



**SedonaOffice Users Conference**  
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## **Accounts Payable Setup & Processing**

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**PERENNIAL SOFTWARE**

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## Accounts Payable Setup

### GL Account Defaults

The GL Account Default table is an important table that contains G/L Account numbers that are used behind the scenes for processing Accounts Payable transactions.

The screenshot shows the 'Sedona Setup' window with the 'GL Account Defaults' option selected in the left-hand menu. The main area displays 'GL Accounts for A/P' with a list of default accounts and their corresponding GL numbers.

Description	Area
Sedona Modules	OP
Custom Fields Setup (Vendor)	AP
Custom Fields Table1 (Vendor)	AP
Custom Fields Table2 (Vendor)	AP
Custom Fields Table3 (Vendor)	AP
<b>GL Account Defaults</b>	<b>AP</b>
Setup Processing	AP
Shipping Methods	AP
Tax Agency	AP
Terms	AP
Vendor Types	AP
Vendors	AP
Aging Buckets	AR
Alternate Company Addresses	AR
Banks	AR
Check 21 Setup	AR
Credit Reason	AR
EFT Credit Card Types	AR
EFT Setup	AR
GL Account Defaults	AR
Invoice Descriptions	AR
Invoice Items	AR
Item Types	AR
Late Fee Rules	AR
Setup Processing	AR
Statement Rules	AR
Tax Groups	AR
Tax Tables	AR
Terms	AR

GL Setup for A/P	
Accounts Payable	210100 <i>Accounts Payable*</i>
Primary Checking	100200 <i>Cash - Operating*</i>
Inventory Receipt	210310 <i>Open Inventory Receipts*</i>
Customer Refunds	240120 <i>Customer Refunds*</i>
Inter-Branch Billing	258400 <i>Inter-Branch Bills*</i>
Prg-Pay Account	140100 <i>Prepaid A/P*</i>
Discount Account	810180 <i>Discounts Taken</i>
Write Off Non Bill Receipt Acct	590910 <i>COS-Write Off Non-Billed Receipts</i>

### Notes

## Accounts Payable Terms

A term code is assigned to every Vendor record. This is a shared table used for both accounts receivable and accounts payable terms. For each accounts payable bill that is entered, the terms code assigned to the vendor will be the default, however, you may override the Terms Code on any bill prior to saving.

## A/P Discounts

If the term code is to be used for an A/P bill and the Vendor offers discount terms, you will enter the number of days in which the invoice must be paid and the percentage that will be deducted from the bill amount for the discount.

**Sedona Setup**

Description	Area
Sedona Modules	OP
Custom Fields Setup (Vendor)	AP
Custom Fields Table1 (Vendor)	AP
Custom Fields Table2 (Vendor)	AP
Custom Fields Table3 (Vendor)	AP
GL Account Defaults	AP
Setup Processing	AP
Shipping Methods	AP
Tax Agency	AP
<b>Terms</b>	<b>AP</b>
Vendor Types	AP
Vendors	AP
Aging Buckets	AR
Alternate Company Addresses	AR
Banks	AR
Check 21 Setup	AR
Credit Reason	AR
EFT Credit Card Types	AR
EFT Setup	AR
GL Account Defaults	AR
Invoice Descriptions	AR
Invoice Items	AR
Item Types	AR
Late Fee Rules	AR
Setup Processing	AR
Statement Rules	AR
Tax Groups	AR
Tax Tables	AR
Terms	AR
Cancellation Profiles	CM
Cancellation Tasks	CM
Chain Accounts	CM
Collection Statuses	CM
Custom Fields Setup(Customer)	CM
Custom Fields Setup(Site)	CM
Custom Fields Setup(System)	CM

**Terms**

Term	Description	Days Due	Based On	Disc Days	Disc %
2-10 N-30	2%-10 Days Net-30 Days	30	Due Date	10	2
2-20 N-60	2%-20 Days Net-60 Days	60	Due Date	20	2
Conv Invoice	Terms for converted invoices	0	Aging Date	0	0
Due On Receipt	Due On Receipt	0	Aging Date	0	0
Net 10	Net 10	10	Due Date	0	0
Net 30	Net 30	30	Due Date	0	0
On Receipt	On Receipt	0	Due Date	0	0

☐ Include Inactive

**General**

Term Code:  ☐ Inactive

Description:

**A/R Aging Based On**

☐ Invoice Aging Date (A/R Only)  
☒ Due Date Days Net Due   
☐ End of Month

**A/P Discounts**

Discount Days   
Discount %

Invoice and Bill Due Date will be ( Date of Invoice + Days Net Due )

## Accounts Payable Setup Processing

The Setup Processing for Accounts Payable form allows you to specify default information related to Purchase Orders, Check Printing and GST Taxes for Accounts Payable bills.

**Sedona Setup**

Description	Area
Data Entry Defaults	CM
GL Account Defaults	AR
<b>Setup Processing</b>	<b>AP</b>
Shipping Methods	AP
GL Account Defaults	AP
Custom Fields Setup (Vendor)	AP
Custom Fields Table1 (Vendor)	AP
Custom Fields Table2 (Vendor)	AP
Custom Fields Table3 (Vendor)	AP
<b>Vendors</b>	<b>AP</b>
<b>User Groups</b>	<b>OP</b>
<b>Users</b>	<b>OP</b>
<b>Employees</b>	<b>OP</b>
<b>Departments</b>	<b>OP</b>
Integration Setup	OP
Holidays	SV
Panel Types	SV
Problem Codes	SV
Resolution Codes	SV
Service Companies	SV
<b>Default Labor Rates</b>	<b>SV</b>
Service Levels	SV
Custom Fields Setup(Part)	IN
Custom Fields Table1(Part)	IN
Custom Fields Table2(Part)	IN
Custom Fields Table3(Part)	IN
Part Labor Unit Desc	IN
<b>Warehouses</b>	<b>IN</b>
Material Handlers	IN
Customer Part Groups	IN
<b>Technicians</b>	<b>SV</b>
Warranty Types	SV
Inspection Items	SV
Instruction Notes	SV
<b>Setup Defaults</b>	<b>SV</b>
<b>Scheduling and Appointme...</b>	<b>SV</b>

**AP Setup Processing**

Setup | Other

**Purchase Order Setup**

Auto Create PO Numbers ☒

Next PO Number

Direct Expense All Jobs & Tickets ☐

PPV All Standard Cost Adjustments ☒

Special Message on PO Print

AP Setup Processing - Special Message on PO Print.

**Check Options**

Allow Printed and Voided Checks to be edited. ☐

Show Account Balance ☐

**GST Information (default)**

GST Number

GST Rate

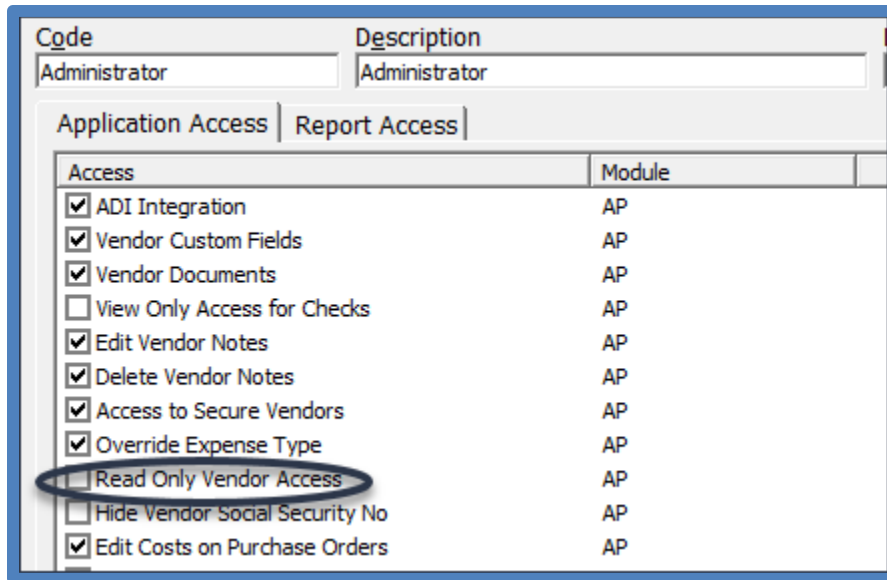
GST Pay Account

Apply

## Setting Up the Vendor Record

### The Vendor

The Vendor Record is the main component of Accounts Payable Processing. There are two views for the vendor; Setup view and Explorer view. User permissions are required to access the Vendor in Setup view.



The screenshot shows the 'Vendor Setup' window with the 'Application Access' tab selected. The 'Code' and 'Description' fields both contain 'Administrator'. Below the tabs, there is a table with two columns: 'Access' and 'Module'. The 'Access' column contains a list of permissions, each with a checkbox. The 'Module' column contains the value 'AP' for all listed items. The 'Read Only Vendor Access' checkbox is highlighted with a red circle.

Access	Module
<input checked="" type="checkbox"/> ADI Integration	AP
<input checked="" type="checkbox"/> Vendor Custom Fields	AP
<input checked="" type="checkbox"/> Vendor Documents	AP
<input type="checkbox"/> View Only Access for Checks	AP
<input checked="" type="checkbox"/> Edit Vendor Notes	AP
<input checked="" type="checkbox"/> Delete Vendor Notes	AP
<input checked="" type="checkbox"/> Access to Secure Vendors	AP
<input checked="" type="checkbox"/> Override Expense Type	AP
<input checked="" type="checkbox"/> Read Only Vendor Access	AP
<input type="checkbox"/> Hide Vendor Social Security No	AP
<input checked="" type="checkbox"/> Edit Costs on Purchase Orders	AP

Notes

## Vendor Setup

When creating a new Vendor or opening a Vendor record in edit mode, the information will be displayed in a “tabbed” fashion.

The first tab to the left, Vendor, is where most of the setup information is entered and maintained.

Most of the other tabs, when accessed, display transactional history with the exception of GL Accounts and Custom Fields; these are both additional setup elements.

### Key Required Setup Fields

- Vendor Type - The Vendor Type choices are mostly maintained by your company however, there are three Vendor Types that have special functionality within the software.
  - Sales Tax Agency
  - Service Provider
  - Parts Supplier
- Branch – default when creating Purchase Orders, Bills and Credits
- Category – default when creating Purchase Orders, Bills and Credits

Notes



Vendor ADI Edit

Vendor Code: ADI  
Vendor Type: Parts Supplier  
Branch: MI

Category: Installation G & A

Open Bills: 0.00  
Open Credit: 3,923.76  
Net Due to Vendor: -3,923.76

Vendor | Bills | Credits | Payments | PO's | Receipts | Returns | GL Journal | GL Accounts | Parts | Custom Fields | Notes

**Vendor Information**

Name: ADI  
Address ...: 231 West 42nd St  
New York, NY 10024

Contact 1:  
Phone: (800) 555-4321  
Fax:  
Contact 2:  
Phone: (734) 282-6655

**Payments**

Checks Payable To: ADI  
Address ...: 544 Greer  
Plymouth, MI 48170  
Check Memo:

**Identification**

Federal Id:  
Social Sec #:  
☐ Issue 1099

**Payables**

Exp Account:  
Default Cost: 0.00  
Terms: 2-20 N-60  
Credit Limit: 0.00

PO Memo: This memo must appear on all ADI POs as it contains important information regarding our arrangements with ADI

**Notes**

☐ Inactive ☐ Secure Vendor

Save Close

Notes

## Vendor Explorer

Once a Vendor record is created, the Vendor Explorer may be accessed by navigating to Accounts Payable/Vendors and selecting a Vendor record from the Vendors list.

The Vendor Explorer displays all transactions created for a particular Vendor. Many transactions that are performed from the Accounts Payable option of the Main Application Menu may also be performed from a Vendor Explorer record such as entering bills and credits, creating and receiving purchase orders, writing checks etc.

Navigating within the Vendor Explorer is fairly easy once the basic design concepts are understood.

The Vendor Explorer is a window divided into four panes:

- Vendor Tree - Contains a list of options for displaying transactional information and for performing accounts payable related transactions.
- Vendor Contact Information - Displays the Vendor Name, PO Address and contact names and phone numbers.
- Setup/Financial Summary - Displays information entered in the Vendor Header setup and outstanding amounts for bills, credits, total net due to the Vendor (bills less credits) and the credit limit amount.
- Active Pane (Grid) - When highlighting an option on the Vendor Tree, any information available for the selected option will be displayed in the Active Pane.

**Vendor Tree**

- ADI
- Vendor Information
- Bills
- Credits
- Credits Applied
- Notes
- Payments
- Purchase Orders
- Purchase Price Variances
- Receipts
- Returns
- Journal Detail
- Journal Summary
- GL Accounts
- Parts
- Documents

**Vendor Contact Information**

ADI  
9610 Ridgehaven CT  
Suite B  
San Diego, CA 92123  
(800) 555-4321

**Setup/Financial Summary**

Vendor Code: ADI  
Vendor Type: Parts Supplier  
Branch: SD  
Category: Install/Sales  
Terms: 2-20 N-60  
Open Bills: \$372.54  
Open Credits: \$35.00  
Net Due to Vendor: \$337.54  
Credit Limit: \$0.00

**Active Pane**

Open Bills		\$372.54		
Invoice #	Date	Due	Amount	Net Due
65981321	11/17/2014	1/16/2015	372.54	372.54

Open Credits		\$35.00	
Credit #	Date	Amount	Balance
C32558	11/24/2014	35.00	35.00

Open POs		\$0.00		
PO #	Order Date	Due Date	Total Cost	Rcvd Cost

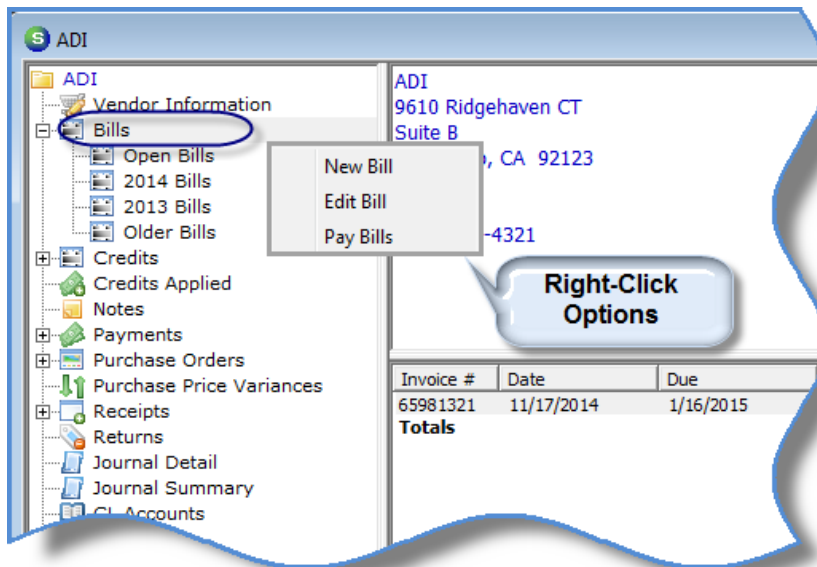
Open Receipts		\$0.00	
Reference	Date	Cost	

Notes

## Vendor Tree

The Vendor Explorer is designed in a menu tree fashion with sub menus below some tree options. Clicking on the “+” sign to the left of each option will expand the tree to reveal additional information and other options. Additional information will be displayed in the Active Pane as each tree option is highlighted. If no activity has occurred for the tree option selected, the active pane will be blank.

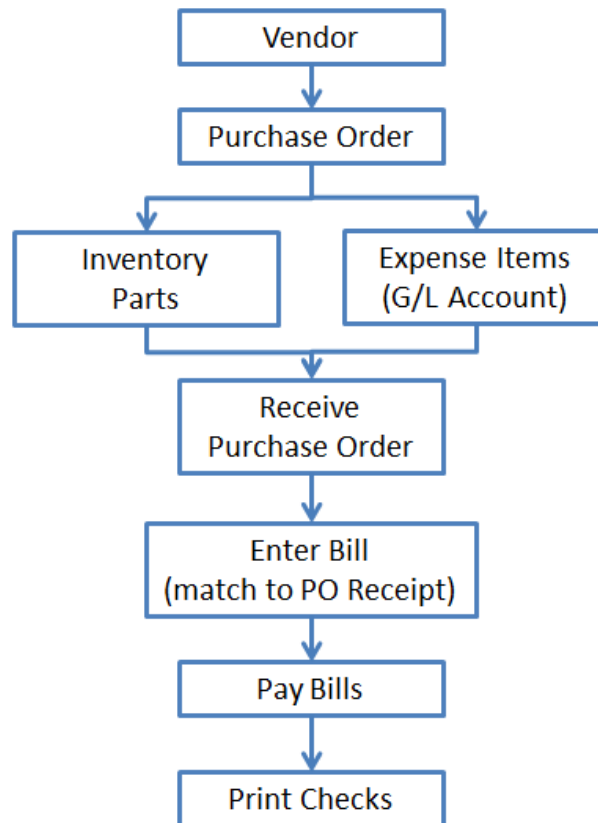
Some options within the Vendor Tree have right-click functions available; when right-clicking on a highlighted tree option, a list of sub-options are displayed for selection.



### Notes

## Accounts Payable Overview

The Account Payable module contains basic components that revolve around a Vendor record. Below is a simple flow chart of for Accounts Payable processing.



Notes

## Purchase Orders

A Purchase Order is used to order inventory parts or services from a Vendor.

Purchase Orders may be created for Parts, Expense Items or both. Purchase Orders may also be linked to a Job or Service Ticket. If linking a Purchase Order to a Job or Service Ticket, only one Job or Service Ticket number may be linked. If a Purchase Order is created for Expense Items only, multiple Jobs may be linked to the Purchase Order.

A Purchase Order may be created in various locations throughout the SedonaOffice application, each of which is listed below.

- From the Purchase Order option within the Accounts Payable Module
- Within a Job
- Within a Service Ticket
- From a Warehouse Explorer record
- From a Parts Explorer record
- From a Vendor Explorer record

**Notes**

## Purchase Orders for Parts

When a Purchase Order is created for Parts, the part numbers available for selection are those where the PO Vendor is a Primary or alternate Vendor for the part(s). If ordering parts that have never been purchased from the Vendor, the User may check the Select from All Parts checkbox to be able to select the part.

Parts may be received into stock by selecting the appropriate Warehouse, or Direct Expenses to a particular Job or Ticket.

**New Purchase Order**

Vendor: ADI Category: Install/Sales

**Purchase Order**

ADI  
9610 Ridgehaven CT  
Suite B  
San Diego, California 92123  
Phone: (800) 555-4321

Ship To: 22691 Trabuco Canyon  
Mission Viejo, CA 92691

PO Number: 3004 Branch: OC Warehouse: OC

Tracing #: Order Date: 11/18/2014

Ship Date: 11/19/2014 Method: UPS Ground

Parts Due Date: 11/20/2014 Job Number:

Parts 20777.25 Expense 0.00 Documents **No Special Order Parts Allowed** ☐ Select from All Parts

Part	Description	Vendor Part	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO
5890/5890PI	WIRELESS PIR 5890/5890F	5890/5890PI	1	50	81.99	4099.50		81.99	<input type="checkbox"/>
CA-2000BP	GLASS BREAK 2000BP AUD	CA-2000BP	1	25	23.25	581.25		23.25	<input type="checkbox"/>
5828V	WIRELESS KEYPAD 5828V	5828V	1	25	93.26	2331.50		93.26	<input type="checkbox"/>
5834-4	WIRELESS 5834-4 KEYFOB	5834-4	1	25	34.75	868.75		34.75	<input type="checkbox"/>
6150	KEYPAD 6150 LCD	6150	1	25	43.08	1077.00		43.08	<input type="checkbox"/>
6150 RF	WIRELESS KEYPAD 6150 RF	6150 RF	1	25	74.26	1856.50		74.26	<input type="checkbox"/>

Mem:

Total Cost: 20777.25  
Received Cost:

☐ Closed Apply OK Cancel

Notes



## Purchase Orders for Expense Items

Expense Item Purchase Orders are created for purchases of non-part expenses such as equipment rentals, subcontract services etc. These PO's are typically linked to a Job or Ticket.

When ordering Expense Items, navigate to the Expense tab and enter the needed Expense Items. For additional expense items, advance to the next line on the expense tab and enter the expense information fields.

**New Purchase Order**

Vendor: United Rentals Inc | Category: Install/Sales

**Purchase Order**

United Rentals Inc  
Po Box 100711  
Atlanta, Georgia 30384  
Phone: (860) 243-9225  
Fax:

Ship To: 125 Main  
San Diego, CA 92101

PO Number: 3005 | Branch: SD

Trading #: | Order Date: 11/25/2014

Ship Date: | Method: | Acknowledged: ☐

Parts Dye Date: | Job Number: 2002

Johnson Furniture #13

Parts: 0.00 | Expense: 585.00 | Documents

General Ledger				Job Costing	
GL Account	Description	Amount	Category	Job	Type
510006	Lift Rental - 3 days @ 145.00	\$435.00	Install/Sales	2002	ER
510006	Transportation Charge	\$150.00	Install/Sales	2002	ER

Memorandum:

Total Cost: 585.00  
Received Cost: \$0.00

☐ Closed | Apply | OK | Cancel

### Notes

## Receiving Purchase Orders

A Purchase Order may be received in various locations throughout the SedonaOffice application, each of which is listed below.

- Receive Parts option within the Inventory Module
- Within a Service Ticket (button at the bottom of the PO)
- From a Warehouse Explorer record
- From a Parts Explorer record
- From a Vendor Explorer record

Purchase Orders for parts may be partially or completely received. If a partial receipt is saved, the Purchase Order will remain open until all parts ordered have been received.

### Receipt for Parts

Parts Receipt

Vendor: ADI Category: Install/Sales

PO# 3004

Reference #: AT2148952 Branch: OC Warehouse: OC

Receive Date: 11/25/2014 Received By:

Other Costing:

☐ Direct Expense  
☒ Receive to Warehouse  
☐ Receive & Issue Immediately

Parts: 20777.25 Expense: 0.00 Documents

Part Code	Description	Vendor Part	Pkg_Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
5890/5890PI	WIRELESS PIR S	5890/5890PI	1	50	81.99	4099.50			81.99
CA-2000BP	GLASS BREAK 20	CA-2000BP	1	25	23.25	581.25			23.25
5828V	WIRELESS KEYPAD	5828V	1	25	93.26	2331.50			93.26
5834-4	WIRELESS 5834-	5834-4	1	25	34.75	868.75			34.75
6150	KEYPAD 6150 LQ	6150	1	25	43.08	1077.00			43.08
6150 RF	WIRELESS KEYPAD	6150 RF	1	25	74.26	1856.50			74.26
IM-1270	IM-1270 12V 7A	IM-1270	1	50	9.2	460.00			9.20
IM-1240	BATTERY 12V 4A	IM-1240	1	50	5.23	261.50			5.23
K4362	BATTERY 6V K43	K4362	1	25	4.4	110.00			4.40
V1288P	COMMUNICATOR	V1288P	1	25	250.99	6274.75			250.99
943WG-WH	CONTACT MINI	943WG-WH	1	50	1.8	90.00			1.80
SR-1032	CONTACT 1032	SR-1032	1	50	2.55	127.50			2.55

Memo:

Part Total: 20777.25  
Expense Total: 0.00

Print Stock Labels Apply Save Close

### Notes

*Receipt for Expense Items*

**Parts Receipt**

Vendor: United Rentals Inc      Category: Install/Sales      ☐ Close - No Bill Expected  
☐ Create Bill From Receipt

PO# 3005  
United Rentals Inc  
Po Box 100711  
Atlanta, GA 30384

Reference #: 30184      Branch: SD

Receive Date: 11/25/2014      Received By:

Job Number: 2002      COGS Acct: 510001

Johnson Furniture #13

☒ Direct Expense  
☐ Receive  
☐ Receive & Issue Immediately

Parts: 0.00    Expense: 585.00    Documents    ☐ Show Branches

General Ledger				Job Cost	
GL Account	Description	Amount	Category	Job	Type
510006	Lift Rental - 3 days @ 145.00/day	435.00	Install/Sales	2002	ER
510006	Transportation Charge	150.00	Install/Sales	2002	ER
*					

Memo:

Part Total: 0.00  
Expense Total: 585.00

Print Stock Labels    Apply    Save    Close

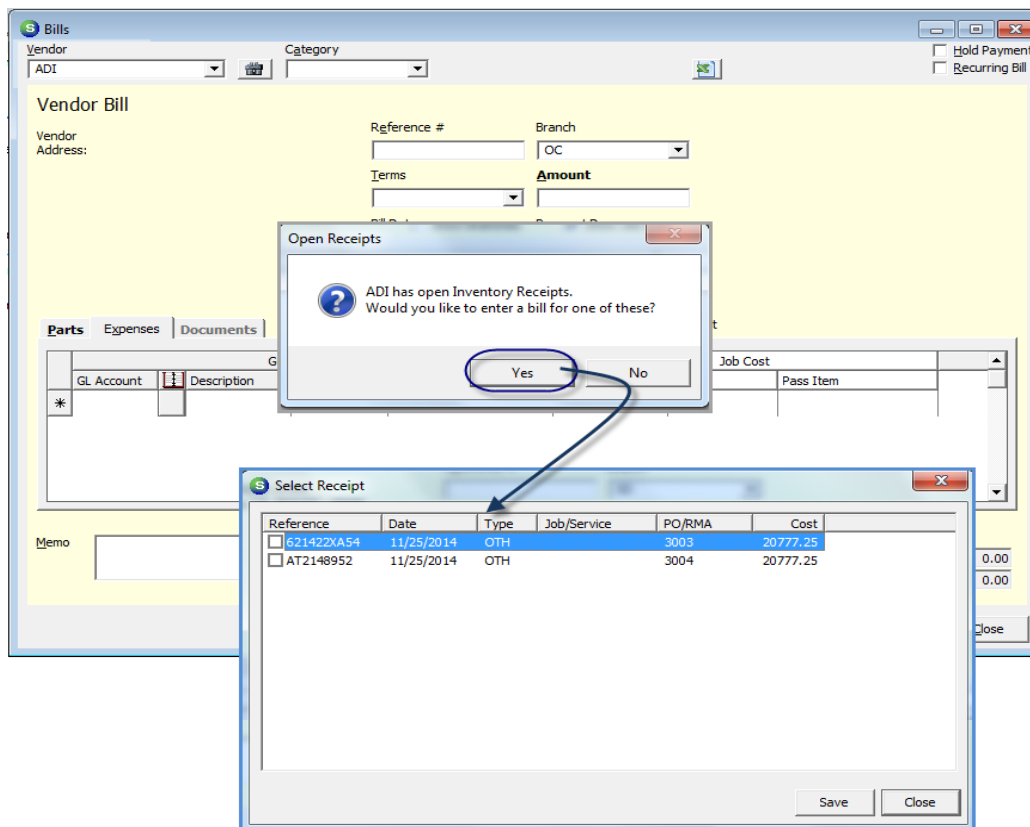
**Notes**

## Entering Bills

Once a bill is received from a Vendor for Inventory Parts or Expense Items ordered on a Purchase Order, the bill will be entered by matching to the Receipt record created when the Purchase Order was received. If your company is not using Purchase Orders or Stock Tracking, bills may be entered without going through the matching process.

### Matching a Bill to a Receipt

Once a Purchase Order is received for Inventory Parts or Expense Items, a Receipt record is created and posted to the General Ledger. If receiving purchase orders, it is important to always match a bill to a receipt record. If a bill is entered and not matched to the corresponding receipt record, the Inventory Receipts account on the balance sheet will be overstated.



*AP Bill form*

**Bills**

Vendor:  Category:   ☐ Hold Payment

**Vendor Bill for PO# 3003**

Vendor: **ADI**  
Address: **PO Box 92123-2566**  
**San Diego, CA 92123 - 2566**

Reference #:  Branch:  Warehouse:

Terms:  Amount:

Bill Date:  Payment Due:

Eligible for Discount Amt:  Costing:

Parts: 20777.25 | Expense: 0.00 | Documents

Parts are only loaded in from Inventory Receipts and Returns.

Part Code	Description	Vendor Part	QTY	Cost	Amount
IM-1270	12V 7AMP BATTI	IM-1270	50	9.2	460.00
IM-1240	BATTERY 12V 4.5 AH IM-	IM-1240	50	5.23	261.50
K4362	BATTERY 6V K4362	K4362	25	4.4	110.00
V128BP	COMMUNICATOR VISTA 1	V128BP	25	250.99	6274.75
943WG-WH	CONTACT MINI 3/4 IN 94	943WG-WH	50	1.8	90.00
SD-1032	CONTACT-1032	SD-1032	50	2.55	127.50

Memo:

**Total**   
**Balance Due**

## Notes

## Manual Bills

Entering a Bill and not matching to a Receipt or Purchase Order should only be done where one of the conditions applies to the situation:

- Your company is not using the Purchase Order system
- A Bill is being entered for which no Purchase Order was created, such as utility bills, rent, etc.

**Bills**

Vendor: SGE Category: G & A

Vendor Bill

Vendor: San Diego Gas & Electric  
Address: 4760 Clairemont Mesa BL  
San Diego, CA 92117

Reference #: 32015 Branch: SD

Terms: Due On Receipt Amount: 322.57

Bill Date: 11/25/2014 Payment Due: 11/25/2014

Eligible for Discount Amt: 322.57 Costing:

Parts: 0.00 Expense: 322.57 Documents: ☒ Show Branches ☒ Show Job Cost

General Ledger					Job Cost		
GL Account	Description	Amount	Branch	Category	Job	Type	Pass Item
620750	Facilities - Utilities	322.57	SD	G & A		O	
*							

Memo:

Total: 322.57  
Balance Due: 322.57

Copy Expenses Apply Save Close

## Notes

## Entering Credits

A Vendor Credit is a Credit Memo provided to your company from a Vendor. A Vendor Credit may be the result of a part returned to the Vendor, an invoicing error on behalf of the Vendor or perhaps a Vendor Rebate or Referral Credit. Vendor Credits that are not related to inventory parts are manually entered. Vendor Credits for part returns go through a matching process similar to the matching process used in entering Bills for a part receipt.

When a part is returned to a Vendor using the Vendor Return function, a Return record is created for the Vendor. When the Credit from the Vendor is received, it is matched to the Return record to generate the Vendor Credit.

Once a Vendor Return has been created for Inventory Parts, a Return record is created and posted to the General Ledger. If using the Return to Vendor function, it is important to always create the Vendor Credit from the Return record. Vendor Credits for Inventory Parts may only be created from a Part Return record (if using Stock Tracking).

## Converting a Return to Vendor Record into a Credit

Once a Credit Memo for returned parts has been received, the Return record will be located and opened from the Vendor Explorer. Checking the box, Create Vendor Credit, and clicking on the Save button will open the Vendor Credit form. The Vendor Credit form will auto-fill with the information from the Return record. If the amount of credit being issued is different than what was on the Return, you may override the cost manually.

The screenshot shows the ADI Vendor Explorer window. The left sidebar contains a tree view with the following items: Vendor Information, Bills, Credits, Credits Applied, Notes, Payments, Purchase Orders, Purchase Price Variances, **Returns** (highlighted with a blue dashed arrow), Journal Detail, Journal Summary, GL Accounts, Parts, and Documents. The central pane displays details for Vendor ADI, including address and phone number. The right pane shows financial summary data.

Date	Type	Job/Svc #	PO/RMA #	Warehouse	Returned By	Cost
11/25/2014	OTH			SD	Administrator	-250.99

Vendor Code: ADI  
 Vendor Type: Parts Supplier  
 Branch: SD  
 Category: Install/Sales  
 Terms: 2-20 N-60  
 Open Bills: \$21,149.79  
 Open Credits: \$35.00  
 Net Due to Vendor: \$21,114.79  
 Credit Limit: \$0.00

*Part Return record*

**Parts Return**

Vendor: ADI Category: Install/Sales ☐ Close - No Credit ☒ Create Vendor Credit

**Vendor Return**

ADI  
9610 Ridgehaven CT  
Suite B  
San Diego, CA 92123 - 2566

Reference #: RMA123456 Branch: SD Warehouse: SD

Receive Date: 11/25/2014 Received By: Administrator

Job Number:

☐ Direct Expense ☒ Return from Warehouse

Parts 250.99 Expense 0.00 Documents

Parts List										
Part Code	Description	Vendor	Pkg_Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost	
V128BP	COMMUNICATOR VIS	V128BP	1	1	250.99	250.99			250.99	

Memo: Defective - returning for credit.

Part Total: 250.99  
Expense Total: 0.00

Print Stock Labels Save Close

*Vendor Credit form*

**Credit**

Vendor: ADI Category: Install/Sales

**Vendor Credit**

Vendor Address: ADI  
PO Box 92123-2566  
San Diego, CA 92123 - 2566

Reference #: CM123456 Branch: SD Warehouse: SD

Amount: 250.99

Credit Date: 11/25/2014

Costing:

Parts 250.99 Expense 0.00 Documents

Parts are only loaded in from Inventory Receipts and Returns.

Parts List					
Part Code	Description	Vendor Part	QTY	Cost	Amount
V128BP	COMMUNICATOR VISTA 12	V128BP	1	250.99	250.99

Memo: Defective - returning for credit.

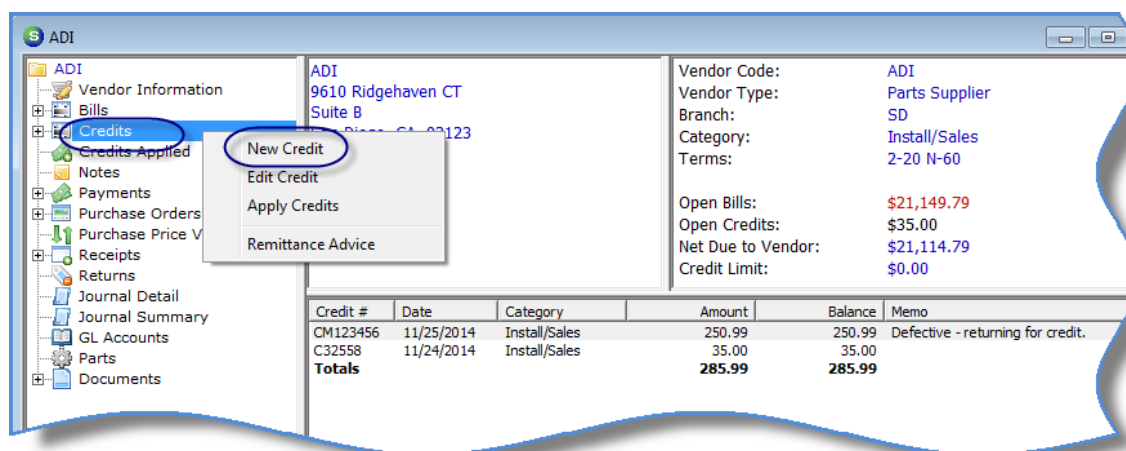
Total: 250.99  
Balance Due: 250.99

Copy Expenses Apply Save Close



## Manual Credits

Manual Credits may be initiated by either clicking on the Credits option within the Accounts Payable module, or within the Vendor Explorer by right-clicking on Credits on the vendor tree.



The screenshot shows the 'Credits' window. The 'Vendor' field is set to 'ADI' and the 'Category' is 'Install/Sales'. The 'Vendor Credit' section shows the vendor address: ADI, PO Box 92123-2566, San Diego, CA 92123 - 2566. The 'Reference #' is 'CM32558' and the 'Branch' is 'SD'. The 'Amount' is '35.00' and the 'Credit Date' is '11/24/2014'. The 'Costing' field is empty. The 'Parts' tab is selected, showing a table with one entry: GL Account 580113, Description COS - Freight on Par, Amount 35.00, Branch SD, Category Install/Sal. The 'Total' is 35.00 and the 'Balance Due' is 35.00. Buttons at the bottom include 'View Applied Credits', 'Copy Expenses', 'Save', and 'Close'.

GL Account	Description	Amount	Branch	Category	Job	Type	Pass Item
580113	COS - Freight on Par	35.00	SD	Install/Sal			

## Paying Bills

Bills may be paid by using the Pay Bills option or the Write Checks option within the Accounts Payable module. The Pay Bills function is used when paying several Bills at the same time. The Write Checks function is typically used when paying one-off bills.

If using the Pay Bills option, you may pay the bills by writing a physical check or pay with a Credit Card. If paying by Credit Card, only one Vendor may be processed at a time.

There is an option available to pay bills with a credit card. When this method of payment is selected, the bills are marked as paid and, the liability for these bills is transferred to the Credit Card Vendor selected. When the credit card statement is received, these payments will be reconciling items for the Credit Card vendor.

## Paying Multiple Vendors

Paying Bills is a two-step process - Selecting Bills to be paid and then printing the checks.

You will first select which bills will be paid; these bills are placed in a check printing queue. Checks may be printed immediately or at a later time.

**Pay Bills**

**- Selection Information -**

Branch: [Dropdown]  
 Vendor: [<All Vendors>] [Calendar]  
 As of Due Date: 12/5/2014 [Calendar]  
☒ Show Vendor Code

**To apply Open Credits, select the Vendor whose credit you would like to use.**

**- Payment Information -**

Branch: OC [Dropdown]  
 Payment Date: 11/25/2014 [Calendar]  
☒ Bank Account: 100000 [Dropdown]  
☐ Credit Card

Cash - Operating\*

Vendor Bills | Vendor Credits | All Vendor Credits

Pay	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid
<input checked="" type="checkbox"/>	11/22/2014	*****	Home Depot	369822	322.00	0.00	322.00	322.00
<input checked="" type="checkbox"/>	11/11/2014	*****	Moore Medical	62471	96.00	0.00	96.00	96.00
<input checked="" type="checkbox"/>	11/1/2014	*****	Perennial	15785	359.00	0.00	359.00	359.00
<input checked="" type="checkbox"/>	11/25/2014	*****	SGE	32015	322.57	0.00	322.57	322.57
<input checked="" type="checkbox"/>	11/25/2014	*****	United Parcel	2014-Sept	207.37	0.00	207.37	207.37

**Total Payments** 1306.94

[Reverse All] [Save] [Close]

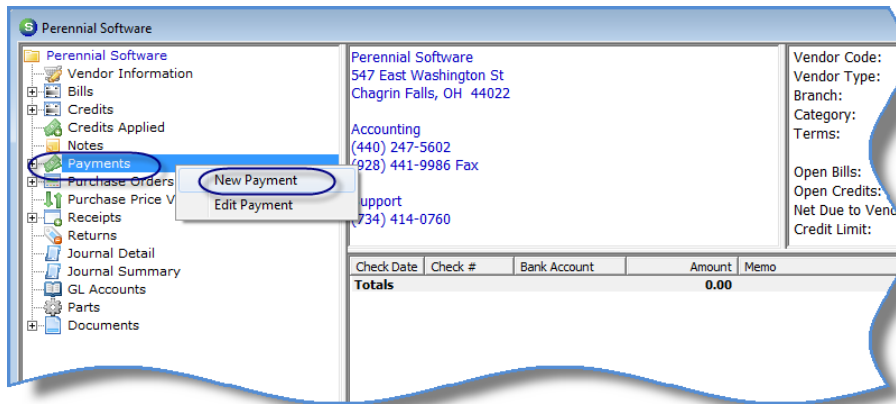
**Notes**

## Paying a Single Vendor

Individual payments may be created from a Vendor Explorer record or by using the Write Checks function within Accounts Payable.

If paying a Vendor within the Vendor Explorer, highlight Payments from the Vendor tree, right-click and select the New Payment option. This will open the Write Checks form where you may select a previously entered bill or write the check for and Expense Item.

The check may be printed immediately or flagged to go to the Check Print Queue to be printed at a later time.



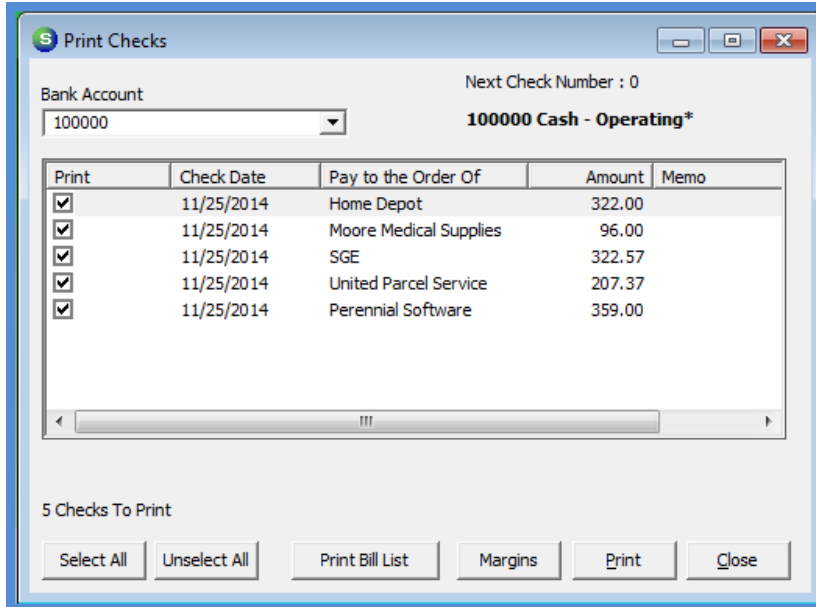
The 'Write Checks' window is shown with the following details:

- Pay From Bank Account:** 100000 (100000 Cash - Operating\*)
- Customer/Vendor:** Vendor (Perennial Software)
- Branch:** SD
- DATE:** 11/25/2014
- CHECK #:** In Queue
- PAY TO THE ORDER OF:** Perennial Software
- Amount:** \$359.00
- Text Description:** Three Hundred Fifty-Nine Dollars and Zero Cents
- ADDRESS LABEL:** Perennial Software, 231 N. Main St, Plymouth, MI 48170
- MEMO:** (empty)
- Applied Total:** 359.00
- Balance:** 0.00
- Recurring Payment:** (unchecked)
- Check Status:** ☒ In Print Queue
- Summary:** Bills \$359.00, Parts \$0.00, Expense \$0.00, Documents
- Bills List Table:**

Due Date	Discount Date	Discount Amt	Ref Num	Bill Amt	Amt Due	Paid
11/1/2014	*****	0.00	15785	359.00	359.00	359.00
- Buttons:** Apply, Save, Print, Close
- Voided Check:** (unchecked)

## Printing Checks

Once Bills have been selected for payment using the Pay Bills function or by using the Write Checks function and marking the check to go to the print queue, the checks are printed from the Print Checks option with the Accounts Payable module.



**Print Checks**

Bank Account: 100000  
Next Check Number : 0  
**100000 Cash - Operating\***

Print	Check Date	Pay to the Order Of	Amount	Memo
<input checked="" type="checkbox"/>	11/25/2014	Home Depot	322.00	
<input checked="" type="checkbox"/>	11/25/2014	Moore Medical Supplies	96.00	
<input checked="" type="checkbox"/>	11/25/2014	SGE	322.57	
<input checked="" type="checkbox"/>	11/25/2014	United Parcel Service	207.37	
<input checked="" type="checkbox"/>	11/25/2014	Perennial Software	359.00	

5 Checks To Print

Select All Unselect All Print Bill List Margins Print Close

### Notes

## Write Checks

One-off checks may be created by selecting the Write Checks option within the Accounts Payable module. A check may be written to a Vendor or by selecting the “Other” option; you may write a check without having to create a Vendor record.

If writing a check to a Vendor, you may select any open Bills or write a check that is not associated with a Bill by selecting an expense account on the Expense tab of the check form.

Pay From Bank Account: 100000 100000 Cash - Operating\*

☐ Customer ☒ Vendor ☐ Other

Branch: SD

**SOUC 2015** DATE: 11/25/2014 CHECK #: 0

PAY TO THE ORDER OF \$

ADDRESS LABEL

MEMO

☐ In Print Queue

Applied Total

Balance

☐ Recurring Payment

Bills \$0.00 | Parts \$0.00 | Expense \$0.00 | Documents

Bills List						
Due Date	Discount Date	Discount Amt	Ref Num	Bill Amt	Amt Due	Paid
*						

☐ Voided Check

Apply Save Print Close