BUDGETARY: ACCOUNTS PAYABLE PROCESS

1. Data Entry

The first step in running Accounts Payable is to create the A/P Journal by selecting **1. Data Entry > 1. Accounts Payable**. To create a new journal, make sure the journal number listed is *0000* and click *Process*. To add entries to an existing journal, select the correct number from the drop down menu and click *Process*. To update entries in an A/P Journal, use the search option at the bottom of the window. It is possible to search by Journal Number, Vendor Number, Vendor Name, Description, or Reference of the item that needs to be changed.

Once a journal has been created or loaded, the A/P Data Entry Screen will appear. Enter the vendor number in the appropriate field and the vendor's name and address will display. To search for a vendor, simply type the letter S in the Vendor number field. To enter a temporary vendor, enter '0' for the vendor number and then enter the vendor's information.

The initial Description field is used to provide a description for the whole invoice that is being entered. The Reference field is generally used for the invoice number – *the system will keep track of the Reference field, so if an invoice number has been entered previously for a vendor, a warning will display indicating that fact*. The Amount field should have the total amount to be paid for the whole invoice. If a manual check is being used to pay this vendor, enter that check number in the Check # field – if the system should print a check, leave this blank.

In the bottom grid, fill out the required information for each individual line item to be paid on the invoice – e.g. Description, Account Number, Amount, etc. The *Insert* key will load the Description and Amount from above into the appropriate fields on the line item. The total amount for all entries should total up to the amount entered in the Amount field above. If there is a discount amount, that can be entered in the Disc field.

Encumbrances will automatically have their totals filled out when they are selected – they can be loaded by selecting *File > Show Encumbrances F5*, or typing 'E' in the Vendor Number field. Once all information has been entered, select *File > Save & Continue F12* to save what has been entered. If this is a new journal, the system will create a new journal number and prompt for a description of the journal. **As long as checks have not been printed,** this step can be run through as many times as needed to edit A/P Journal entries. Once checks are printed, what has been entered is locked in and can only be changed through an A/P Correction after the warrant has been run and the journal has been posted.

2. Print Individual Checks – *NEW!*

Note: This step is not part of the standard Accounts Payable Process. If a physical check needs to be produced before it is time to run the regular warrant and check printing process, the Print Individual Checks option allows for this to occur. The invoice to print the check for will first need to be entered into Data Entry as noted in Step 1. Once that is done, the Print Individual Checks option can be run at any time before the rest of the A/P Process is started. On the screen that displays, select Initial Run and click on *Process*. On the next screen, select the journal and vendor to print a check for and enter a starting check number. Select *File > Save and Exit F12* to print the check(s). A reprint of the check can also be done by selecting Reprint on the initial screen. Checks printed in this manner will show with a status of P-Pre-printed on the Check Register.

3. Warrant Preview

TRIO highly recommends that a Warrant Preview be run and verified before printing A/P Checks. Select **2. Accounts Payable Processing > 2. Warrant Preview** to print the Warrant Preview. If necessary, change the Payable Date for the checks. On the next screen, select the A/P Journal to be previewed and select *Process* to continue. The Warrant Preview shows what the warrant will look like for the journal that is being selected. This step can be run as many times as necessary, as long as checks have not been printed. It is recommended that the entries on the Warrant Preview be verified – if items are missing or incorrect, rerun step 1 to do Data Entry for the A/P Journal again.

4. Print Checks

Once all entries to an A/P Journal have been made and verified through the Warrant Preview, the next step is to print the actual checks. To do so, select **2. Accounts Payable Processing > 3. Checks**. Select *Initial Run*, and click on *Process*. On the next window, select the A/P Journal to print checks for, and click on *Process* again. On the final set up window, the Warrant Number and Accounting Period will be listed – enter the beginning check number and click on *Process* – the checks will then be printed to the default check printer. Once checks are printed, they can be reprinted as many times as necessary, **unless the journal has been posted**. If the journal has been posted, the only way to reprint a check is by voiding the check through A/P Corrections and starting over with a new A/P Journal. To do a reprint, select **2. Accounts Payable Processing > 3. Checks** and select *Reprint Checks* instead of *Initial Run*. After clicking on process, the next window will prompt for the first and last checks to be reprinted, as well as the new check number to start at – enter the information and select *Process* to reprint the checks.

5. Print Check Register

Once checks have been generated, print the Check Register for the Warrant by going to **2. Accounts Payable Processing > 4. Check Register**. Again, as with printing checks, select *Initial Run* and *Process*. To reprint any Check Registers that have been done, select *Reprint Register* instead of *Initial Run*. The next window lists all of the available warrants to have the register printed from. Select the appropriate warrant and click on *Process*.

6. Print Warrant

After the Check Register has been printed, the Warrant then becomes available to print. To do so, select **2. Accounts Payable Processing > 5. Warrant**. The process for doing so is identical to the process to print the Check Register - select *Initial Run* and *Process*. To reprint a Warrant, select *Reprint Warrant* instead of *Initial Run* – then select which warrant to reprint and click *Process*.

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7. Print Warrant Recap

If desired, once the Warrant has been printed, the Warrant Recap can also be printed. This provides another breakdown of the information that was on the Warrant. This step is not required to post the journal. To run this, select **2. Accounts Payable Processing > 6. Warrant Recap**. Select *Initial Run* and *Process* to generate the original; select *Reprint Recap* to reprint a prior Warrant Recap.

8. Post the Journal

Once the Warrant has been printed, the A/P Journal will show on the Posting screen. Until this point in the process, the journal will not show on this screen. It is not possible to change the journal once it has gone through the A/P Process; so, the only option at this point is to post the journal. Any corrections to a journal at this point need to be made through A/P Corrections.

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BUDGETARY: ACCOUNTS PAYABLE CORRECTIONS

The following steps detail the Accounts Payable Corrections process, including check returns, incorrect accounts, and split amounts. Note that an A/P Journal must be posted before making corrections to it.

1. Check Return (Single)

To return or void just one check, select **1. Data Entry > 5. A/P Corrections** and click on the option *Check Return (Single)*. This will then prompt for a check number – enter that number in the field provided below and click on *Process*. The next window will show the information for the entered check number, i.e. Vendor Number and Name, Check Amount, etc. If more than one check has the entered number, a list showing the possible matches will come up – simply select which check should be returned. Once the check information has been verified, select *File > Process F12*. This will create a new journal to be posted. If at any point in the process, the check return should not go forward, exiting out will cancel the return. This process will automatically void the check in Check Reconciliation.
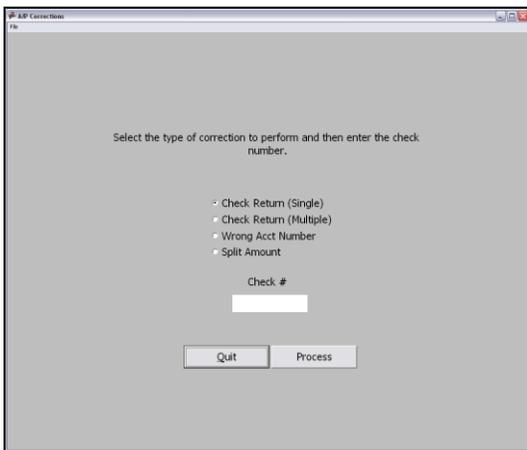
2. Check Return (Multiple)

To return all or multiple checks in an Accounts Payable run, select **1. Data Entry > 5. A/P Corrections** and click on the option *Check Return (Multiple)*. This option is useful if checks printed with the wrong numbers, or if there was some other issue that affected several checks in an A/P Warrant. After selecting *Check Return (Multiple)*, the program will prompt for a Check Date, instead of a Check Number. Enter the appropriate date and click on *Process*.

The next window will list all checks with that check date. By default all checks are selected with a checkmark – unselect those checks that do not need to be returned. Once all checks that should be returned are selected, click on *Return Checks*. This will create a new journal that will reverse all checks, once it has been posted. If the *Create New Journal for Returned Checks* option is selected, the program will automatically build an A/P journal for the returned checks. This is useful in cases where an error happened in printing on the first run through of A/P and the checks need to be voided and re-entered. The journal name for the recreated journal can be entered in the box provided. Like the Check Return (Single) process, all returned checks will be automatically voided in Check Reconciliation.

3. Wrong Account Number

Another kind of Accounts Payable Correction that can be done is a correction for an incorrect account number, i.e. a vendor was paid out of the wrong account. From the accounting perspective, this could be fixed with just a General Journal, but that would not show on any of the vendor reports or 1099s, so an A/P Correction should be done instead. To do the wrong account correction, select **1. Data Entry > 5. A/P Corrections** and click on the option *Wrong Acct Number*. Enter the Check Number to be corrected in the appropriate field and click on *Process*. As with the Check Return (Single), if there are multiple checks with the same check number, the program will show all possible checks – simply select the one to update and continue. The next screen will show all the information for the check – enter in the correct account number in the Account field. If multiple accounts were part of the amount being paid on the check, they will all be listed here. They can all be edited, if necessary. Once the correct numbers are entered, select *File > Save and Process F12*. This will again create a new journal to be posted. Once the journal has been posted, all accounts and vendors involved should have correct accounts associated with them.

4. Split Amount

Split Amount is used in cases where a vendor was paid out of one account, but should have been paid from at least two accounts instead. Much like with Wrong Account Numbers, from the accounting perspective, this could be fixed with just a General Journal, but that would not show on any of the vendor reports or 1099s, so an A/P Correction should be done instead. To do the split account correction, select **1. Data Entry > 5. A/P Corrections** and click on the option *Split Account*. Enter the Check Number to be corrected in the appropriate field and click on *Process*. As with the Check Return (Single), if there are multiple checks with the same check number, the program will show all possible checks – simply select the one to update and continue. The next screen will show all the information for the check – select the accounting entry in the top section that should be split into multiple accounting entries. In the bottom section, enter the other account(s) that should have been used and the amounts for each account. Additional account lines can be added by pressing **Enter** on the keyboard. The total amounts for all entries should equal the original amount of the line item that was selected in the top section. If this is the case, the Remaining Amount field will show a total of zero. Once the entries are made, select *File > Save and Process F12*. This will again create a new journal to be posted. Once the journal has been posted, all accounts and vendors involved should have correct accounts associated with them.

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