



# Accounts Payable Menu 13.20

## DAILY

### PROCESSES

1. Receipt of invoice from vendor.
2. Voucher Entry (m13.20.1, 13.20.2)
3. Sequential Voucher Register (m13.20.5) will print out all vouchers entered in voucher entry. After double-checking register for accuracy of period and vendor voucher information, enter 'Y\*\*\*' to update.
4. Scheduled Cash Disbursements (m13.2.2) lists all vouchers scheduled for payment with the due date equal to or less than the date that is entered.
5. Cash Disbursements (by due date, m13.2.3) - same listing as above. Enter the period in which you want these checks to reduce your cash account. This creates a 'CKP' file, which sets vouchers up ready to be run as checks.
6. Check Print (m13.2.6) prints the checks for vouchers listed above (step 5). This also automatically runs your check register for this check run.

### REPORTING

- 1) Daily Hand check Register, with update (13.20.6)
- 2) Sequential Voucher Register, with update (13.20.5)
- 3) Check Register, with update (menu 13.2.7)

These reports aren't mandatory on a daily basis. They must, however, be run at least once immediately prior to the Month-End run. The Sequential Voucher Register with update must be run every time a batch of vouchers is input into the system via Voucher Entry Input in menu 13.20.1, 13.20.2 or 13.20.3 for PO Receipts Update to A/P. Also the Check Register needs to be run as part of your check run procedure and we have added the automatic dump into the Check Register

Month End Job stream (m 13.4) for all companies and branches. Month end date is the last day of the month being closed. The period is the fiscal period being closed.

### **MONTH-END PROCESSING:**

Prior to starting the Month-End run the following should be done or Month-End will not process.

- 1) Check for any open batches for the period by using menu 13.20.4. If there are any unbalanced batches, you will need to balance them or delete them if empty.
- 2) Run the Sequential Voucher Register, menu 13.20.5. There should be no open batches that show up at the end of this run.
- 3) Run the Check Register, with update in menu 13.2.7.
- 4) Finally, run the Hand check Register with update from menu 13.20.6.

You may run the Month-End process from menu 13.4. Logging on to 'Month-End' and running menu 2 is preferred, as the reports will be held in the spooler as well as being printed out. If any of the above-mentioned items haven't been done, an error message will be displayed informing the operator of what needs to be done to remedy the situation. You will be asked for the 'MONTH ENDING DATE (MM/DD/YY)', or 'END' and for the 'FISCAL PERIOD BEING CLOSED (YYMM, or 'End'. This period is checked for correctness, and the Month-End processing proceeds.

### **LISTING OF MONTH-END REPORTS**

- 1) Expense Distribution Register
- 2) Monthly Sequential Voucher Register (both by voucher# and batch#)
- 3) Paid Invoice Register
- 4) A/P Activity Report
- 5) Monthly Check Register
- 6) Monthly Hand check Register
- 7) Regular Checks Cash Disbursements Summary
- 8) Hand checks Disbursements Summary

The Month-End process also updates the 1099 file for vendors (with the 1099 flag set), deletes voucher history where the pay date is over 100 days prior, updates the GLA (general ledger activity) file, resets the vendor month-to-date fields, deletes fully paid temporary vendors, and rolls the Company record into the next A/P fiscal period.

## 1099 REPORTING

### AFTER DECEMBER FISCAL PERIOD

For the calendar year reporting of the 1099 items use menu 13.8 for 1099 procedures.

- 1) Run menu 13.8.2, which will give you a printout of the vendor file list.
- 2) Use menu 13.8.1 to make any needed file adjustment entry/maintenance.
- 3) Run 13.8.2 again for another printout of the vendor file listing. Making sure that all changes have been entered.
- 4) You can either run the 13.8.3 menu for the 1099 forms on blank paper if your accountant takes care of this or load the 1099 forms into the report printer and print them out. Enter the calendar year of payment (YY). Then enter the company number (example: 01, etc.) You can't run for more than one company at a time.
- 5) As long as you have printed a copy of form for your files, the 1099 for tape backup in menu 13.8.4 is optional.
- 6) The last thing to be done is to run the menu 13.8.5 to purge the files at the end of the calendar year.

Do not enter any A/P work for the new fiscal year before running menu 18.3.

This is run after the twelfth (12<sup>th</sup>) fiscal period has been closed from menu 18.3. This Year End program clears the vendor year-to-date purchases and payments fields and zeros out the year-to-date amounts; it only affects the year-to-date informational fields. It doesn't take very long to run and it must be done before any A/P work is done for the new fiscal year.

## BANK RECONCILIATION

**Bank Activity Report (m13.2.8)** – after updating the file, a report can be run for a specified time to show that bank activity through that time frame with balances.

**Bank Reconciliation Entry (m 13.2.9)** – This is where maintenance is done for all checks that have cleared the bank. Checks are entered individually or in a range.

**Bank Reconciliation Listing (m13.2.10)** – this gives you three different listings; a list of all-outstanding checks, cleared checks and checks outstanding over 90 days. You have the option of a listing and update or just an update. Updates are usually run after bank reconciliation entry (m13.2.9.)

To start using the bank reconciliation, run menu 13.2.10 to get a listing of all outstanding checks. You will need to find out what checks have actually cleared the bank. With the list of checks that have cleared the bank, use menu 13.2.9 go clear them off the system. You can enter them check by check or in a range.