

ACCOUNTING – PAYMENT PROCESSING

Payments to vendors progress from invoice selection, to finalizing, to printing, with automated or manual checks. Payments by letters of credit and wire transfers are also entered and recorded here. Cash disbursements, including those made through Point of Sale, are allocated through AP processes.

PROCESS A CHECK RUN.

Select 1. Main Menu.
750. Financials

- ➔ Input Password (default password is 750)
- ➔ Verify Company Number

Select 100. Accounts Payable
103. A/P Payments Menu

Conveyorware Distribution System FMW D000000010
MENU APU152D3

A/P Payments Menu

Select one of the following:

▶ 131. Pay Vendors by Check	▶ 138. Select Checks to Void
▶ 132. Pay with Checks/Due-Date	▶ 139. Finalize Void Checks
▶ 133. Pay with Manual Check	▶ 140. Void Unassigned Check Number
▶ 134. Pay with Letters of Credit	▶ 141. Reverse AP Invoice
▶ 135. Pay with Wire Transfers/EFTs	▶ 142. Enter POS Cash Disbursements
▶ 136. Print Pending Check Numbers	▶ 143. Enter Cash Disbursements
▶ 137. Print Checks/Payment Register	▶ 149. Deselect Checks for Printing
▶ 90. Signoff	▶ 180. Pending Cash Disbursement Rpt
	▶ 181. Finalize Cash Disbursements
	▶ 182. Reverse Cash Disbursement

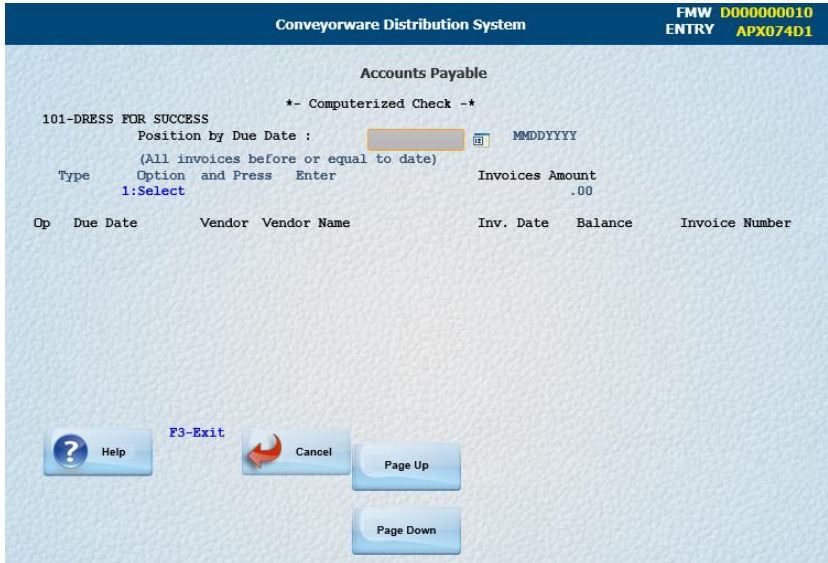
Command
=>>

Exit Refresh Cancel Menu_Search Opt.Help Opt.Flowch

Note: 132. Pay with Checks/Due Date and 133. Pay with manual Check are the two most used payment types.

PAY INVOICES BY DUE DATE

Select 132. Pay with Checks/Due-Date



- ➔ Insert Due Date: MMDDYYYY
- ➔ [Enter]

A list of open invoices will appear on the screen:



Select items for payment:

- ➔ Insert "1" in the Op Box of the vendors you want to pay. [Enter]
All invoices for the first vendor selected will appear on the screen.

Conveyorware Distribution System FMW ENTRY CONVEYOR APX076D2

Accounts Payable
- Computerized Check -

100/ABC BOX CO.
Vendor: 100 BOXES R US Due Date: 9/30/2012

Invoices Amount
745.00

Invoice Number	Inv.Date	Inv.Bal.	Sel	Net Partial \$	Due date	Disc \$	Ds%	Anticipated
98765	7/05/2012	10.00			12/31/2012	.00		.00 .0
20121105	11/05/2012	235.00			12/05/2012	.00		.00 .0
12345	7/05/2012	500.00			9/30/2012	.00		.00 .0

Buttons: Help, Exit, F9=All Invoices, Deselect, Cancel. Roll- (F/B)

➔ [All Invoices] if you are ready to pay all invoices for that vendor or select each invoice separately.

Note: A partial payment can also be made for an invoice.

➔ [Exit] will pull up the next selected vendor or, if no other vendors were selected, it will return to the A/P Payments Menu.

PREPARE CHECKS FOR PRINTING

Select 136. Print Pending Check Numbers

Conveyorware Distribution System FMW D00000010 PROMPT APX080D1

Accounts Payable
Payment Edit Report

101-DRESS FOR SUCCESS

Number of Checks Ready to Print-----:

This option allows you to print a list of all invoices, selected for payment which have not yet been processed (including manual payments).The user will be required to enter a starting Check#, and Check Date which will be used to assign corporation vendor/invoices and will be incremented by one each time a new Vendor Nbr.is encountered. Manual payments will not be assigned to a Check Nbr. Field 'Nbr. of Checks...' is protected, and will be display some value only, if 'Daily Process.Code' <> Y, and 'Processing Type' is Blank.

Buttons: Help, Exit, Cancel, Print

- ➔ Insert the number of the first check that will print.
- ➔ Enter the date the checks will be printed.
- ➔ [Enter] to return to the A/P Payments Menu

The check number and date will post to all selected vendor invoices in this payment batch.

- ➔ Select the printer prepared to receive printed checks or CAN THEY BE SENT TO EMAIL NOW?

PRINT PENDING CHECKS

Select 137. Print Checks/Payment Register

This menu item will automatically send the checks to the selected printer.

- ➔ Match checks to vendor invoice detail; sign and mail.
- ➔ Stamp check stub with date of payment; file.
- ➔ Record Daily Check Register totals – Cash Paid.

NEED SOME INFORMATION ABOUT THIS!

- ➔ File paid invoices.

MANUAL CHECKS

Select 133. Pay with manual Check.

Manually code and enter invoice information. Once all information is entered:

- ➔ Determine the next check number.
- ➔ Print the check in appropriate printer.
- ➔ Match checks to vendor invoice detail; sign and mail.
- ➔ Stamp check stub with date of payment; file.
- ➔ Record Daily Check Register totals – Cash Paid.

➤ **REMEMBER:** You need to record any Electronic Fund Transfer, ETF, payments as manual checks before the Month-end report is run.

VOIDING CHECKS AND PAYMENTS

Accounts payable works in two steps. First the invoice is entered into the system which records the expense; then the check is issued. Options 138 and 139 clear the issued check and Option 141 clears the invoice that was entered (if necessary).

User Guide-Accounting/Payment Processing

To void an issued check:

Select 138 Select Checks to Void. This screen ONLY selects the check(s) to be voided.

The screenshot shows the 'Accounts Payable' screen with the title 'Select Checks to Be Voided'. It features a table with three columns: 'Check#', 'Year', and 'Year (YYYY)'. The first column has a yellow cursor in the first row. At the bottom, there are buttons for Help, Exit, Prompt, Cancel, and Print. The top right corner displays 'FMW D00000010 SELECT APX095D1'.

Insert the check number and [Enter].

Select 139. Finalize Void Checks. This screen posts the void, leaving the invoice open.

The screenshot shows the 'Accounts Payable' screen with the title 'Process Void Checks'. It prompts the user to 'Enter Posting Month/Year -----: MM YYYY' with a yellow cursor in the month field. Below the prompt is a detailed explanation of the voiding process. At the bottom, there are buttons for Help, Exit, Cancel, and Continue. The top right corner displays 'FMW D00000010 PROMPT APX100D1'.

Select 140. Void Unassigned Check Number. This option is used only to record the check number when a manual check has been issued and voided.

The screenshot shows the 'Accounts Payable' screen with the title 'Add VOID Computer Checks'. It prompts the user to 'Enter Vendor Account Number', 'Enter Check Number', and 'Enter Check Date' with yellow cursors in the respective fields. Below the prompts is a detailed explanation of the voiding process. At the bottom, there are buttons for Help, Exit, Prompt, and Continue. The top right corner displays 'FMW D00000010 ENTRY APX189D1'.

User Guide-Accounting/Payment Processing

If the invoice needs to be removed entirely from the system:

Select 141. Reverse AP Invoice

Conveyorware Distribution System FMW D00000010
WORK APX110D3

Work with AP Reversal

101-DRESS FOR SUCCESS
Position to Corporation ...: 101
Position to Vendor

Select option, press Enter.
4=Reverse

Op Co	Vend#	Vendor Name	Invoice	Inv Date	Amount	Process
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Exit Prompt Refresh Cancel Help

From the Financial Menu

Select 100. Accounts Payable

104. A/P Displays/Reports Menu

163. A/P Aging

 (D = Detail,R = Recap,B = Both)', 'Invoice Date or Due Date -----: (I = Invoice D = Due Date)', and 'Aging Periods -----: 1st MMDYYYY'. Below these are four more input fields for '2nd', '3rd', and '4th' periods. At the bottom, there is a paragraph of text explaining the Aging Report and four buttons: 'Help', 'Exit', 'Cancel', and 'Print'."/>

Conveyorware Distribution System FMW D00000010
PROMPT APX155D1

Accounts Payable
Aging Report By Invoice Date

101-DRESS FOR SUCCESS

Detail, Recap, Or Both -----: (D = Detail,R = Recap,B = Both)

Invoice Date or Due Date -----: (I = Invoice D = Due Date)

Aging Periods -----: 1st MMDYYYY

2nd

3rd

4th

The Aging Report provides two different types of listings of all open, payable balances. The Accounts Payable Agings provide either a detail or recap by invoice date or due date of all invoices and credits, posted to the vendor account from the Invoice Entry program. The Detail report lists all items individually, one line for each item. The Recap report shows Total of all items

Help Exit Cancel Print