

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

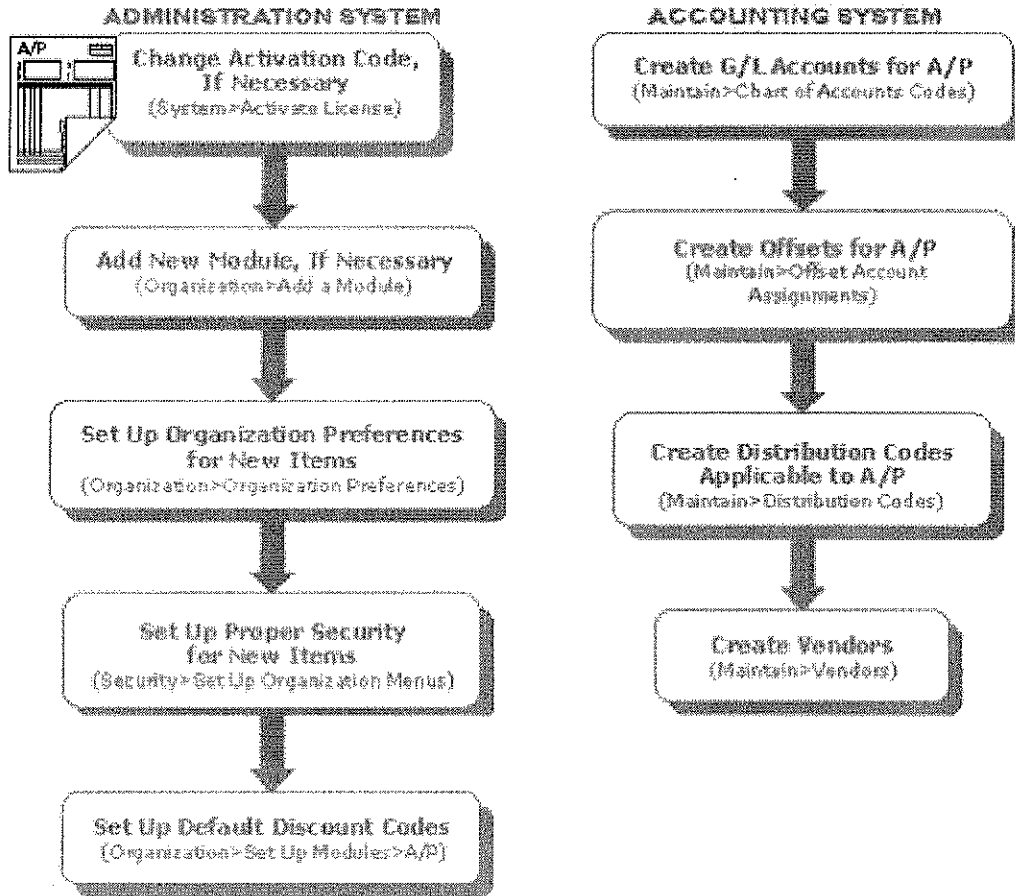
October 2014

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## Training Topics:

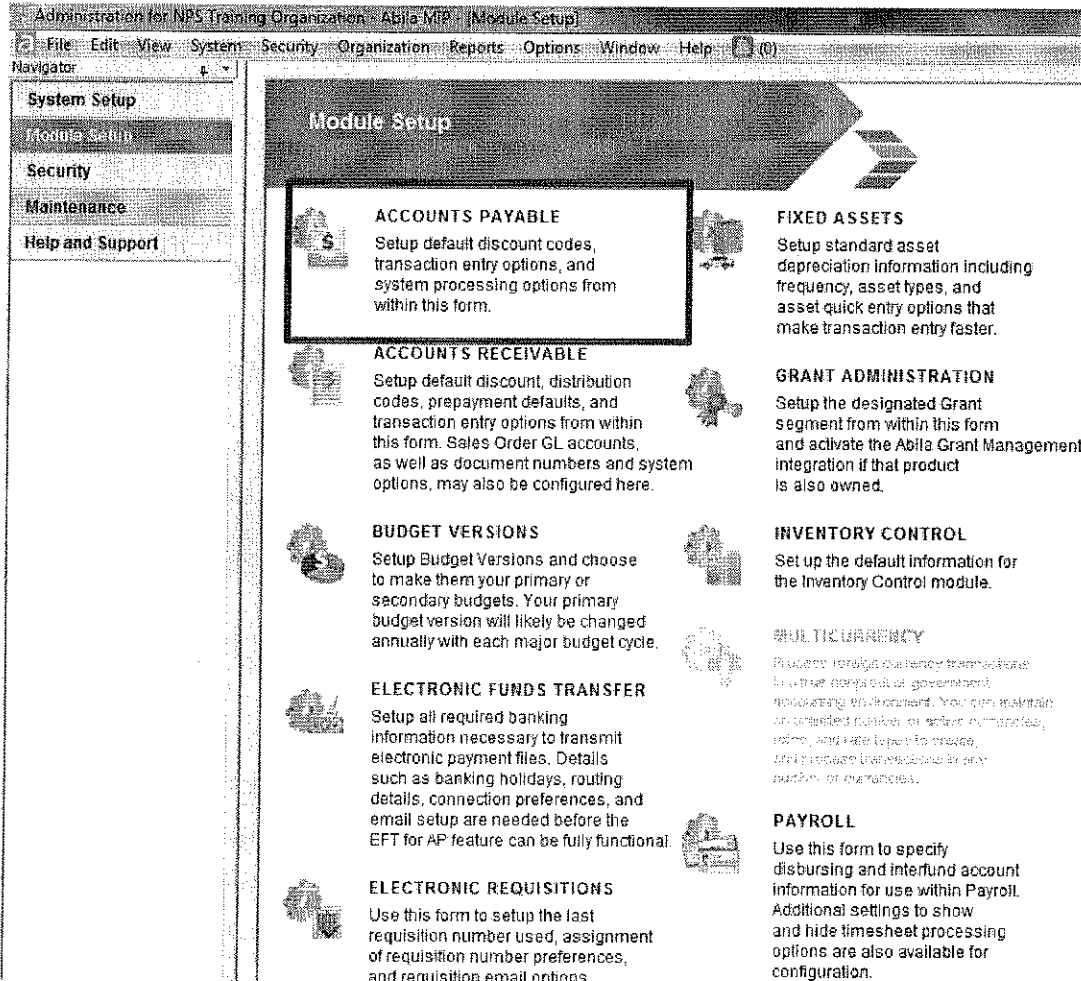
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Before beginning to use the Accounts Payable Module there is some setup to be done. Below is a flowchart of the process:



# 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.

Segment	Default Discount Code	Title
GL		
Loc		
Dep		
Prog		
FS		
AE		

Record 5

Transaction Entry Options

Allow Appending Entries to Invoices and On Account Credits

System Processing Options

Disable Viewable Row Locking

OK Cancel Help

# 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.

Setup | Grant Administration | Grantor Information

Segment: GL Code: 2003 Status: A

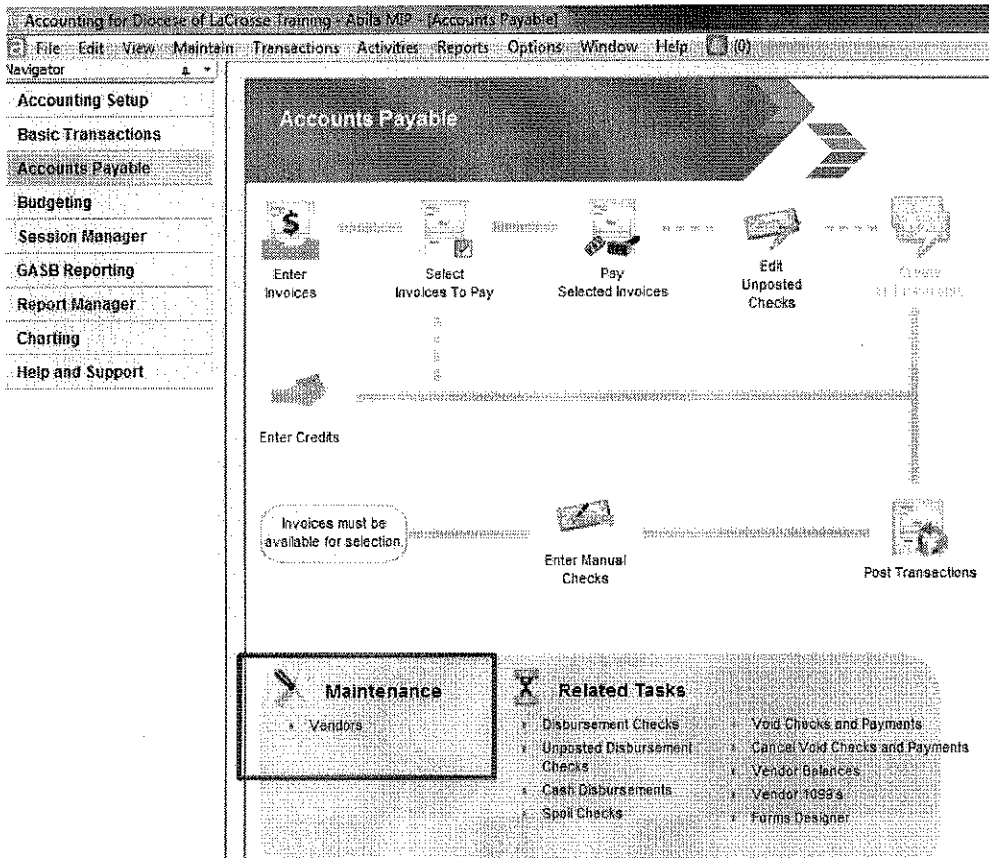
Title: A/P - Trade Short Title: A/P - Trade

Account Information

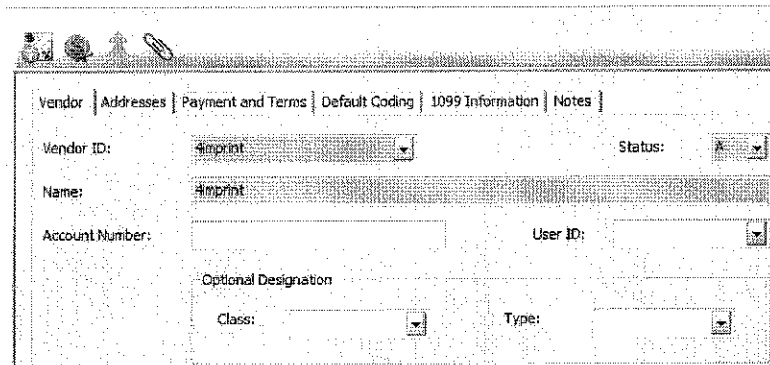
Account Type:	AP	Accounts Payable - Vendor
Currency:		
Designation:	N/A	Not Assigned
Form 990 Line Number:	N/A	Not Assigned

# 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.

Vendor | Addresses | **Payment and Terms** | Default Coding | 1099 Information | Notes

Payment Information

Hold Payments       Print Separate Checks for Each Invoice

Check Stub Comment:

Discount Rates and Availability

First Discount:	00.0000%	Days Available:	0
Second Discount:	00.0000%	Days Available:	0
		Days Until Net Amount Due:	30

**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.

Vendor | Addresses | Payment and Terms | **Default Coding** | 1099 Information | Notes

Account Codes for Typical Transactions for this Vendor

Expense Account: 5110 Advertising

Distribution Code: RES/ADM Expenses split between AHS and AMS

**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.



Vendor | Addresses | Payment and Terms | Default Coding | 1099 Information | Notes

Issue 1099 for this Vendor  Foreign Address Indicator

Proprietor Name: \_\_\_\_\_

Federal Tax Identification Number

FEIN  SSN  Applied For  Foreign

Organization State Withholding

Override State Withholding State:  State Tax ID: \_\_\_\_\_

1099 Form Setup

Default Form Type: MISC  Default Box Number: MISC-07

Name Control: CITY

1099 Adjustments

	Year	Type	Box	Amount
*				

**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.

Vendor | Addresses | Payment and Terms | Default Coding | 1099 Information | Notes

Any note you would like to keep on this vendor

## Renaming and Merging Vendors



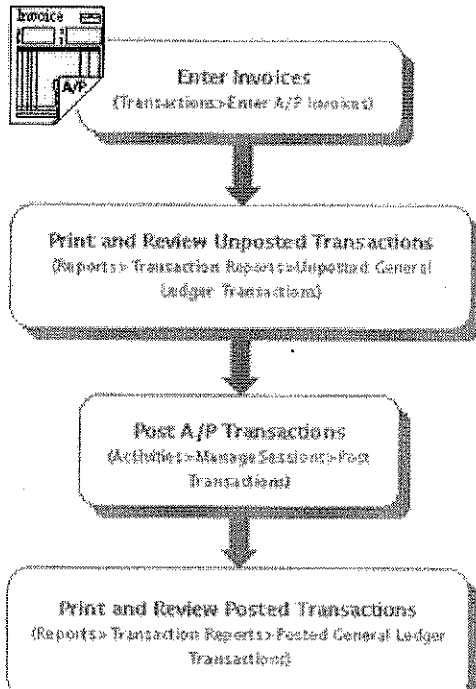
Use this form to merge or rename a vendor ID. Keep in mind that once the merge or rename process starts (after clicking OK), it cannot be canceled. When vendors are renamed, all history from the current Vendor ID is attached to the Merge Vendor ID, and cannot be undone. When vendors are renamed, all 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.

The screenshot shows a dialog box titled "Merge/Rename Vendor ID". It contains the following fields and controls:

- Merge/Rename From:** A section containing a "Current Vendor ID:" label, a dropdown menu with "AATG" selected, and a text input field containing "AATG".
- Merge/Rename To:** A section containing an "Action:" label, two radio buttons: "Merge" (unselected) and "Rename" (selected), a "Merge Vendor ID:" label, a dropdown menu (empty), and a text input field (empty).
- New Vendor ID:** A label, a dropdown menu with "AATG1" selected, and a text input field (empty).
- Comments:** A text area containing the text "changed 9/13/2014".
- Buttons:** Three buttons at the bottom: "OK" (with a checkmark icon), "Cancel" (with a red X icon), and "Help" (with a question mark icon).

# 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.

Session ID:	API1957	Status:	
Description:		Date:	9/17/2014
Session Totals			
Total Number of Documents:	0		
Total Amount for all Documents:	\$0.00		

Start Find Save Undo Close Help

**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*.

Invoice: API9401      Date: 9/17/2014      Amount: \$400.00

Description: Test Invoice

Vendor ID: Family Video      Family Video Corp.      Due: 10/17/2014

Check Address: Main      820 8th Street South  
Wisconsin Rapids, WI 54494

1099 Type:

**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.

Invoice: API9401      Date: 9/17/2014      Amount: \$400.00

Description: Test Invoice

Vendor ID: Family Video      Family Video Corp.      Due: 10/17/2014

Check Address: Main      820 8th Street South  
Wisconsin Rapids, WI 54494

1099 Type:

	Fund	GL	Loc	Dep	Prog	FS	AE	Debit	Credit	Entry Type	Effective Date	Description
▶	10	8055	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
*												

