including the amount due. This is a summary style ledger that contains data from the detail ledgers and summarizes all entries for an A/P invoice, on account credit, applied credit, or check. The detail entry amounts for an invoice are netted together creating a summary amount due.

NPS Training Organization
Summary A/P Ledger - Summary AP Ledger This Month
From 9/1/2014 Through 9/30/2014

Vendor ID	Vendor Name	Invoice Num...	Invoice D...	Beginning...	Current B...	Net Change
ABC	ABC Office Supply	21982	8/3/2014	106.66	0.00	(106.66)
	ABC Office Supply	21985	9/3/2014	0.00	105.51	105.51
Total ABC	ABC Office Supply			106.66	105.51	(1.15)
Bell	Southwestern Bell	22982	8/3/2014	214.49	0.00	(214.49)
	Southwestern Bell	22985	9/3/2014	0.00	211.18	211.18
Total Bell	Southwestern Bell			214.49	211.18	(3.31)
CPA	Williams & Erricks...	19001	1/1/2012	(800.00)	(800.00)	0.00
	Williams & Erricks...	25639	12/19/2012	7,805.55	7,805.55	0.00
	Williams & Erricks...	25941	12/19/2012	6,634.70	6,634.70	0.00
	Williams & Erricks...	25974	12/19/2012	5,854.14	5,854.14	0.00
	Williams & Erricks...	25982	8/18/2014	2,149.71	0.00	(2,149.71)
	Williams & Erricks...	25985	9/18/2014	0.00	2,107.70	2,107.70
Total CPA	Williams & Erricks...			21,644.10	21,602.09	(42.01)

Vendor Activity – Use this report to print all transactions related to payments to a Vendor ID, including the GL distribution. You can view check information along with the General Ledger coding.

NPS Training Organization
Vendor Activity - Vendor Activity This Month
From 9/1/2014 Through 9/30/2014

Vendor ID	Vendor Name	Trans... Source	Effective Date	Original Invoice Number	Docume... Number	Check/... Number	Expenses	Payments	
ABC	ABC Office Supply								
ABC	ABC Office Supply	APC	9/2/2014	21982	2013065	2013065	0.00	(106.66)	
ABC	ABC Office Supply	API	9/3/2014	21985	21985		105.51	0.00	
							105.51	(106.66)	Transaction Total
Total ABC	ABC Office Supply						105.51	(106.66)	
Bell	Southwestern Bell								
Bell	Southwestern Bell	APC	9/2/2014	22982	2013066	2013066	0.00	(214.49)	
Bell	Southwestern Bell	API	9/3/2014	22985	22985		211.18	0.00	
							211.18	(214.49)	Transaction Total
Total Bell	Southwestern Bell						211.18	(214.49)	
CPA	Williams & Errickson, CPA's								
CPA	Williams & Errickson, CPA's	APC	9/17/2014	25982	2013069	2013069	0.00	(2,149.71)	
CPA	Williams & Errickson, CPA's	API	9/18/2014	25985	25985		2,107.70	0.00	
							2,107.70	(2,149.71)	Transaction Total
Total CPA	Williams & Errickson, CPA's						2,107.70	(2,149.71)	