

Zortec Accounts Payable for New Users

Introduction

This Document is designed for the first time users to the Accounts Payable Module.

This Document will cover:

- Creating Vendors
- Purchase Orders
- Invoices
- Check Process

Creating Vendors

Before you can enter your request or invoice for payment you must first create a vendor in the software. This section will show you step by step of creating Vendors.

From the Main Application menu, select the Accounts Payable option and press enter and the Accounts Payable Main Menu will display. From this main menu select option 1 **'Vendors'** and press enter and the 'Vendor Menu' will display and from this menu, select option 2 **'File Maintenance'** and press enter. Once you have pressed the enter key the Function screen will display. This screen you must type a **'C'** for create, **'U'** for update, **'I'** for inquiry or **'D'** for delete'. To create a vendor you will enter a **C** and press the enter key. The next screen will display. It will show the division, the vendor number field and the next available vendor number. The cursor will be blinking in the vendor # field press enter and the system will assign the next available number to your new vendor, or you may enter a new vendor number and press the enter key

You will then enter in your vendor information.

Name: Type the name of the vendor. This name will appear on reports as well as 'Pay to the Order of' on the actual check.

Address: Enter the physical location address in the Street, City and Zip fields.

Mailing: Enter the mailing address in the Street, City and Zip fields. If the Physical and Mailing addresses are the same, the mailing address fields may be left blank.

Contact: Enter the name of the contact person for this vendor.

VCC: If your site uses Vendor Classification Codes, enter the code that corresponds to this vendor here, otherwise leave blank.

1099?: If this vendor will receive a 1099 at the end of the calendar year, type 'Y', otherwise, type 'N'.

Tax #: Type the tax number for this vendor if applicable.

Link to: Division / Vendor: If this vendor record will be linked to a vendor record in another Division enter the other Division number and Vendor number here. If linking two vendors, make sure to address the link fields for both vendors.

Email: If you have an email address for this vendor, you can enter it here.

DBA: This is used to specify a different name on 1099's.

STATUS: Valid statuses are **A** (active), **I** (inactive) and **T** (terminated.) When the status is 'T' or 'I' you cannot enter a purchase order or invoice against the vendor

Priority Code: If you want to code invoices for this vendor with a certain priority, enter any character here. (Though the field is two bytes, enter only one character as the invoice field, this will link to only one character). Whatever you type here will show up as the 'Select Flag' code when entering invoices for this vendor.

Phone Number: Type the phone number for this vendor.

FAX Number: Type the fax number for this vendor.

Toll Free #: If this vendor has a toll free number, type it here.

Business YTD: This field reflects the amount paid to this vendor for the current year.

Business LTD: This field reflects the amount paid to this vendor for life.

Lost Discount: This field reflects the number of times an invoice was flagged for discount, but the discount had not been taken.

Last Pay Date: This field shows the last date a check had been cut to this vendor.

Open Invoices: This field shows the number of invoices currently entered, that are outstanding.

Open Inv Amt: This field reflects the dollar value of outstanding invoices currently entered in the system.

Open Credits: This reflects the number of credits that have been entered but not yet taken.

Open Cr Amt: This field shows the dollar value of outstanding credits.

Press the enter key as needed to advance to the next screen. The Narrative screen will appear with the cursor on the first line. This is the free form area. Enter any narrative comments about the vendor. Perhaps the vendor is late on shipments, or maybe the company has frequent back orders.

Note: You CANNOT use the Narrative screen if you are creating a temporary vendor. If you are creating a temporary vendor and you try to access the screen, "Message: [Temporary Vendors Cannot Have Narrative]" will appear on the message line.

Note: To enter a default ledger for your new vendor, it must be done in update mode. The system will not allow you to enter screen 4 during the create mode.

After you have entered all the information press the F8 key to complete the creation of the vendor. You should see displayed at the bottom of the screen 'Transaction Complete'.

PURCHASE ORDERS

Use the File Maintenance option if you want to create, update, inquire, or delete a purchase order.

If your organization does encumbrance accounting, you **should not** change the amount of a purchase order or the ledger number, since the system has made the appropriate entry in the General Ledger packet. This is the same packet that you will enter in the Packet Information window's '**Packet Name**' field. You will encounter this window as you begin to create the purchase order. After you create the purchase order, you can go into the General Ledger Packets section and see the encumbrance entry.

Note: You will **NOT** see the auto encumbrance entries in the Packet Scroll option of the General Ledger. Do not assume that your packet is out of balance just because you do not see these entries. You will only see the auto entries when you print the report. In the Packets section's '**Packet Report**' option; you will notice the '**Print Auto Entries**' field. It **MUST** be set to "Y" to include these entries on the report.

The encumbrances in your ledger should **ALWAYS** match the outstanding amounts that you have on your purchase order file. To verify this, first run the Purchasing section's PO Listing by Ledger option. Second, run the Expense Report option, located in the General Ledger system's Fund Reporting option.

The total encumbrances need to match what is outstanding on the purchase orders. If this is not the case, contact your system manager or the Zortec Support Center.

The '**PO Number**' field works with the '**Next PO Number**' field. The system assigns the number that appears in the 'Next PO Number' field.

***Note:** The system will look at the last entry on the Purchase Order File and add one to it when creating the possible default answer.*

The Purchase Order Info screen will appear with the cursor on the '**Vendor Num**' field.

The fields on the Purchase Order Info screen are controlled by the PO File Maintenance Defaults option in the User Profiles menu. There, the system manager can tell the system to skip a field, allow the user to enter an answer or leave the field blank, or require the user to enter an answer before advancing. If you require the user to enter an answer for a field on the Purchase Order Info screen, and the user attempts to leave the field blank, a customized message will appear on the message line, informing the user that the particular answer is required.

***Note:** The documentation is written as if the system manager told the system to give the user the option to enter an answer or leave a field blank. You will see that some fields **REQUIRE** a response, no matter what.*

Once on the '**Vendor Num**' field, you have three choices.

- You can enter the vendor number of the vendor you are creating a purchase order for.
- You can create a new vendor.
- You can use a Search & Select technique to find a vendor.

Enter the dollar amount of the purchase order in the '**PO Amount**' field. Leave the field blank if you do **NOT** know the amount, and the system will calculate it for you as you enter the different items later in the creation process.

Enter the date issued in the '**Issue Date**' field or press the enter key while on this field to use the current date as the purchase order issue date. Press the enter key if needed to advance to the next field.

Note: If you are doing **encumbrance accounting**, the system will cross match the date in this field against the date range in the period file. If you do not enter a date within the date range, "**Transaction Date Is OUTSIDE The Valid Posting Dates!**" will appear on the message line

You will not be able to access the '**Liquidated**' field. This field will be blank during creation because an invoice to either fully or partially liquidate the purchase order has **NOT** been entered against the purchase yet.

You will not be able to access the '**Outstanding**' field. This amount represents the amount that still needs to be liquidated. When creating a purchase order, this amount will be the same as the amount in the 'PO Amount' field.

Enter the date that you want to have the items shipped on in the **'Ship Date'** field's first set of parenthesis. Press the enter key if needed to advance to the second set of parenthesis. Press the enter key if there is a default answer and you want to accept it. If there is no default answer or you want to change it, enter any note and/or memo concerning the ship date that you want to appear on the purchase order.

Note: Use the 'Default Shipping Message' field, located in the User Profiles section's User Defaults option, to enter the default answer (note) that will appear in the second set of parenthesis each time you create a purchase order.

If the **'Status'** field has a default answer and you want to accept it, press the enter key. If it does not have a default answer or you want to change it, enter **"01"** for No Liquidation if the purchase order has not been liquidated. Enter **"02"** to label this purchase order as Printed. You might want to do this if you do not want to print the purchase order for some reason. You **MUST** enter an answer if no default answer is displayed. If you try to advance without entering an answer, **"Status Must be a 01 or 02"** will appear on the message line. The cursor will advance to the next field.

Enter the shipping code that represents the method you want the vendor to use to ship the merchandise to you in the **'Ship Via'** field. Leave the field blank if you do not want to designate a particular shipping method. If you use a shipping code, you MUST enter a valid code, created in the Office Manager section's Shipping Via Codes option. If you do not, the message "Shipping Via Code Does Not Exist" will appear on the message line. If you want a particular shipping code to appear each time the screen appears, enter a valid shipping code in the **'Default Shipping Via'** field, located in the User Profiles section's User Defaults option.

Press the enter key if needed to advance to the next field.

Enter the FOB code that represents the desired freight-on-board in the **'Ship FOB'** field. Leave the field blank if you do not want to use an FOB code. If you use an FOB code, you MUST enter a valid code, created in the Office Manager section's Shipping FOB Codes option. If you do not, the message "Shipping FOB Does Not Exist" will appear on the message line. If you want a particular FOB code to appear each time the screen appears, enter a valid code in the **'Default Shipping FOB'** field, located in the User Profiles section's User Defaults option. Press the enter key if needed to advance to the next field.

Enter the shipping address code that represents the location where you want the merchandise delivered in the **'Ship Addr'** field. Leave the field blank if you do not want to designate a particular address. If you use a shipping address code, you MUST enter a valid code, created in the Office Manager section's Shipping Address Codes option. If you do not, the message "Shipping Address Does Not Exist" will appear on the message line.

Note: If you enter two different codes in both of these fields, then the code entered in the Purchase Order Types option will be the controlling default answer.

Press the enter key if needed to advance to the next field.

Enter the payment terms code that represents the terms that you've agreed with the vendor to pay the bill in the **'Pymt Terms'** field. Leave the field blank if you do not want to designate a payment method. If you use a payment terms code, you MUST enter a valid code, created in the Office Manager section's Payment Terms Codes option. If you do not, the message "Payment Terms Does Not Exist" will appear on the message line.

Press the enter key if needed to advance to the next field.

Enter any user-defined narrative in the **'More Terms'** field. Press the enter key if needed to advance to the next field.

Enter the name of the person ordering the merchandise (if desired) in the **'Ordered By'** field's first set of parenthesis. Press the enter key to advance to the second set of parenthesis, where you can enter an ordered by memo, if desired. Press the enter key if needed to advance to the next field.

Enter any special instructions in the **'Spec Inst'** field. Perhaps you want the items delivered only after 2 p.m. or you don't want items left if no one is in the office. Leave the field blank if no special instructions are needed. Press the enter key if needed to advance to the next field.

Use the **'Department Requisitions'** field to track manual requisition numbers. The user-defined requisition number can be up to six characters long. The answer must be numeric. If you enter something other than a number, "*** MUST BE BLANK OR NUMERIC ***" will appear on the message line. Press the enter key as needed to advance to the next field.

Use the **'Control Requisitions'** field to track manual requisition numbers. The user-defined requisition number can be up to six characters long. The answer must be numeric. If you enter something other than a number, "*** MUST BE BLANK OR NUMERIC ***" will appear on the message line. Press the enter key as needed to continue

The Shipping Address screen will appear. The top of the screen displays basic purchase order information: division, year, purchase order number, vendor, amount, and the number of items on the purchase order.

The screen has two sections of fields: The **'Ship from Address'** fields are located on the left-hand side of the screen and describe the vendor. The **'Ship to Address'** fields are located on the right-hand side of the screen and describe YOUR organization; the physical address where you want the merchandise delivered.

There are four fields that control what may appear on the screen and which fields the cursor may be able to access. Three fields are located in the Office Manager section's Purchase Order Types option. The last is located in the User Profiles section's User Defaults option. As the Shipping Address screen appears, the cursor will be on the **'Name'** field in the Ship from Address portion of the screen. These fields will contain whatever address data that may have been entered on the Vendor Information screen during the vendor creation process.

You will not be able to access the **'Number'** field. It is for informational purposes only, displaying the vendor's identification number.

Press the enter key if there is a default answer in the **'Name'** field and you want to accept it. If you want to change the default answer or if there is none, enter any user-defined description that you want to use to describe the vendor. Press the enter key if needed to advance to the next field.

Press the enter key if there is a default answer in the **'Address'** field and you want to accept it. If you want to change the default answer or if there is none, enter the vendor's address. You have two lines for the address. Press the enter key as needed to advance to the next field.

Press the enter key if there is a default answer in the **'City/St'** field and you want to accept it. If you want to change the default answer or if there is none, enter the vendor's city and state. Press the enter key if needed to advance to the next field.

Press the enter key if there is a default answer in the **'Zip'** field and you want to accept it. If you want to change the default answer or if there is none, enter the vendor's zip code. Press the enter key as needed to advance to the next field.

Enter the name of a person at the vendor's company that you want to use as a contact person in the **'Attn'** field. Press the enter key if needed to advance to the next field.

The cursor will be on the **'Code'** field in the Ship To Address portion of the screen. These fields may contain address data if a default code was set up in the Office Manager or User Profiles sections. The **'Code'** field gives you one last chance to enter an address default code if none have been entered up to this point. Press the enter key if you do not want to enter a code. If you do, enter the code.

Press the enter key if needed to continue. The rest of the fields in the **Ship to Address** portion of the screen will now contain any and all default answers if a code was used. If no code is entered complete the screen with the desired information.

Creating a Purchase Order when Entire Purchase is Charged to ONE Ledger Number

The Item Information screen will appear with the cursor on the **'Ledger for ENTIRE PO'** field. The top of the screen displays basic purchase order information: division, year, purchase order number, vendor, amount, and the number of items on the purchase order. The six fields at the top of the Item Information portion of the screen contain figures relevant to the purchase order. You will NOT be able to access these fields. They are for informational purposes only.

The first three fields are used when creating a purchase order when the entire purchase order is charged to one ledger number. The last three are used when the purchase order is charged to more than one ledger number. The first three fields are described here. The last three will be described in the next heading.

The **'PO Amount'** field contains the total purchase order amount.

The **'PO Subtotal'** field initially contains "0.00", but it will keep a running total of all items entered until the entire amount is distributed.

The **'Item Total'** field will initially be blank, but it will contain the total amount of each item ordered as the item is entered.

The **'Dist Subtotal'** field will be blank.

The **'Amt Left'** field will be blank.

The **'Pct Left'** field will be blank.

Enter the ledger number that you want to charge the purchase order to in the **'Ledger for ENTIRE PO'** field. Press the enter key if needed to advance to the next field.

Note: To insure that the user charges the entire purchase order to only a single ledger number, you may want to enter a "Y" in the **'One Ledger Number Per PO'** field, located in the User Profiles section's User Defaults option. The user will not be able to advance without entering a valid ledger number. If the user tries to leave the field blank, the message "Error: [Ledger Number Is Required]" will appear on the message line.

The message "**Warning: [Budget Amount Available () Override? Y/N]**" may appear. This message appeared for two reasons. First, the purchase order amount is over the budget amount for this ledger number in the General Ledger system. Second, the Office Manager section's Purchase Order Types option is set to "A", to force the message to appear whenever the amount is over the budget.

Enter an "N" and press the enter key if you do not want to override the budget. The cursor will return to the 'Ledger for ENTIRE PO' field.

Enter a "Y" and press the enter key to override.

If you really want to charge the purchase order to this ledger number, then you will need to press the escape key and abort. Enter a total less than the budget amount.

You will not be able to access the '**Auto Distribution**' field when the entire purchase order is charged to one ledger number.

Use the remaining fields to distribute the purchase order amount. You may distribute it to only one item, or the purchase order may include several items. The '#' field will represent the number of the item on the purchase order that you are entering data for. It will show the sequential number of the item in the purchase order. The number will increase by one each time you enter an item.

Enter the quantity of a particular item you want to buy in the '**Quantity**' field. Press the enter key if needed to advance to the next field.

If you are using the Inventory Control system, then the '**Inv Item**' field will appear at this location on the screen. If you do want to order an inventory item, enter the appropriate warehouse code and press the enter key if needed to advance to the second portion of the field. Enter the item code. Press the enter key if needed to advance to the next field.

Enter the price per unit in the '**Price Each**' field. Press the enter key if needed to advance to the next field.

If you do not want to use an inventory item, press the enter key as needed to advance to the next field.

If you are not using the Inventory Control system, then the '**UOM**' field will appear on this location of the screen. If it does, enter the unit of measure. This is any user-defined alphanumeric characters. It could represent "each", "foot", and so on. Press the enter key if needed to continue

If you are using the Inventory Control system, then this field will not appear because it is located on the Inventory Control record.

The message "**Warning: [Budget Amount Available () Override? Y/N]**" may reappear on the message line at this time.

Enter an "N" and press the enter key if you do not want to override the budget.

Enter a "Y" and press the enter key to override.

Note: The amount in the '**Item Total**' field at the top of the screen will now matches the amount in the '**Extended Amt**' field.

Once you enter the UOM and press the enter key, "**[This Item Will Exceed PO Total; Adjust PO?]**" may appear on the message line if the number you typed in the 'Price Each' field adds up to a larger number than what the purchase order total is.

Enter an "N" and press the enter key if you do not want to adjust the purchase order total. The cursor will return to the 'Quantity' field for you to change the quantity or unit price.

Enter a "Y" and press the enter key if you want to change the purchase order amount so it matches the total in the 'Price Each' field.

If the message does NOT appear, advance to the next step.

This message will NEVER appear when you have a "D" in the Purchase Order Types option's **'General Ledger Budget Checking'** field and you are working with a ledger number that has a budget amount in the General Ledger system.

The **'Description'** field will initially be blank. The cursor will skip to the next field. You will not be able to access the field at this point.

The system will compute the amount (quantity X price each) and insert the total in the **'Extended Amt'** field. The cursor will skip to the next field. You will not be able to access this field.

The **'Item Description'** field will appear on the screen. Enter any user-defined narrative, and press the enter key if needed to continue. The description will now appear in the **'Description'** field. This field is controlled by two fields in the Office Manager section's Purchase Order Types option.

After you press the enter key, the figure in the **'Item Total'** field at the top of the screen will transfer to the **'PO Subtotal'** field, leaving the **'Item Total'** field blank.

If you do not enter a description, then there will be only one description line. But as long as you enter a description, then you will have up to 99 lines of narrative.

If the sum of the items is less than the full purchase order amount, then the cursor will return to the **'Quantity'** field.

Repeat these steps until the total purchase order amount is distributed.

After at least one item has been entered, you can press the F9 key to finish the purchase order before the original amount has been distributed. The message **"Message: [Item(s) Total Does Not Match PO Total; Adjust PO Total?]"** will appear.

Enter an "N" and press the enter key if you do not want to change the original purchase order total. The cursor will return to the **'Quantity'** field.

Enter a "Y" and press the enter key to change the totals.

Creating a Purchase Order when Purchase Order is Charged to TWO or More Ledger Numbers

Follow the procedures in the creating a purchase order charged to one ledger number until, the Item Information screen will appear with the cursor on the **'Ledger for ENTIRE PO'** field. Press the F9 key, leaving the **'Ledger for ENTIRE PO'** blank. The cursor will advance to the next field.

Enter a "Y" in the **'Auto Distribution'** field if you DO NOT want to have to enter a ledger number each time you enter an item to distribute the money. After the entire purchase order amount is distributed, the **'Ldg'** field will appear, and you'll be able to distribute the entire purchase order at one time.

Enter an "N" if you want to distribute each individual item separately. Press the enter key to advance to the next field.

If you leave this field blank, the system will consider it the same as entering an 'N'.

Use the remaining fields to distribute the purchase order amount. You may distribute it to only one item, or the purchase order may include several items. The **'#'** field will represent the number of the item(s) on the purchase order that you are entering data for. It will show the sequential number of the item in the purchase order. The number will increase by one each time you enter an item.

Enter the quantity of a particular item you want to buy in the **'Quantity'** field. Press the enter key if needed to advance to the next field.

If you are using the Inventory Control system, then the '**Inv Item**' field will appear at this location on the screen. If you do want to order an inventory item, enter the appropriate warehouse code and press the enter key if needed to advance to the second portion of the field. Enter the item code. Press the enter key if needed to advance to the next field. Enter the price per unit in the '**Price Each**' field. Press the enter key if needed to advance to the next field.

If you do not want to use an inventory item, press the enter key as needed to advance to the next field.

If you are using the Inventory Control system, then the '**UOM**' field will appear on this location of the screen, enter the unit of measure. This is any user-defined alphanumeric characters. It could represent "each", "foot", and so on. Press the enter key if needed to continue

The message "**Warning: [Budget Amount Available () Override? Y/N]**" may appear on the message line at this time. (If it does not, advance to the next step.) This message appeared for two reasons. First, the purchase order amount is over the budget amount for this ledger number in the General Ledger system. Second, the Office Manager section's Purchase Order Types option is set to "**A**", to force the message to appear whenever the amount is over the budget.

Enter an "**N**" and press the enter key if you do not want to override the budget.

Enter a "**Y**" and press the enter key to override.

If you are using the Inventory Control system, then this may appear after you press the enter key while on the '**Price Each**' field. If you are not using the Inventory Control system, then this may appear after you press the enter key while on the '**UOM**' field.

Note: The amount in the '**Item Total**' field at the top of the screen will now match the amount in the '**Extended Amt**' field.

Once you enter the UOM and press the enter key, "Message: [**This Item Will Exceed PO Total; Adjust PO?**]" may appear on the message line if the number you entered in the '**Price Each**' field adds up to a larger number than what the purchase order total is. If the message does **NOT** appear, advance to the next step.

The '**Description**' field will initially be blank. The cursor will skip to the next field. You will not be able to access the field at this point.

The system will compute the amount (quantity X price each) and insert the total in the '**Extended Amt**' field. The cursor will skip to the next field. You will not be able to access this field.

The '**Item Description**' field will appear on the screen. Enter any user-defined narrative, and press the enter key if needed to continue. The description will now appear in the '**Description**' field. This field is controlled by two fields in the Office Manager section's Purchase Order Types option.

After you press the enter key, the figure in the '**Item Total**' field at the top of the screen will transfer to the '**PO Subtotal**' field, leaving the '**Item Total**' field blank.

If you do not enter a description, then there will be only one description line. But as long as you enter a description, then you will have up to 99 lines of narrative.

If the sum of the items is less than the full purchase order amount, then the cursor will return to the '**Quantity**' field.

Repeat these steps until the total purchase order amount is distributed.

Press the F8 key twice. The purchase order is complete.

The message "**Question: [Do You Want To Print This Purchase Order? Y/N:]**" may appear on the message line at this time.

Enter an "N" and press the enter key if you do not want to print the purchase order. Enter a "Y" and press the enter key to print.

Note: This message will appear if the `Print from Maintenance' field is set to "Y".

The field is located in the Office Manager section's Purchase Order Types option.

The message "**Message: [Transaction Complete; Hit RETURN to Continue]**" will appear on the message line. Press the escape key as needed to return to the desired menu.

INVOICES

One of the main reasons to use the Invoices section is to create an invoice. But this section's options allow for many other operations too. In addition to updating and deleting invoices, the user can process checks, compile and print various reports, and import data from other systems.

You CANNOT create an invoice for a purchase order that is on hold. If you attempt to do so, "**ERROR: PO is on hold and cannot be processed**" will appear on the message line during the start of the creation process.

The invoice number itself is a user-defined, alpha-numeric number. It can be a maximum of 15 characters.

There are five different ways to create an invoice, depending upon how your organization handles its accounting. These methods are:

1. Creating an invoice when there is no purchase order, when using a display-only purchase order, or when creating an invoice against a field purchase order.
2. Creating an invoice to partially or fully liquidate a purchase order (no encumbrances/no receipting).
3. Creating an invoice to fully or partially liquidate a regular purchase order (no encumbrances/ using receipting).
4. Creating an invoice to partially or fully liquidate a purchase order (use encumbrances/no receipting).
5. Creating an invoice to fully or partially liquidate a regular purchase order (using encumbrances and receipting).

To Create an Invoice When There Is No Purchase Order, When Using a Display-Only Purchase Order

If you are creating an invoice when there is no purchase order, press the enter key as needed to advance to the next field.

If this is a one-time-only vendor and you do not want to go to the bother of creating a whole other vendor, then leave the vendor number blank. You will be shown a short little screen where you can quickly create a vendor with name and address information only. Fill as much as you want in on that screen and you will then be taken back to the previous screen.

Enter in the Invoice Number. For item such as utility bills and such where there is generally not an invoice number, use the date of the bill as your invoice number. Then press enter if needed to advance to the next field.

Enter the Invoice Date. Pressing the enter key without putting anything in it will tell the system to put in today's date.

Enter the Due Date. Pressing the enter key without putting anything in will tell the system to put in the invoice date.

Enter the entire Invoice Amount. The system will not allow you to leave it at blank or zero.

Include on 1099 answer 'Y' if this is a 1099 eligible vendor and if this invoice should be included on their 1099.

Check Grouping should you have more than one invoice for this vendor in this payment period, the system will automatically combine those invoices into one check for payment. If you want a separation of those invoices into 2 or more checks than enter a special code. Simply putting a 1 on the invoices you want on the 1st check and 2 on those you want to put on the 2nd check will suffice. Use any one character code you want.

Prior YR – Contact the LGDPC Zortec support team for information on this field.

Select Flag - If you want to only print checks for certain invoices entered into the system, you can enter a code in this field and it will allow you select only those invoice with that code during the check process.

Recurring – Your User Profile must be set to allow this function. If you want this invoice to stay on file, you may want to do this if you know that you will be paying the same vendor the same fee each month over and over again.

Entering a "Y" will prevent you from entering in this data each month. Enter "N" or leave the field blank NOT to keep this invoice on file. Press the enter key if needed to advance to the next field.

If your division does not use discounts, advance to the next step at this time. If it does use discounts, then the '**Discountable**' field will appear at this point on the screen. Whether or not this field appears is determined by the 'Use AP Discounts' field, located in the Office Manager section's Division Definitions option. Enter "N" in this field if you do not want to use discounts. The cursor will advance to the next field. Enter "Y" in this field to use discounts. Three additional fields will appear on the right-hand side of the screen at this time with the cursor on the '**Discount Date**' field - The default answer in this field will match the date in the 'Due Date' field. Press the enter key to accept the default answer. If you do not want to accept the default answer, enter the date that your organization must pay the invoice by in order to receive the discount. Press the enter key if needed to advance to the next field. If you choose to enter a discount date, **it must be on or before the due date.**

Enter "%" in the '% or \$' field to take the discount as a percentage. Enter "\$" to take the discount as a flat dollar amount. The cursor will advance to the next field. If you are taking the discount as a percentage, enter the discounted percentage with up to two decimal places (example: 2.25 for 2.25%). If you are taking the discount as a flat dollar amount, enter the dollar amount of the discount. Press the enter key if needed to advance to the next field.

Enter in a **Message** to appear on your check stub. Your check forms must be setup to print the message.

If you are not using a purchase order or using a display-only purchase order and the '**Purchase Orders**' field (located in the Office Manager section's Division Definitions option) is set to "D", then the 'Purchase Order' field will appear at this time. You would want this condition to exist if you did not want to use a traditional purchase order number, but you did want to use the field for reference only purposes. If the field does NOT appear at this time, advance to the next step. If the field does appear, notice that the purchase order type portion of the field is not included.

Leave the field blank, or enter any user-defined number that you want to use as a reference number. Press the enter key if needed to advance to the next field.

If the invoice is to be distributed to only 1 expense account then enter that **Account Number** on the bottom of screen 1 and the transaction will be complete. If there is more than one account or if you feel the need to change the A/P or even the cash account, leave it blank. If this field is left blank then you will be taken to another screen.

The Zortec Support Center does NOT recommend that your organization charges the entire invoice to a single, **temporary ledger** number AND to use the standard AP and Cash accounts. Advance to the next step at this time. If your organization thinks that it wants to do this, contact the LGDPC Zortec Support Center.

To charge the invoice to multiple accounts AND/OR to use non-standard Cash and AP accounts, press the F9 key to leave the 'Account Number' field blank and advance to the next screen.

The Work Order window may appear at the bottom of the screen at this time. Whether or not this field appears is determined by the 'Accept WO# on Invoice' field, located in the Office Manager section's Division Definitions option. The Vehicle Maintenance window may appear at the bottom of the screen at this time.

Whether or not this field appears is determined by the 'Accept Vehicle# on Invoice' field, located in the Office Manager section's Division Definitions option. In most cases these windows will not appear.

The Invoice Distribution screen will appear with the cursor on the '**Amount**' field. You will not be able to access the fields at the top of the screen they are for informational purposes. The 'Amount' field will contain the total amount of the invoice. The '**Distribution**' field will initially be blank. But, it will gradually increase as you distribute the invoice amount. Notice that the '**Type**' field contains "EX". This is because you will be distributing different amounts of the invoice to different ledger numbers as expenses. Enter the dollar amount that you want to charge to the ledger number in the '**Amount**' field. Press the enter key if needed to advance to the next field.

Enter the ledger number that you want to use for this portion of the invoice in the '**Ledger Account**' field. Press the enter key as needed to advance to the next field. An account description may appear at this time. The number that you entered in the 'Amount' field will now be added to the amount in the 'Distribution' field at the top of the screen. If you did not enter the entire invoice amount in the 'Amount' field, then another line will appear with "EX" in the 'Type' field. Repeat the previous steps needed until the entire amount is distributed. Notice that the amount in the 'Distribution' field at the top of the screen will continue to increase.

If you distributed more than what the invoice was for, "**Warning: [Distribution amount is greater than Invoice Amount!]**" will appear on the message line.

If your organization does NOT do accrual-basis accounting, advance to the next step. If your organization does accrual-basis accounting, continue with this step. The AP-Type distribution line will appear. This new line contains "AP" in the '**Type**' field. The total amount of the invoice for this fund will appear in the 'Amount' field.

A default ledger number, assigned in the General Ledger system, will appear in the '**Ledger Account**' field. The information in these fields is the data needed to accrue the whole invoice to the standard AP account.

If you want to accrue the entire invoice amount for the fund to the single ledger number for the fund, press the F9 key. If you do NOT want to accrue the entire invoice to the single ledger number: Enter the amount that you want to accrue in the `Amount' field. Press the enter key if needed to advance to the next field. Enter the ledger number of the account that you want to accrue in the `Ledger Account' field. Press the enter key if needed to advance to the next field. Repeat this step as needed until the full accrue amount is distributed. But, note that you are restricted to distributing this portion of the total amount to ledger numbers ONLY in the same fund. If you did not stay within the same fund, then your distribution would be out of balance. The message "**Error: [Fund Distribution is not in Balance - Please retry]**" will appear.

The CA-Type distribution line will appear. The entire invoice amount will appear in the `Amount' field. A default ledger number, assigned in the General Ledger system, will appear in the `Ledger Account' field. The information in these fields is the data needed to charge the balance of the invoice to the standard cash account. If you want to charge the entire balance of the invoice for the fund to the single ledger number, press the F9 key. If you do NOT want to charge the entire balance of the invoice to the single ledger number:

Press the enter key to advance to the `Amount' field. Enter the amount that you want to charge to the fund in the `Amount' field. Press the enter key if needed to advance to the next field. Enter the ledger number of the account that you want to charge in the `Ledger Account' field. Press the enter key if needed to advance to the next field. Repeat this step as needed until the full amount is distributed. But, note that you are restricted to distributing this portion of the total amount to ledger numbers ONLY in the same fund. If you did not stay within the same fund, then your distribution would be out of balance. The message "**Error: [Fund Distribution is not in Balance - Please retry]**" will appear.

Once done you will get a transaction complete message. Press Enter to work on the next invoices. If you have not other invoices then press the Esc key until you are back at the main Accounts Payable menu

Creating an Invoice to Fully or Partially Liquidate a Regular Purchase Order (No Encumbrances/ Using Receipting)

A portion of the Invoice Entry screen will appear with the cursor on the `Purchase Order' field. You will not be able to access the `Period" and `Division' fields. They are for informational purposes only. Enter the purchase order type that you want to use. Press the enter key if needed to advance to the second portion of the field. Enter the number of the purchase order that you want to create an invoice for. Press the enter key if needed to advance to the next field.

The system will insert the vendor's number in the `Vendor #' field. A description of the vendor will appear in the field directly below the `Vendor #' field. This information will include a name and address. You will not be able to access this data. It is for informational purposes only.

The Purchase Order Information window will also appear at this time on the right-hand side of the screen. This window contains all current information about the purchase order:

- The **`Date Issued'** field contains the date that the purchase order was issued.
- The **`Total Amount'** field contains the total dollar amount for all items that are on the purchase order.
- The **`Received'** field may contain the total dollar value of the items received.
- The **`Invoiced'** field contains the total amount of all invoices entered for this purchase order.
- The **`Available'** field contains the amount of the purchase order that has not been invoiced.
- The **`Terms'** field may contain a narrative of the agreed payment terms between your organization and this specific vendor if a payment terms code was entered during the purchase order creation process.

Enter any user-defined number that you want to assign to this invoice in the **`Invoice'** field. Press the enter key if needed to advance to the next field. The message "**Error: This Record is already on File**" may appear if you entered in the number of an invoice that already exists. The system may not allow you to override this message depending on how your User's Profile has been set up.

The rest of the Invoice Entry screen will appear with the cursor on the **`Invoice Date'** field. The Vendor Information portion of the screen will vanish. The Purchase Order Information window will remain on the screen.

Press the enter key while on the **`Invoice Date'** field to use the current day's date as the invoice date. If you do not want to use to current day's date, enter any desired date (MMDDYYYY). Press the enter key if needed to advance to the next field.

Enter the Due Date. Pressing the enter key without putting anything in will tell the system to put in the invoice date.

Enter the entire Invoice Amount. The system will not allow you to leave it at blank or zero.

Include on 1099 answer 'Y' if this is a 1099 eligible vendor and if this invoice should be included on their 1099.

Check Grouping should you have more than one invoice for this vendor in this payment period, the system will automatically combine those invoices unto one check for payment. If you want a separation of those invoices into 2 or more checks than enter a special code. Simply putting a 1 on the invoices you want on the 1st check and 2 on those you want to put on the 2nd check will suffice. Use any one character code you want.

Enter "**F**" in the **`[P]artial [F]ull'** field if you will be liquidating the entire outstanding amount. (This will be the total in the Purchase Order Information window's **`Available'** field.) Enter "**P**" if you are going to liquidate only a portion of the purchase order's outstanding amount. The cursor will advance to the next field. If you are liquidating the entire outstanding purchase order amount, make sure that the amount in the **`Invoice Amount'** field matches the amount in the Purchase Order Information window's **`Available'** field.

Prior YR – Contact the LGDPC Zortec support team for information on this field.

Select Flag - If you want to only print checks for certain invoices entered into the system, you can enter a code in this field and it will allow you select only those invoice with that code during the check process.

Recurring – Your User Profile must be set to allow this function. If you want this invoice to stay on file, you may want to do this if you know that you will be paying the same vendor the same fee each month over and over again. Entering a "Y" will prevent you from entering in this data each month. Enter "N" or leave the field blank NOT to keep this invoice on file. Press the enter key if needed to advance to the next field.

If your division does not use discounts, advance to the next step at this time. If it does use discounts, then the '**Discountable**' field will appear at this point on the screen. Whether or not this field appears is determined by the 'Use AP Discounts' field, located in the Office Manager section's Division Definitions option. Enter "N" in this field if you do not want to use discounts. The cursor will advance to the next field. Enter "Y" in this field to use discounts. Three additional fields will appear on the right-hand side of the screen at this time with the cursor on the '**Discount Date**' field - The default answer in this field will match the date in the 'Due Date' field. Press the enter key to accept the default answer. If you do not want to accept the default answer, enter the date that your organization must pay the invoice by in order to receive the discount. Press the enter key if needed to advance to the next field. If you choose to enter a discount date, **it must be on or before the due date.**

Enter "%" in the '% or \$' field to take the discount as a percentage. Enter "\$" to take the discount as a flat dollar amount.

The cursor will advance to the next field. If you are taking the discount as a percentage, enter the discounted percentage with up to two decimal places (example: 2.25 for 2.25%). If you are taking the discount as a flat dollar amount, enter the dollar amount of the discount. Press the enter key if needed to advance to the next field.

Enter in a **Message** to have this appear on your check stub. Your check forms must be setup to print the message.

If you are NOT fully liquidating the outstanding amount of the purchase order, skip section at this time. If you are liquidating the entire amount the message "**Use PO distributions with no changes allowed? [Y/N] :() [RETURN]**" will appear on the message line.

Enter "Y" and press the enter key to use purchase order distributions with no changes allowed. Enter "N" and press the enter key not to use purchase order distributions.

Advance to the next step.

The Invoice Item Information screen will appear with the cursor on the '**Invoice Amount**' field. This screen lists the individual items from the purchase order.

You will not be able to access the 'Period', 'Vendor #', 'Division', and 'Purchase Order' fields at the top of the screen. They are for informational purposes only, describing the purchase order. You will not be able to access the 'Invoice' and 'Invoice Amount' fields at the top of the screen either. They are for informational purposes, describing the invoice. The 'Invoice Amount' field will contain the total amount of the invoice.

You will not be able to access the majority of the fields in the Invoice Item Information portion of the screen. They are for informational purposes only, describing each item on the purchase order.

The '**Item**' field contains a computer-generated number, indicating the order in which an item was entered into the purchase order.

The '**Description**' field may contain a user-defined description of the item, if one was entered during the purchase order creation process.

The '**Original**' field contains the original amount of this item on the purchase order.

The '**Outstanding**' field contains the amount left to pay for this item on the purchase order.

If you want to **automatically** distribute the invoice amount **by using the F7 key, the invoice amount must match the outstanding amount exactly**. If the invoice amount, does not match the outstanding amount exactly enter the invoice amount to be distributed to the specific item. Press the enter key if needed to advance to the next field.

If you want to accept the default answer in the '**Dist**' field, press the enter key. Enter "**A**" if you want the system to automatically distribute the amount. Enter "**M**" if you want to change the percentage of the item invoice amount that will be distributed to the various ledger accounts. Press the enter key as needed to continue.

A variety of messages may appear as you finish an individual item and/or as you finish the last item. When you complete the last item line, the system will check the sum of the item invoice amounts against the full outstanding amount. If you receive no message, advance to the next step at this time.

The message "**Warning: [Total of items does not = Invoice total - ESC to Reenter!]**" may appear. This means that the individual amounts in the '**Invoice Amount**' field does NOT match the amounts in each of the '**Invoice Amt**' fields at the bottom of the screen. This message only appears when your organization wants the user to be able to add additional charges to the invoice. An Office Manager parameter causes the message to appear.

The message "**Warning: [Invoice amount greater than PO amount! Ok? (Y/N):]**" may appear as you complete an individual entry. This means that a specific item on the invoice is greater than the amount entered for that same item on the purchase order.

The message "**Error: [Total of items cannot be greater than Invoice amount!]**" may appear as you complete the last of all entries. This means that all of the individual amounts in the '**Invoice Amt/Qty**' field for each different item ADD UP to a figure higher than the amount in the '**Invoice Amount**' field at the top of the screen.

The message "**Error: [Total of all items does not equal the Invoice total!]**" may appear on the message line as you complete the last of all entries. This means that all of the individual amounts in the '**Invoice Amount**' field for each different item DO NOT add up to a number that matches the amount in the '**Invoice Amount**' field at the top of the screen. If you entered "**M**" in a single '**Dist**' field, the Invoice Item Entry screen will appear with the cursor on the '**Account Number**' field. The majority of the fields on the screen are for informational purposes only. You will NOT be able to access them. All of the information on this screen will represent the specific invoice item that you entered "**M**" for in the '**Dist**' field on the previous screen. If you typed "**M**" for more than one item, then you will have to complete the Invoice Item Entry process once for each item.

The fields at the very top of the screen contain the invoice number and information about the invoice: '**Period**', '**Vendor #**', '**Division**', '**Invoice**', '**Purchase Order**' and '**PO has () items**'. The fields at the top of the Invoice Item Entry portion of the screen contain information about the individual item.

The '**Item No**' field contains the number of the item that you entered "**M**" for in the '**Dist**' field.

The '**Quantity Ordered**' field contains the number of this specific item ordered.

Since you are not receipting, the '**Quantity Received**' field will probably be blank.

The '**Description**' field may contain an item description.

The '**Outstanding**' field contains the amount of this item that still needs to be invoiced.

The '**Invoice**' field will contain the amount of this specific item that needs to be distributed.

The **RE-Type** distribution line will appear at the bottom of the Invoice Item Entry portion of the screen. It will include the **RE (Reverse Encumbrance)** distribution code, the number of a ledger account with funds encumbered for this item, and the amount of those encumbered funds. The default account number for the RE-Type will be the same account number used during the creation process. The same number is used because you are reversing the encumbrance OUT OF the account. If there is no ledger number in this field, then the system will not be able to complete the encumbrance portion of the transaction. Contact your system manager or the LGDPC Zortec Support Center.

The fields at the bottom of the screen will contain cumulative totals of the transactions you make on this screen. While at this step, only the **[IV]** field will have an answer. As you apply totals, the result of the transaction will appear in the appropriate field.

The **[CA]** field will contain the total amount that will affect the cash account(s) in the General Ledger system. The **[EX]** field will contain the total amount that will affect the expense account(s) in the General Ledger system.

If accrual basis accounting is being used, the **[AP]** field will contain the total amount that will affect the accounts payable account(s) in the General Ledger system. If encumbrance accounting is being used, the **[RE]** field will contain the total amount that will affect the encumbrance account(s) in the General Ledger system.

The **[IV]** field will contain the total amount of this invoice.

The **[PO]** field will contain the total amount of the entire purchase order.

The **Type** field contains **"EX"**, representing that you will be distributing different portions of the invoice to different ledger numbers as expenses. The cursor is in the **Account Number** field. Enter the ledger number that you want to use for this portion of the invoice in the **Account Number** field. Press the enter key as needed to advance to the next field.

The **Invoice No** field may appear at this time. It is controlled by the **Accept Invoice # On Dist** field, located in the Office Manager section's Division Definitions option. In the vast majority of cases, this field will not display.

The Work Order window may appear at the bottom of the screen at this time. Whether or not this field appears is determined by the **Accept WO# on Invoice** field, located in the Office Manager section's Division Definitions option. The Vehicle Maintenance window may appear at the bottom of the screen at this time. Whether or not this field appears is determined by the **Accept Vehicle# on Invoice** field, located in the Office Manager section's Division Definitions option. In most cases these windows will not appear.

The cursor will appear in the **Quantity** field. If you already know the extended price, press the enter key as needed to advance to the **Extended** field. If you do not know the extended price, and you want the system to compute it, enter the number of units that you want to charge to this ledger number. Press enter key if needed to advance to the next field. Enter the cost of each individual unit in the **Unit Cost** field. Press the enter key if needed to advance to the next field. The system will compute the total cost (Quantity X Unit Cost), inserting the figure in the **Extended** field. Press the enter key to accept the total. Press enter key if needed to advance to the next field.

The message **"[RETURN...to Continue]"** will appear on the message line. Press the enter key. If you did not distribute the entire invoice amount, then another EX-type line will appear. Repeat these steps as needed until the entire amount is distributed.

Notice that the amount in the ` [EX]' field at the bottom of the screen will increase each time you do a transaction. When the amount in this field matches the amount in the ` [IV]' field, then you will be finished with this screen. If you distributed more money than what the invoice was for, the message "**Warning: [Total distribution amount is greater than the ITEM amount]**" will appear.

The message "**Use standard CASH and ACCOUNTS PAYABLE accounts? [Y/N]: () [RETURN]**" will appear.

Enter "Y" and press the enter key to use the standard CASH and AP accounts. The message "**Message: [Transaction Complete; Hit Return to Continue - f6...to change]**" will appear.

Note: By using the standard accounts payable and cash accounts, you are telling the system to make the needed ledger number entries, using the data in the General Ledger system's Office Manager Section. The section contains the Account Control option, which holds the specific ledger numbers.

Enter "N" and press the enter key NOT to use the standard accounts. The Invoice Distribution screen will appear. You will not be able to access the fields at the top of the screen either. They are for informational purposes. Enter the information for the accounts payable and cash accounts you wish to use.

Once done you will get a transaction complete message. Press Enter to work on the next invoices. If you have not other invoices then press the Esc key until you are back at the main Accounts Payable menu.

CHECK PROCESS

Use the Check Process section to select an invoice for payment and process the check. Under normal conditions, run the following six options (in this order) to process the invoices:

- Select Invoices option
- Selected Invoice Report option
- Invoice Distribution Report option
- Print Checks option
- Check Register option
- Update Invoices option

Running these options individually gives the user the option of reviewing the data on the report for accuracy. In some cases, a supervisor may even want to sign off on the report once it has been reviewed. Once the data has been checked, the remaining options will be run.

SELECT INVOICES

Use the Select Invoices option to actually tell the system which invoices to prepare for payment.

From the Accounts Payable Main Menu, select option 6 '**Check Process**' and press the enter key. Once in the Check Process Menu select option 2 'Select Invoices' and press the enter key.

The Select Invoices for Payment screen will appear with the cursor on the 'Division to Process' field. The screen is divided into three segments.

The first portion contains general information. Enter the division that contains the invoices that you want to process in the '**Division to Process**' field. Press the enter key if needed to advance to the next field. Enter the fiscal year (i.e.2005) that contains the invoices that you want to process in the '**Year to Process**' field. Press the enter key if needed to advance to the next field

Enter any user-defined alphanumeric name that you want to use to call the invoices that you are going to process in the '**Selected Invoice file name**' field. Press the enter key if needed to advance to the next field. The message "**Selected Invoice File Already Exists**" will appear if you enter in the name of a file that has already been selected.

Enter the date (MMDDYYYY) that you want to appear on the check in the '**Date on Checks**' field. Press the enter key if needed to advance to the next field. The message "**Warning: [Check Date is prior to today - OK?]**" will appear if the date is before today's date. Enter "Y" and press the enter key to continue. Enter "N" to return to the field and enter a different date.

Enter the date that your organization must pay by in order to receive the discount in the 'Discount Date' field. Press the enter key if needed to advance to the next field

The Criteria portion of the screen contains how the system will select (and allow you to select) the invoices for processing. You can only select one of these criteria.

Enter "X" in the '**Process all Invoices**' field if you want the system to use the criteria that you determine in the Functions portion of the screen to find all of the desired invoices and automatically begin the process.

Enter "X" in the '**Process on Individual Choice**' field if you want the system to use the criteria that you determine in the Functions portion of the screen to find all of the desired invoices and build a list on an additional screen. The Select Individual Invoices screen will appear with the cursor on the '**Select**' field. Enter "N" not to select a specific invoice.

Enter "Y" to select the invoice. The cursor will advance to the next field. After you enter "Y" or "N" in the last field, the screen will clear.

The Functions portion of the screen contains the specific criteria that you will use to select the desired invoices. You can enter an "X" by more than just one field.

Enter "X" in the '**Process invoices entered by XXXXX**' field if you want to limit what the system will process to those invoices entered by YOU. The "XXXXX" portion of the field will actually contain your user name! Leave the field blank and press the enter key not to limit the invoices.

Enter "X" in the **'Process Recurring Invoices'** field if you want to limit what the system will process to recurring invoices. If your organization will be paying the same vendor the same fee each month over and over again, then it is set up as a recurring invoice. The cursor will advance to the second part of the field. Enter "I" to include the recurring invoices. Enter "O" to ONLY include the recurring invoices. The cursor will advance to the next field. Leave the field blank and press the enter key to advance to the next field NOT to limit the invoices.

Enter "X" in the **'Process invoices with due dates thru'** field to limit what the system will process to those invoices with a due date that is thru a particular date. The cursor will advance to the second part of the field. Enter the date (MMDDYYYY) that you want to be the last date in the range of dates to be processed. Press the enter key if needed to advance to the next field. Leave the field blank and press the enter key as needed to advance to the next field NOT to limit the invoices.

Enter "X" in the **'Process invoices with discount dates thru'** field to limit what the system will process to those invoices with a discount date that is thru a particular date. The cursor will advance to the second part of the field. Enter the date (MMDDYYYY) that you want to be the last discount date in the range of dates to be processed. Press the enter key if needed to advance to the next field. Leave the field blank and press the enter key as needed to advance to the next field NOT to limit the invoices.

Enter "X" in the **'Process invoices older than () days'** field to limit what the system will process to those invoice that are over a certain number of days old. The cursor will advance to the second part of the field. Enter the number and press the enter key.

Enter "X" in the **'Process invoices for Vendor Number'** field to limit what the system will process to those invoices belonging to a particular vendor. The cursor will advance to the second set of parenthesis.

Enter the merchant's identification number and press the enter key. Leave the field blank and press the enter key as needed to advance to the next field NOT to limit the invoices.

Enter "X" in the **'Process invoices with Selected Flag of'** field to limit what the system will process to those invoices with a specific flag. The cursor will advance to the second set of parenthesis. Enter the flag and press the enter key. This is the user- defined, alphanumeric code that was assigned to the invoice during the invoice creation process. Leave the field blank and press the enter key as needed to advance to the next field NOT to limit the invoices.

Enter "X" in the **'Process invoices for Selected Funds'** field to limit what the system will process to those invoices in a particular fund. Leave the field blank and press the enter key NOT to limit the invoices. If you entered "X", then the Functions portion of the screen will change with the cursor on the first blank field. This portion of the screen will now allow you to limit the invoices that get processed. You can limit the invoices that get processed to as few as one fund or to as many as those in 16 different funds. Enter the fund in the set of parenthesis. Press the enter key if needed to advance to the next set of parenthesis. The system will insert a description of the fund.

The Check Process Menu will reappear. Press the escape key as needed to return to the desired menu.

SELECTED INVOICE REPORT

Use the Selected Invoice Report option to print a report of those invoices selected for processing and payment. In many cases, running this report may be a prerequisite to actually cutting the checks. This will give your organization the chance to review the invoices before completing the process.

The Selected Invoice Report contains one line of headings, listing the merchant's identification number, a user-defined description of the vendor, the invoice number, the date and period, the voucher number, the purchase order number, the invoice amount, the discount amount, the net amount, and the liquidation amount.

The report will be in vendor number order. It will also include fund and grand totals.

INVOICE DISTRIBUTION REPORT

Use the Invoice Distribution Report option to print a report of how the invoice amounts will be distributed in the General Ledger system. In many cases, running this report may be a prerequisite to actually cutting the checks. This will give your organization the chance to review the invoices before continuing the process.

PRINT CHECKS

Use the Print Checks option to print both the actual check and a check stub. The stub will include a breakdown of the total amount. If the total amount represents only one transaction, then the stub will include only one entry. If the total amount represents numerous transactions, then each transaction will be listed on the stub.

From the Accounts Payable Main Menu, select option 6 '**Check Process**' and press the enter key. Once in the Check Process Menu select option 5 '**Print Checks**' and press the enter key. The Print Accounts Payable Checks screen will appear with the cursor on the 'File ID' field.

Enter the identification of the selected file that you want to print checks for in the 'File ID' field. Press the enter key if needed to advance to the next field. If you do not know the file identification number, press the F5 key. A list of all files will appear. Select the desired file. The rest of the screen will appear with the cursor on the '**Check Date**' field. Enter the date that you want printed on the check in the '**Check Date**' field. Press the enter key if needed to advance to the next field. Enter the first check number in the range of numbers that you want to print in the '**Starting Check Number**' field. You cannot leave this field blank. If you do, the message "**Starting Check Number cannot be zero**" will appear. Press the enter key if needed to continue. The system will check to see if the check number(s) are currently in use for a different check. If so, the message "**Warning: Check Number 'XX' already exists on the APHISTORY file! [ESC] to terminate**" will appear on the message line. Press the escape key to terminate the procedure and return to the Check Process Menu.

Select the desired printer to print the checks and confirm it twice. The '**Working on Invoice**' and '**Working on Check**' fields will briefly appear as the system gathers the data needed to print. The Check Process Menu will reappear. Press the escape key as needed to return to the desired menu.

CHECK REGISTER

Use the Check Register option to print a list of all checks issued for a particular file ID. The report will have one line of headings, listing the check number, the voucher number, and the merchant's vendor number, a user-defined description of the vendor, the check date, the check amount, and any ledger number distribution and/or remarks. The report will be in check number order, including the number of checks and a total dollar value for all checks.

UPDATE INVOICES

The Update Invoices option performs six tasks: flags paid invoices, flags complete purchase orders, creates ledger entries, flags distribution records, updates the vendor file, and reports all changes.

You MUST print checks before running this option. If you do not, the message "**Error: [Checks have not been printed - Process aborting!]**" will appear on the message line after you select the desired printer and confirmed it twice. This message appears because once this option is run; you can NEVER print the checks again. The invoices are gone. They are now a part of your organization's history.

How to Balance your Accounts Payable Accounts in General Ledger

You will run the outstanding invoice report after you have finished updating your accounts payable packets in general ledger and before you entered any more invoices or run checks. The amount on the outstanding invoice report should balance to all the account payable accounts in your general ledger. If not you are out of balance.