Fleet-Net® for Windows
Product of Avail Technologies
Accounts Payable User Guide

Prepared By
Fleet-Net® Corporation

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Product Description

Accounts Payable

Fleet-Net Accounts Payable is an open invoice system designed to process outstanding invoices, make vendor payments, and generate journal entries for the general ledger.

Invoices are processed on an open invoice basis. Recurring expenses can be recorded automatically if established in a fixed expense file.

Expenses associated with a given invoice can be distributed to multiple expense accounts across multiple divisions. If an invoice is paid during the discount period, the discount is taken automatically. If the Vendor Master file is updated with Net Due, the Due Date field during invoice entry is automatically populated.

Retainage can be used to withhold payment of part of the invoiced amount by entering retainage amount or percentage.

A purchase order reference is on file for each invoice. Various automatic pay options are available for specification at payment time. Options include manual payments, on-account payments, invoices eligible for discount, invoices for a given vendor, invoices due within a specific time frame, and fixed expenses. A hold status assigned to an invoice prohibits its payment.

Accounts Payable includes a payables register, aged trial balance, vendor checks and ACH. Also included is an auto checkbook where A/P checks, ACH payments generated through Accounts Payable and Payroll checks are automatically posted. An on-line vendor inquiry is also included.

All journal entries associated with accounts payable are automatically transferred to a general ledger holding file for update to general ledger at user's discretion. Fleet-Net allows for use of either the cash or accrual method of accounting.

Invoicing and Payments can be tracked in Contract Maintenance and Project Tracking modules.

Balancing Payables

At the beginning of every month, there are usually invoices for the prior month and invoices for the current month. It's a good idea to decide on a cutoff date (such as 10th of month) to enter the final invoices for previous month. These invoices should be separated and entered in two batches (prior and current). This way invoices from two different months won't get updated together (and expenses won't be in the same month.)

Invoice date must be less than or equal to G/L posting date.

In order for expenses to be in the correct month and on an accrual basis, a lease payment due by August 10 for an August lease expense received in July, must be entered with an August invoice date and the expense must be posted with an August G/L Update Date. If one would enter this invoice with a July invoice date and update it with an August G/L Update Date, the invoice would be on the July Aged Trial Balance, but the expense would be in the August GL.

Checkbook Reconciliation

Fleet-Net automatically posts cash disbursements to Checkbook Maintenance when processing accounts payable.

If Fleet-Net for Windows Accounts Receivable module is being used, deposits will automatically post to the checkbook. If the Accounts Receivable module is not being used, those entries must be manually entered.

This program stores the G/L account number, corresponding bank account number, previous statement date, previous balance, deposits, checks, and computes the current balance.

NOTE: This is not a Proof of Cash. This program is meant to help balance the bank statement. The data in it can also help you obtain the figures needed to do actual cash reconciliation.

The Print Audit report associated with this program prints out a complete audit trail of postings to the checkbook for a selected period. Every month, the checkbook must be balanced with the bank statement. After the checkbook is balanced to the bank statement, it must be updated.

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Accounts Payable Implementation

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Accounts Payable installation.

As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administration Guide. Briefly, this includes (1) copying the data files, program files, server database, and the client master database, (2) running the configuration program, (3) copying the client master for individual use.

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About This Guide

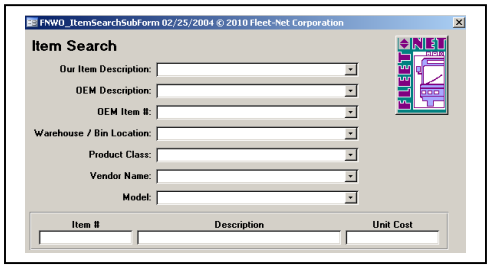
This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used through FNW applications.

To correctly exit a form, or exit out of Fleet-Net® completely click on the Fleet-Net® Icon always located in the upper right of every form.

**When the binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.



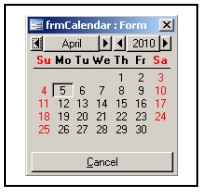
Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.

The clock button allows for changing the time entry.

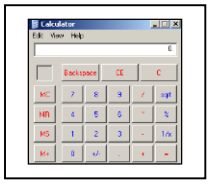
The question mark button opens the search option.

The Stop button aborts the current selection process.

The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.



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Accounts Payable Checklist

Initial Setup Checklist

This checklist follows the instructions outlined on the following pages.

Done	Menu		Program/Procedure
_____	GL01	(a)	**Auto Post Setup** in General Ledger is required prior to utilizing the Accounts Payable module.
_____	AP	(b)	Setup & define miscellaneous codes, used throughout the Accounts Payable module, using **Miscellaneous Codes Maintenance.**
_____	AP11	(c)	Determine the Method of Accounting, Aging Brackets and General Ledger posting options, using **A/P Control Record Setup.**
_____	AP11 *or* AP04	(d)	Use **Add/Modify Bank Accounts/ Setup Checking Accounts** to enter all Banking and General Ledger Account #'s, and Last Check #
_____	AP11	(e)	Define values for CheckbookTranNo, SubcontractorNumber, TranNumber, and VendorNumber, using **Setup Tran Control Records**.
_____	AP11	(f)	Define printing set ups, including MICR, logos, signatures using **Setup Check Print Options.**
_____	AP11	(g)	If choosing to use the User Define Data option then select **User Defined Data Field Setup** to begin the set up. (Refer to that section of the manual for additional instructions.
_____	AP11	(h)	Setup Internal Email Notification using, **Email Notification Setup**.

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Vendor Setup Checklist

This checklist follows the instructions outlined on the following pages.

_____ AP (a) Setting up Vendors in the Vendor Master File utilizing **Modify/Add Vendor Master**.

Additional Vendor Setup List for other options:

_____ Commodity Codes setup during **Miscellaneous Codes Maintenance.**

_____ Vendors being paid by ACH will need to have banking information setup Utilizing **ACH Setup**. Email address is required. Setup in the **Vendor Master** to allow for payment statements to be email to Vendors.

_____ Products that will be ordered from one address and payment made to a separate address the **Order from** form will need to be completed.

_____ DBE setup during **Miscellaneous Codes Maintenance.**

_____ AP (b) If tracking transactions for Subcontractors, utilize **Subcontractor Maintenance** to setup the subcontractors.

_____ AP01 (c) If Vendor will be paid a fixed amount on a regular basis, utilize **Fixed Expense Transaction Entry** to setup the transaction**.**

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Standard Cycle Checklist

This checklist follows the instructions outlined on the following pages.

Done	Menu		Program/Procedure
_____	AP01	(a)	**Transaction Entry** – Record invoice, debit or credit memos, and adjustments. Print Reports and Update Transactions to subsidiary journals.
_____	AP01	(b)	**Fixed Expense Processing** – If Fixed Expenses is being utilized process the transaction for all vendors being paid using this option.
_____	AP	(c)	**Invoices Due Report** – Generate report to determine what invoices will be paid.
_____	AP03	(d)	**Vendor Payment Selections** – Utilized to select transactions to be paid by ACH Payment or Check Print option.
_____	AP01	(e)	**ACH Transaction Entry**– Create and Update ACH Payments, Create ACH Xfer File, and print reports.
_____	AP03	(f)	**Print Vendor Checks** – To print check for the selected vendor transactions.
_____	AP04	(g)	**Manual Check Entry** – Utilized this function to enter checks issued outside the system. (Note: Transaction must be entered and updated in **Transaction Entry** prior to entering the manual check).
_____	AP04	(h)	**Void Check Entry** – Allows for voiding checks and canceling or re-generating invoices for payment in the future.
_____	AP04	(i)	**Checkbook Maintenance** – Tracking Accounts Payable & Accounts Receivable transactions. Utilized to balance checking accounts.

ACH Cycle Checklist

This checklist follows the instructions outlined on the following pages.

Done	Menu		Program/Procedure
_____	AP03	(a)	**Vendor Payment Selection** – Select Vendors paid by ACH and process invoices for payment.
_____	AP01	(b)	**ACH Transaction Entry** – Utilized to create the ACH Payments and Transfer Files. 1b) Create ACH Payments 2b) Display ACH Transactions 3b) Print Transactions 4b) Create ACH Xfer File

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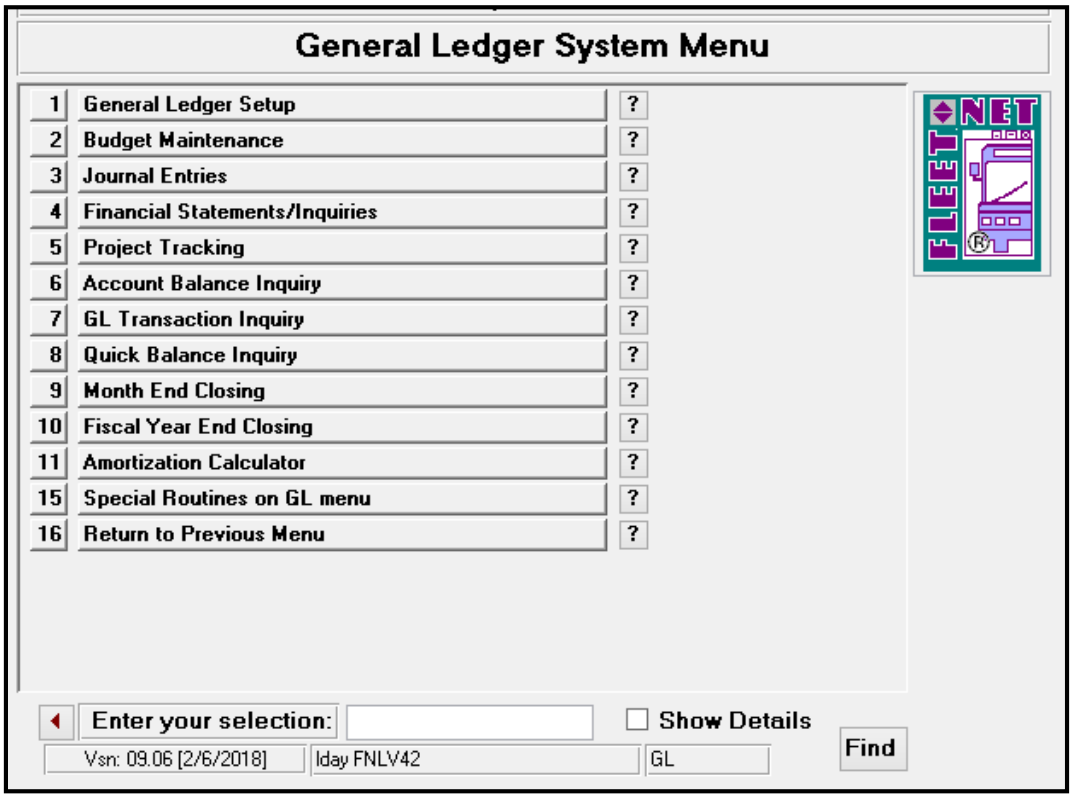
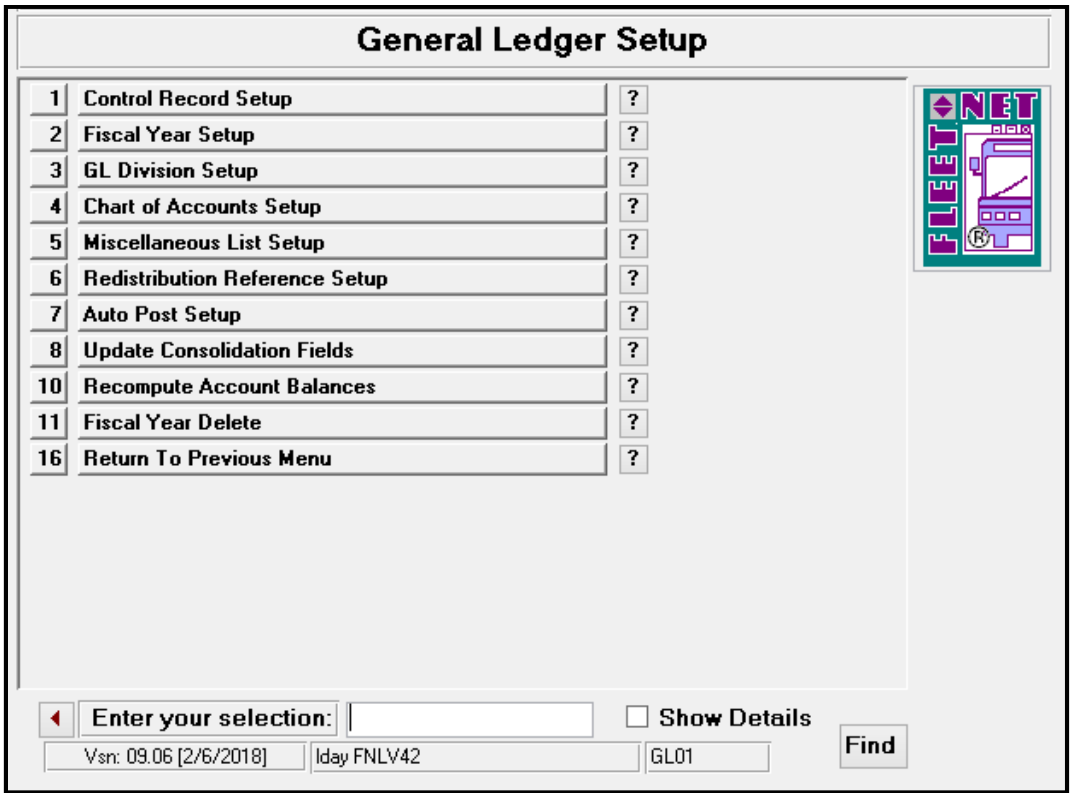
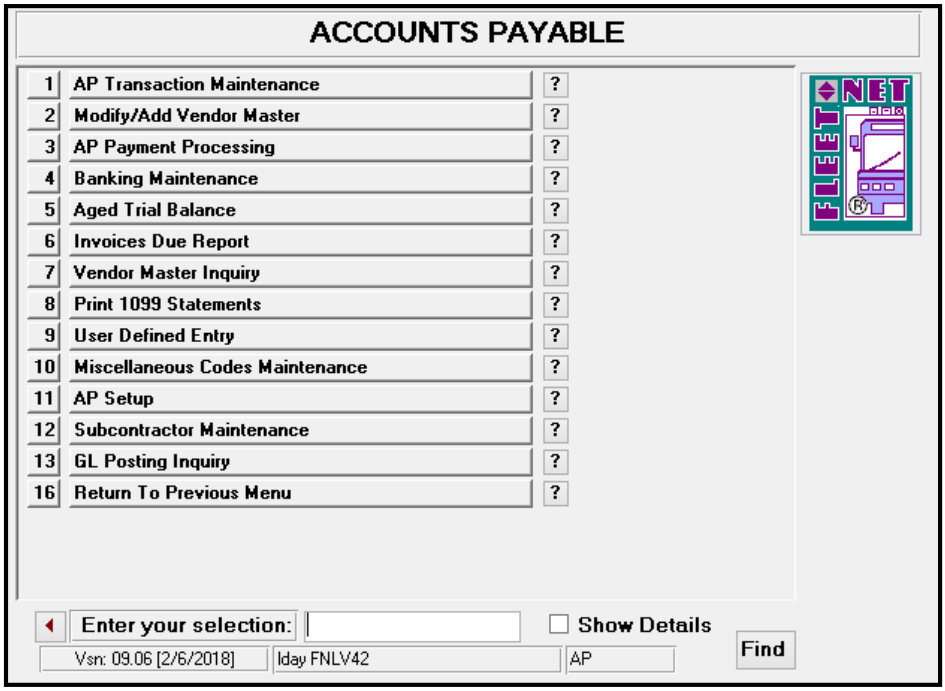
General Ledger Setup

Click ***General Ledger Setup.*** General Ledger set up is required prior to utilizing the Accounts Payable module. Proceed to the General Ledger manual for setup instructions.





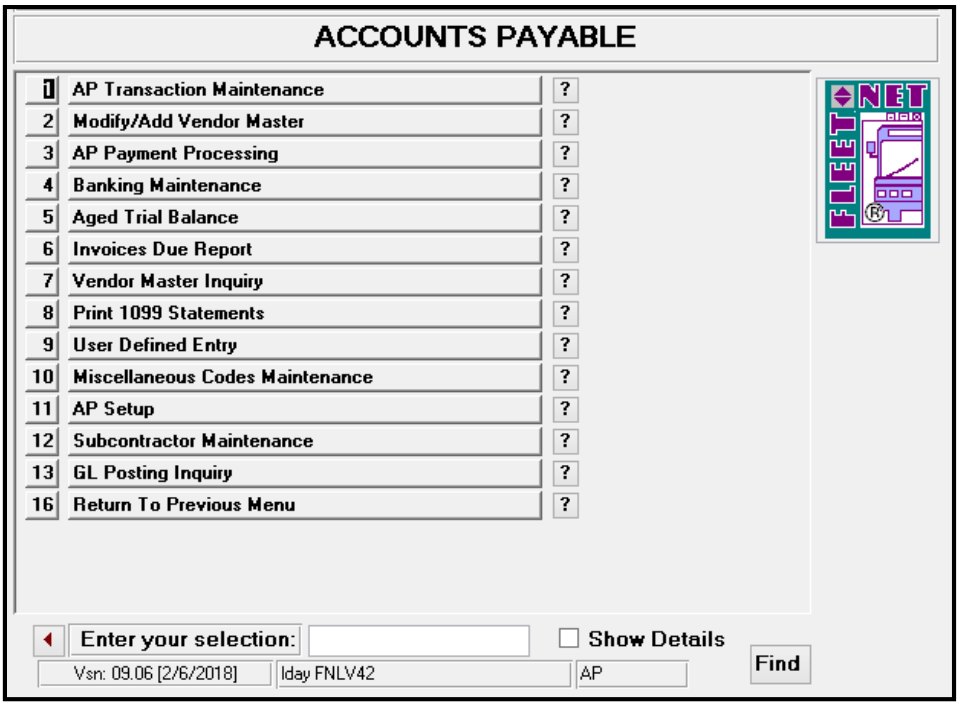
Accounts Payable Setup



Miscellaneous Codes Maintenance

Click ***Miscellaneous Codes Maintenance*** to define all codes used throughout the Accounts Payable module.

Each Fleet-Net application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Fleet-Net (Specific) while others are user defined.



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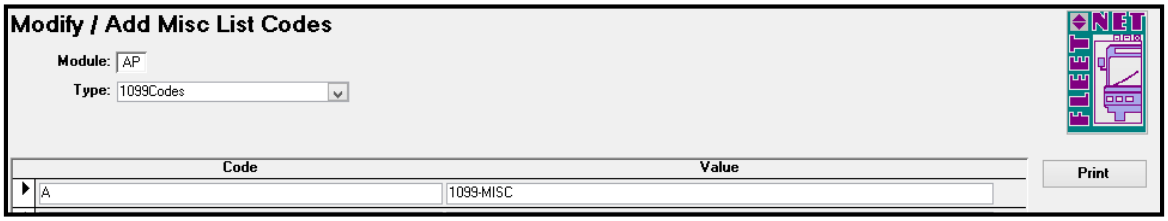
Enter or select Miscellaneous Codes Type to be created and/or codes defined.

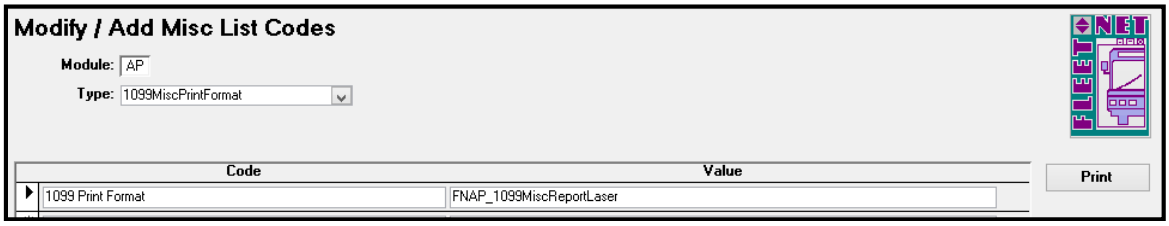
Field Name	Description
Code	Enter a code, either user defined or specific.
Value	Enter a description to define the selected code.

1099Codes **(Specific)** Enter Codes and Values as shown in table below.



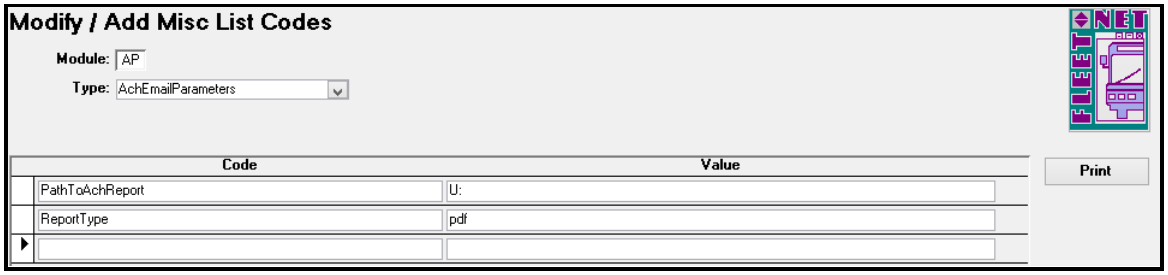
Code	Value
A	1099-MISC

1099 MiscPrintFormat **(Specific)** Enter Codes and Values as shown in table below.



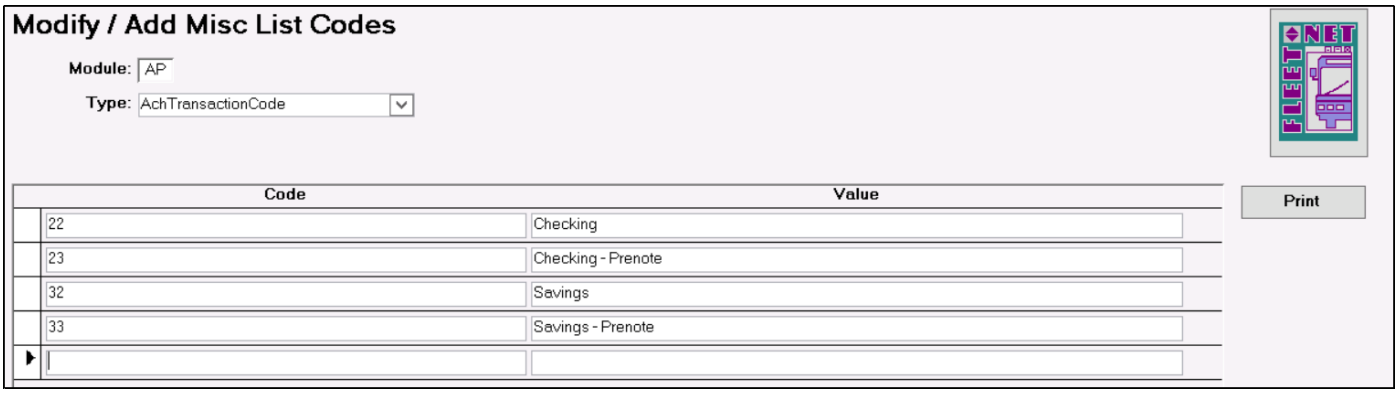
Code	Value
1099 Print Format	FNAP_1099MiscReportLaser

AchEmailParameters **(Specific)** Enter Codes and Values as shown in table below.



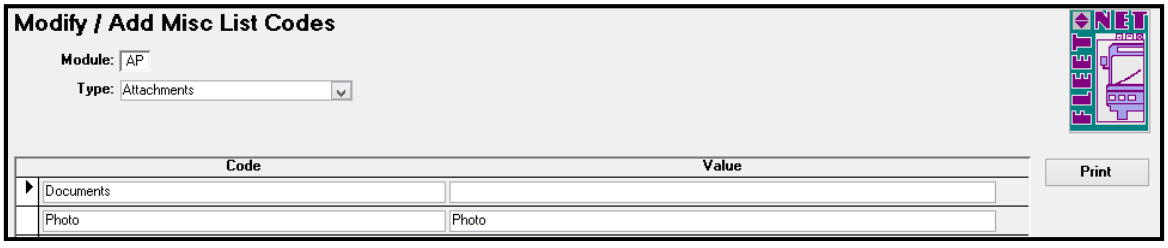
Code	Value
PathToAchReport	(Drive Location) C: Folder/File Name
ReportType	pdf

AchTransactionCode **(Specific)** Enter Codes and Values as shown in table below.

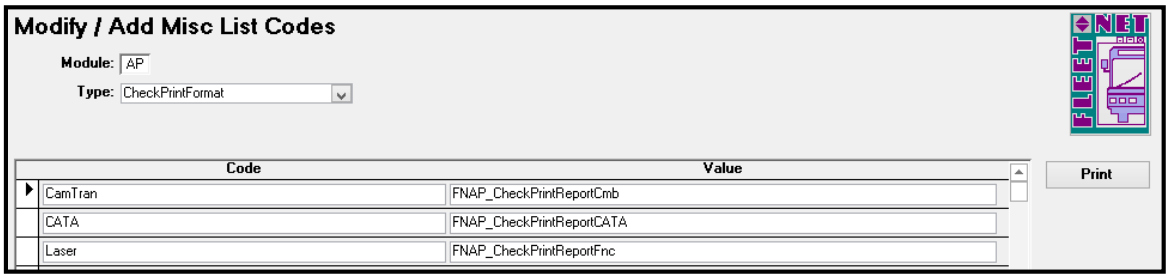


Code	Value
22	Checking Account
23	Checking Account – Prenote
32	Savings Account
33	Savings Account - Prenote

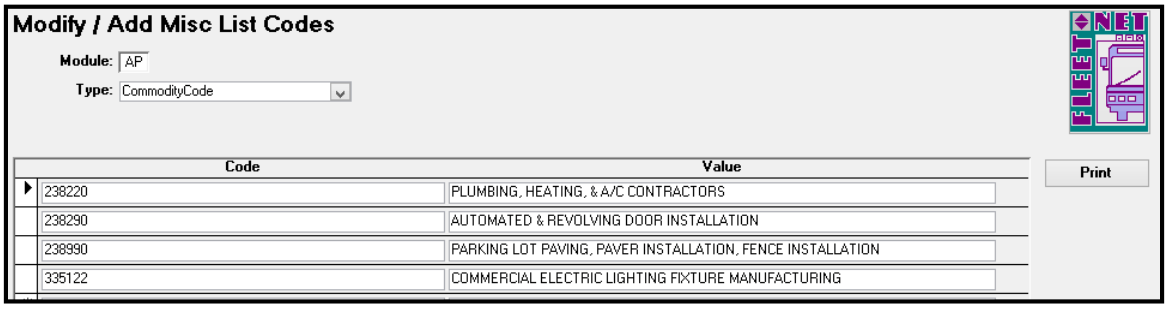
Attachments **(User Defined)**



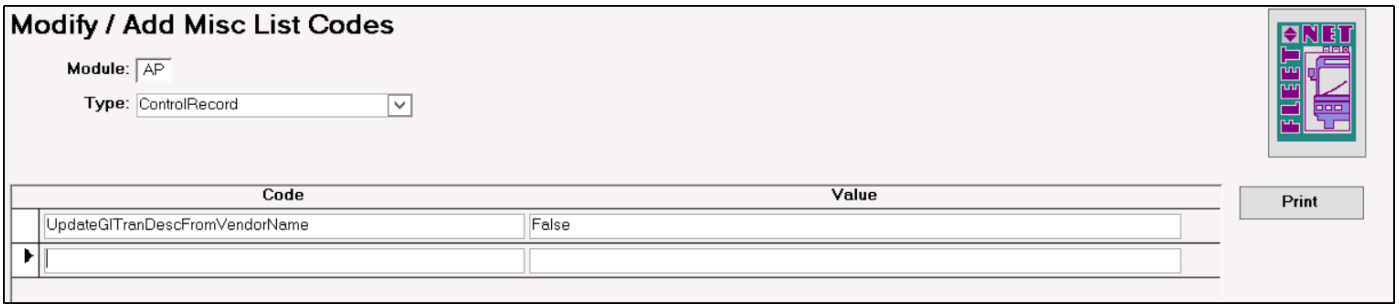
CheckPrintFormat **(Specific)** Personalized by location.



CommodityCode **(User Defined)** Possible option utilized the standard NAICS codes.

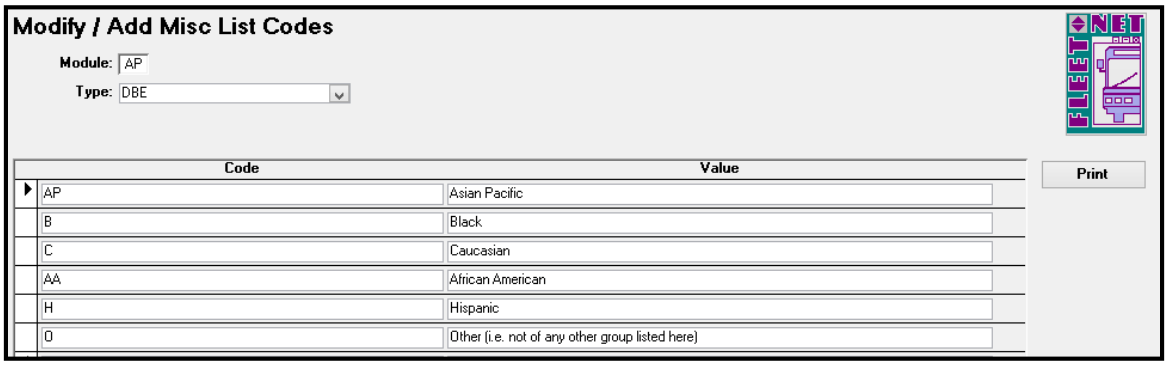


ControlRecord **(Specific)** Enter codes as shown below

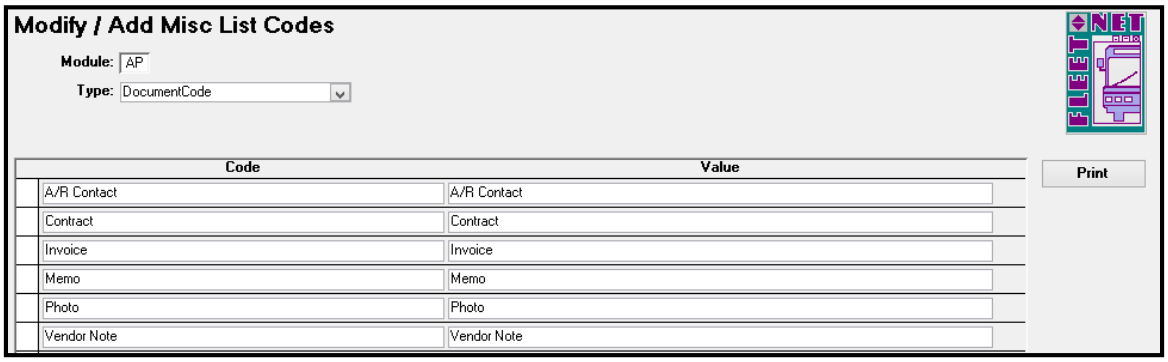


Code	Value
UpdateGlTranDescFromVendorName	True = Vendor Name will be listed on GL entries associated with the invoice. False = Vendor # and Description from the invoice will be listed on the GL entries associated with the invoice.

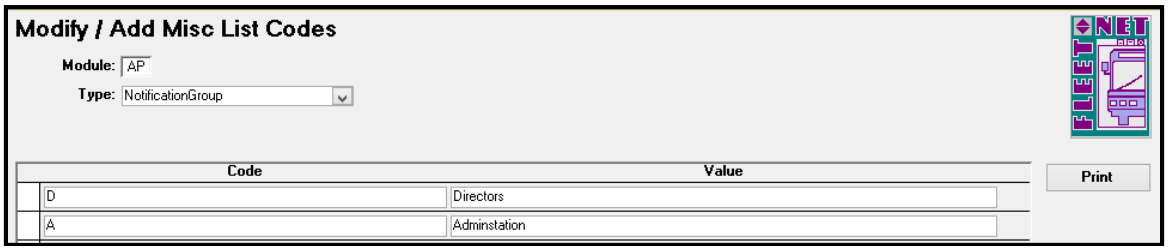
DBE **(User Defined)** Disadvantaged Business Enterprise



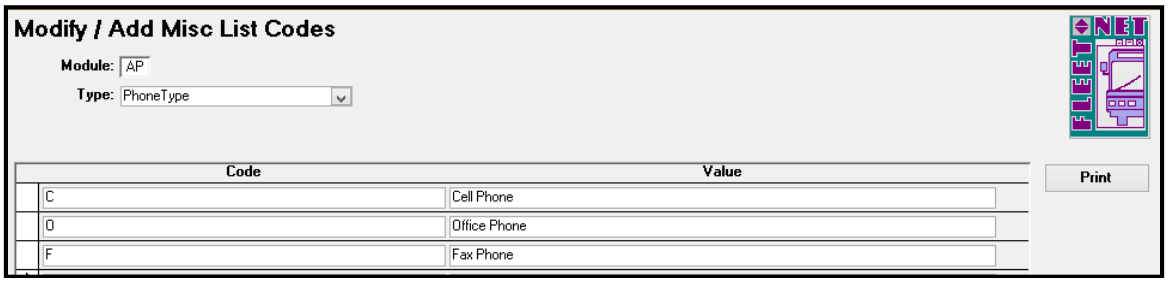
DocumentCode **(User Defined)**



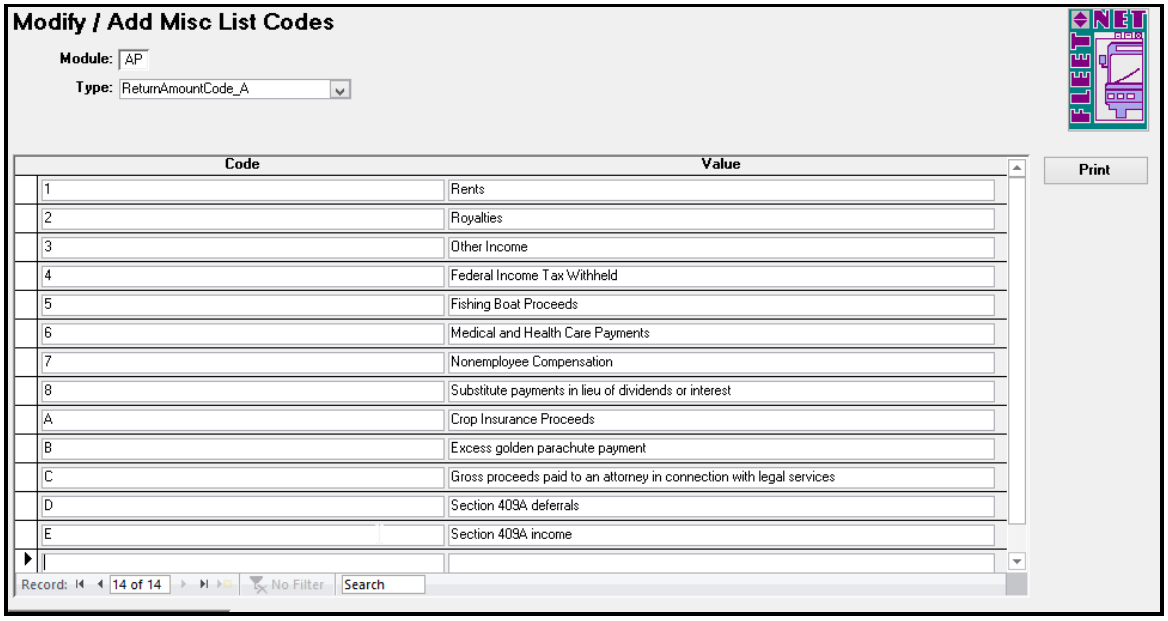
NotificationGroup **(User Defined)**



PhoneType **(User Defined)**



ReturnAmountCode_A **(Specific)** Enter Codes and Values as shown in table below.



Code	Value
1	Rents
2	Royalties
3	Other Income
4	Federal Income Tax Withheld
5	Fishing Boat Proceeds
6	Medical and Health Care Payments
7	Nonemployee Compensation
8	Substitute payments in lieu of dividends or interest
A	Crop Insurance Proceeds
B	Excess Golden Parachute Payment
C	Gross proceeds paid to an Attorney in connection with Legal Services
D	Section 409A Deferrals
E	Section 409A Income

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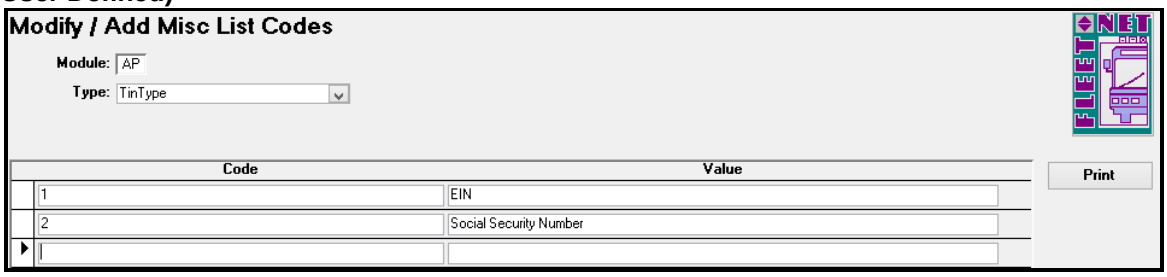
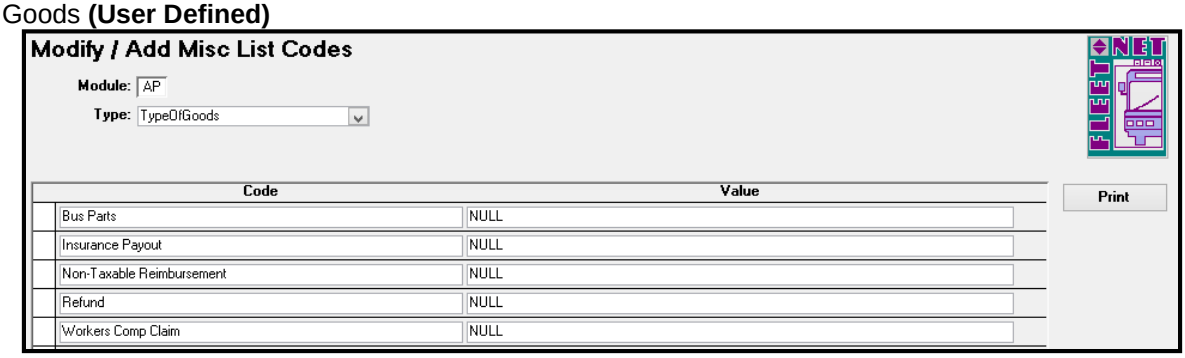
TinType **(User Defined)**

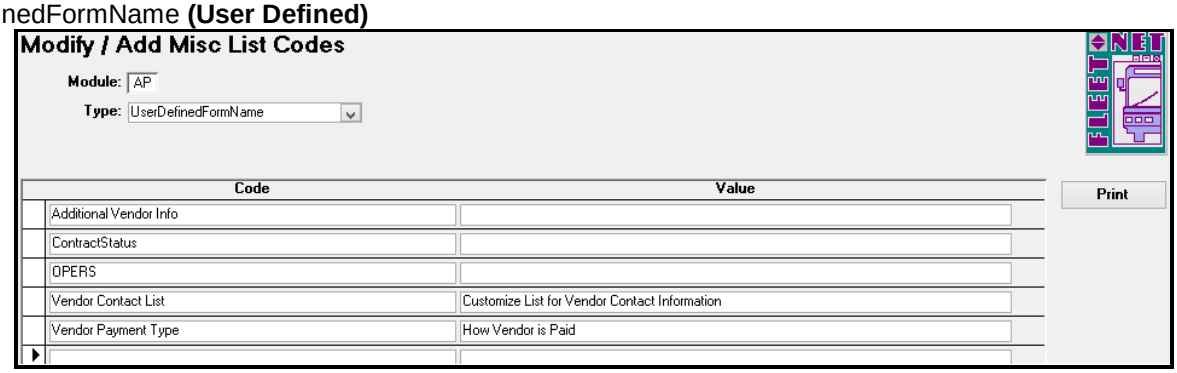


Code	Value
1	EIN
2	Social Security Number

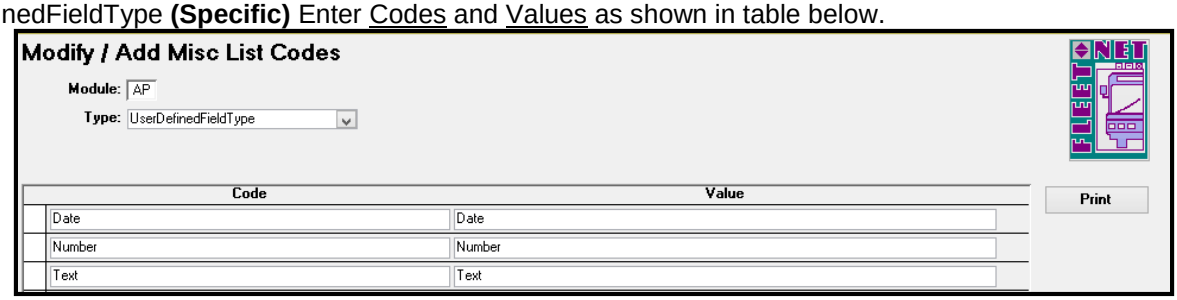
Type of Goods **(User Defined)**



UserDefinedFormName **(User Defined)**



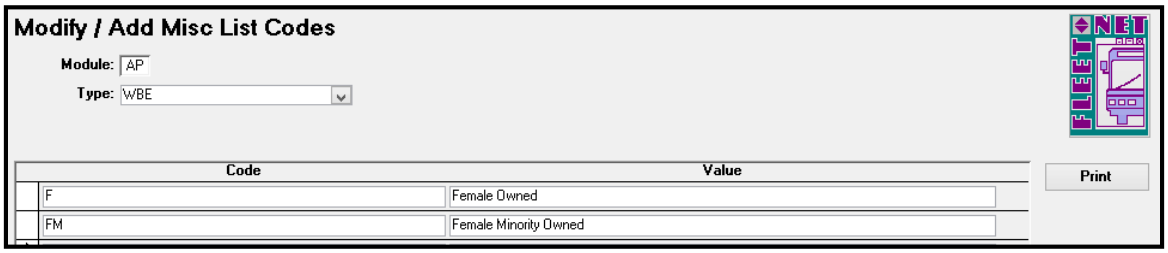
UserDefinedFieldType **(Specific)** Enter Codes and Values as shown in table below.



Code	Value
Date	Date
Number	Number
Text	Text

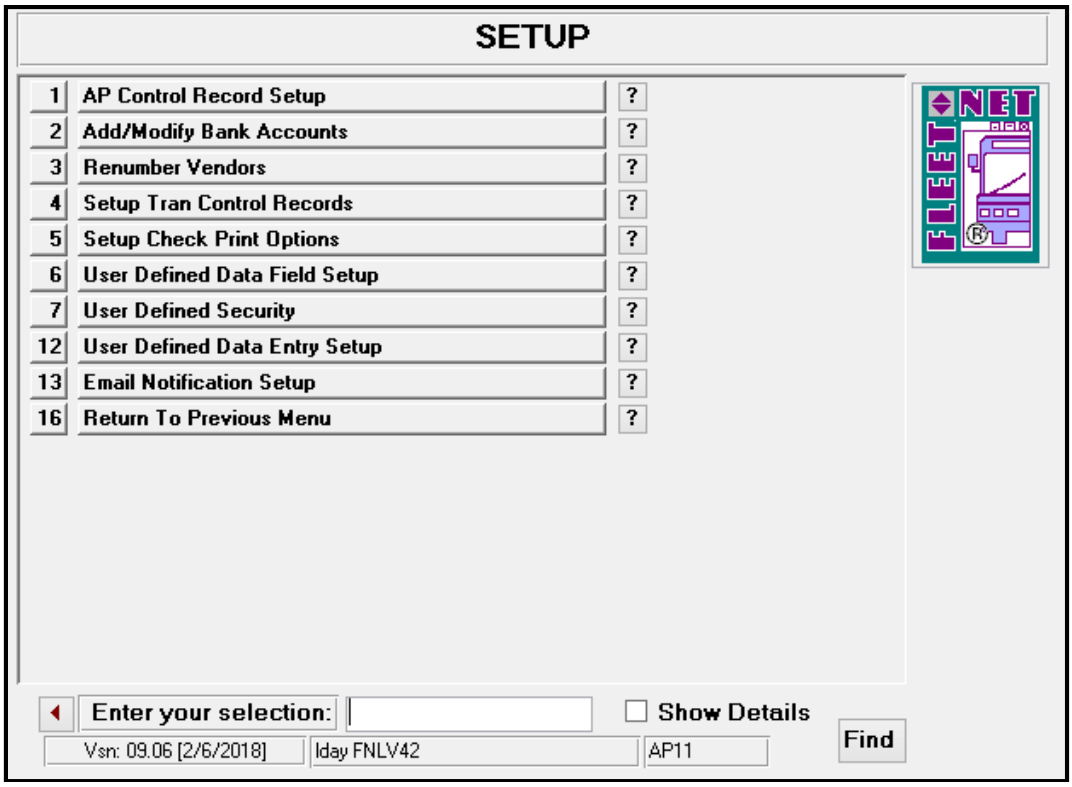
WarrantAccount **(User Defined)**

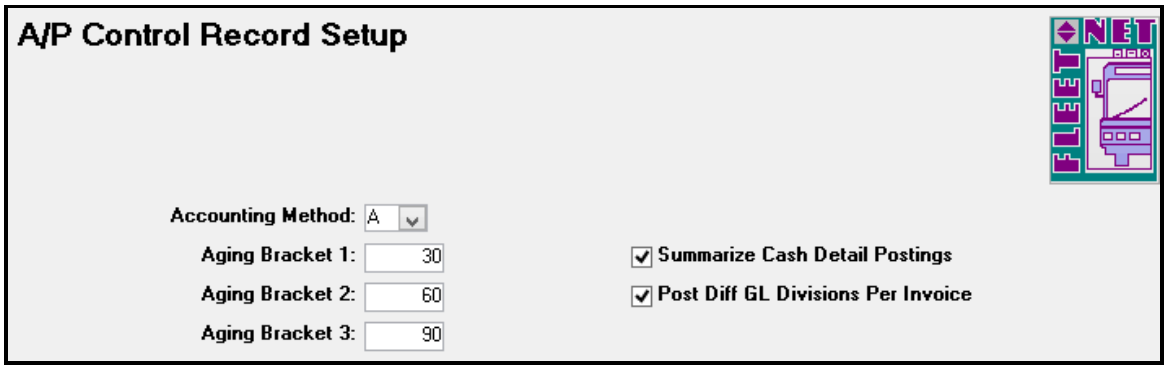
WBE **(User Defined)** Women Business Enterprise



Control Record Setup

Click ***AP Set up, then AP Control Record Setup*** to define the accounting method, aging brackets, type of cash detail postings and GL division options for invoicing. The following form displays.

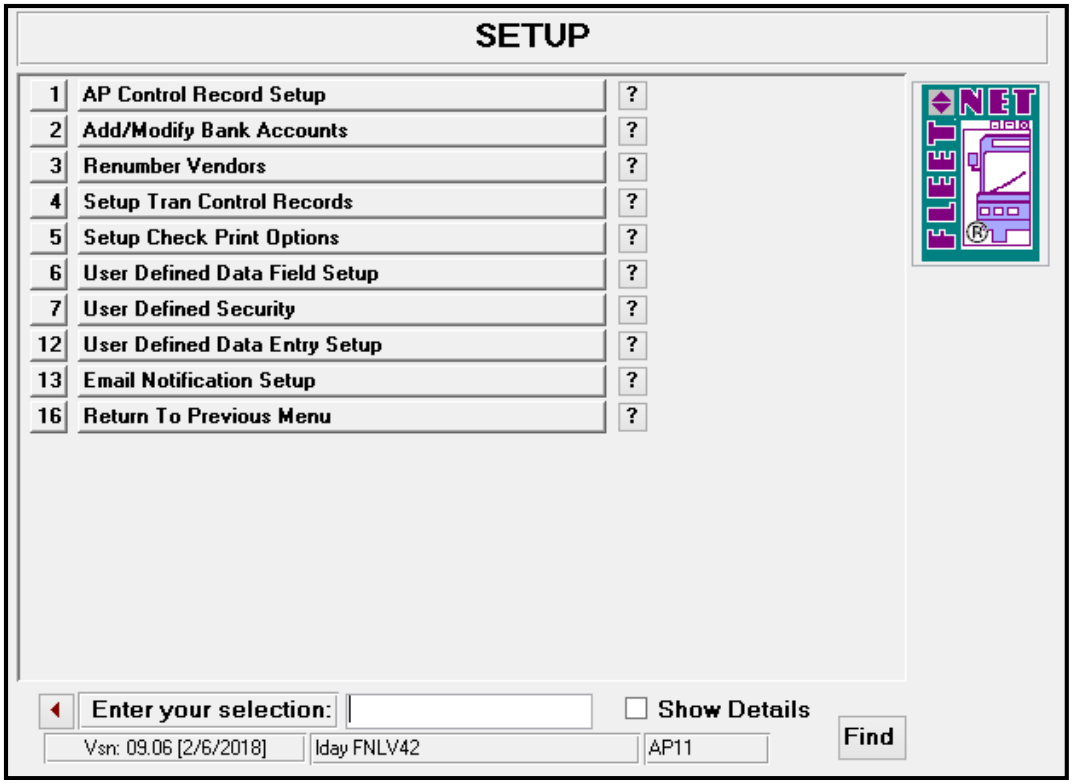


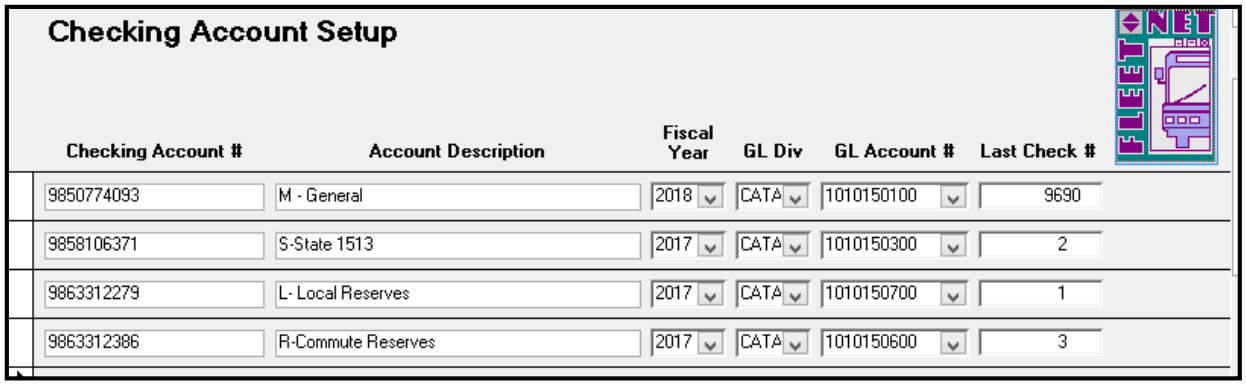


Field	Max Field Size	Field Type	Description
Accounting Method	1	Alpha	Select the appropriate accounting method A=Accrual or C=Cash from the drop-down list.
Aging Brackets	2	Numeric	Enter the day ranges specific to your transit (Example: 30 days, 60 days, and 90 days.)
Summarize Cash Detail Postings		Yes/No	Check this box to summarize Cash Transactions for GL detail. Leave unchecked to list individual Cash Transactions for GL detail.
Post Diff GL Divisions per Invoice		Yes/No	Check this box to enable posting A/P transactions to multiple divisions during invoice entry.

Add/Modify Bank Accounts

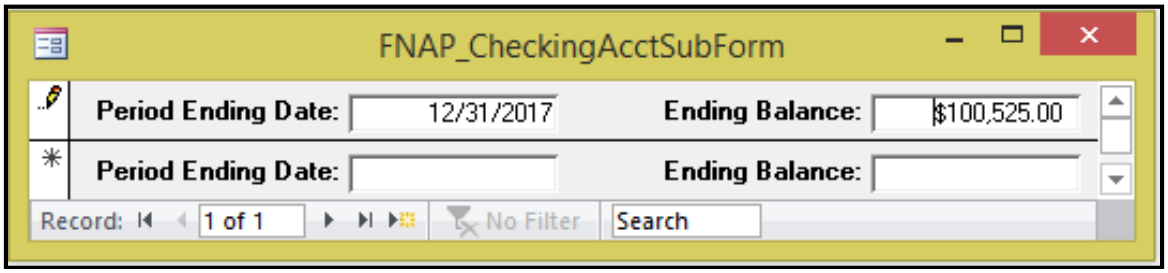
Click ***Add/Modify Bank Accounts*** to set up all Checking Accounts and link the associated General Ledger Account #'s, and enter Last Check #.





Field	Max Field Size	Field Type	Description
Checking Account #	20	Alpha Numeric	Enter the bank account number.
Account Description	50	Alpha Numeric	Enter a description for the bank account.
Fiscal Year	4	Numeric	Select the fiscal year from the drop-down list, this filters the division and account #'s available in the next fields.
GL Division	4	Alpha Numeric	Select the General Ledger division from the drop-down list.
GL Account #	10	Alpha Numeric	Select the General Ledger account number associated with the applicable bank account.
Last Check Number	8	Alpha Numeric	Enter the last check number used for the bank account. When checks are issued the system will populate the next check number in numerical order.

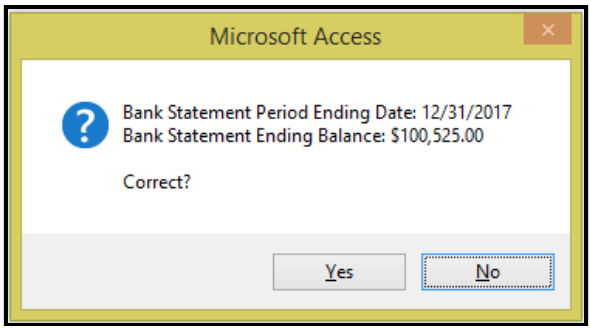
Double Click ***Checking Account #*** field. To enter opening balance or review all ending balances for months that have been reconciled. The following form displays.



When entering opening balances use table for directions.

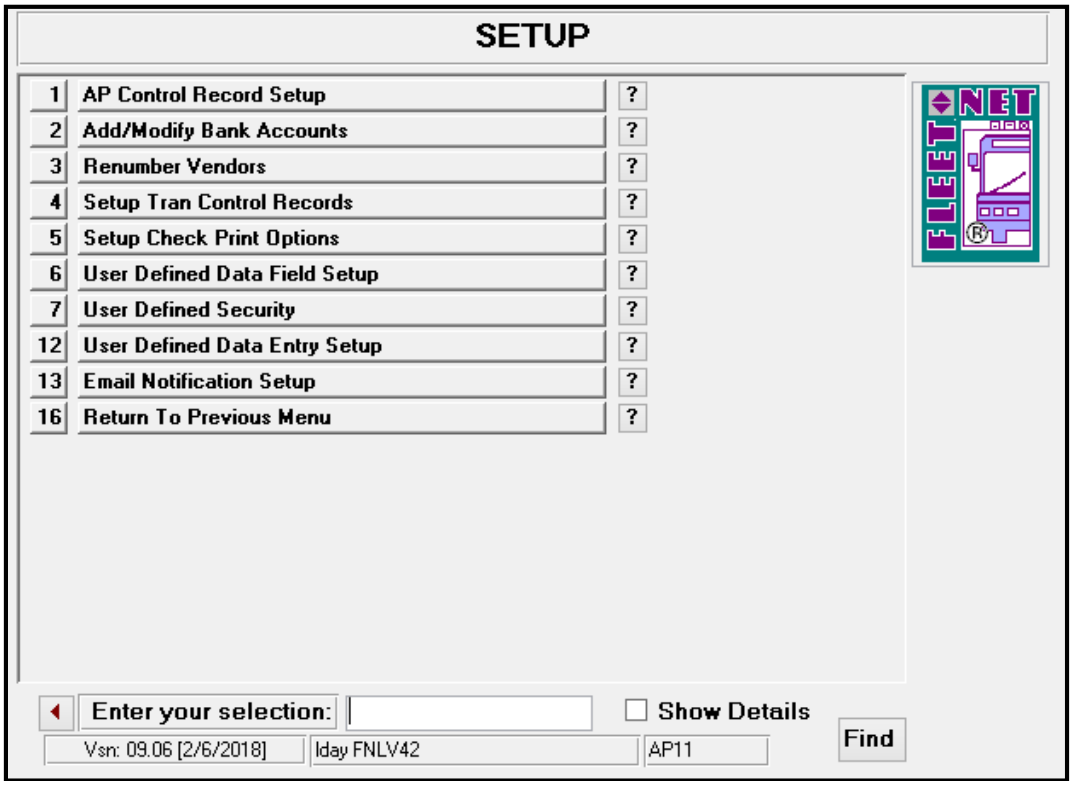
Field	Max Field Size	Field Type	Description
Period Ending Date		Date	Enter bank statement ending date.
Ending Balance		Currency	Enter the ending balance from bank statement that coincides with the ending date.

Once entries have been made the following confirmation message displays.

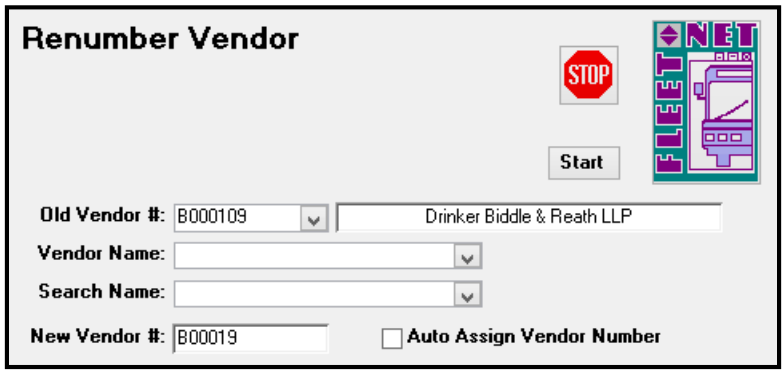


Click ***Yes*** to continue or ***No*** to cancel.

Renumber Vendors



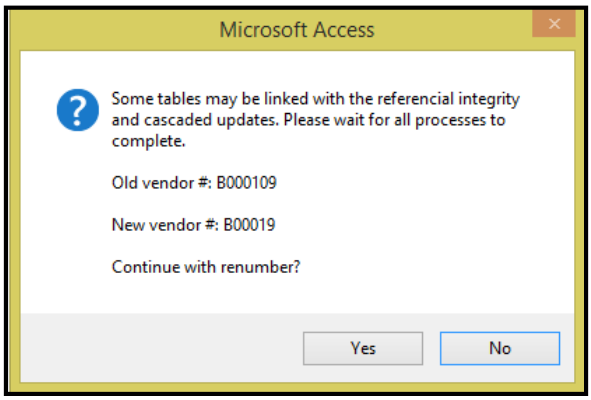
Click ***Renumber Vendors***. To renumber a vendor. When using this option the vendor is renumbered an all historical data is transferred to the new vendor number. The following form displays.



Field	Max Field Size	Field Type	Description
Old Vendor #	8	Alpha Numeric	Select the current vendor number from the drop-down list or enter the vendor number. If the vendor number is not known, this field can also be populated by searching by vendor name or search name.
Vendor Name	40	Alpha Numeric	Use this field to search for the Vendor being renumbered. Select the current vendor name from the drop-down list or enter the vendor name, this will populate the Old Vendor # field.
Search Name	40	Alpha Numeric	Use this field to search for the Vendor being renumbered. Select the current vendor search name from the drop-down list or enter the vendor search name, this will populate the Old Vendor # field.
New Vendor #	8	Alpha Numeric	Enter the new number for the selected vendor.
Auto Assign Vendor #			Check this box to automatically assign the new number for this vendor.

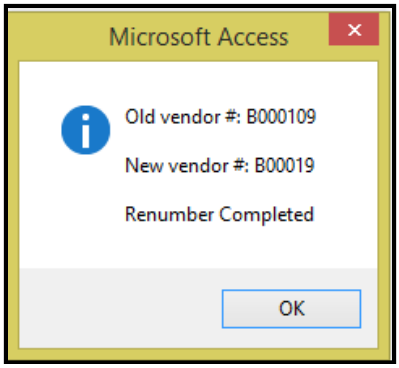
Start

Click ***Start*** to run the renumbering process. Once completed the following confirmation message displays.



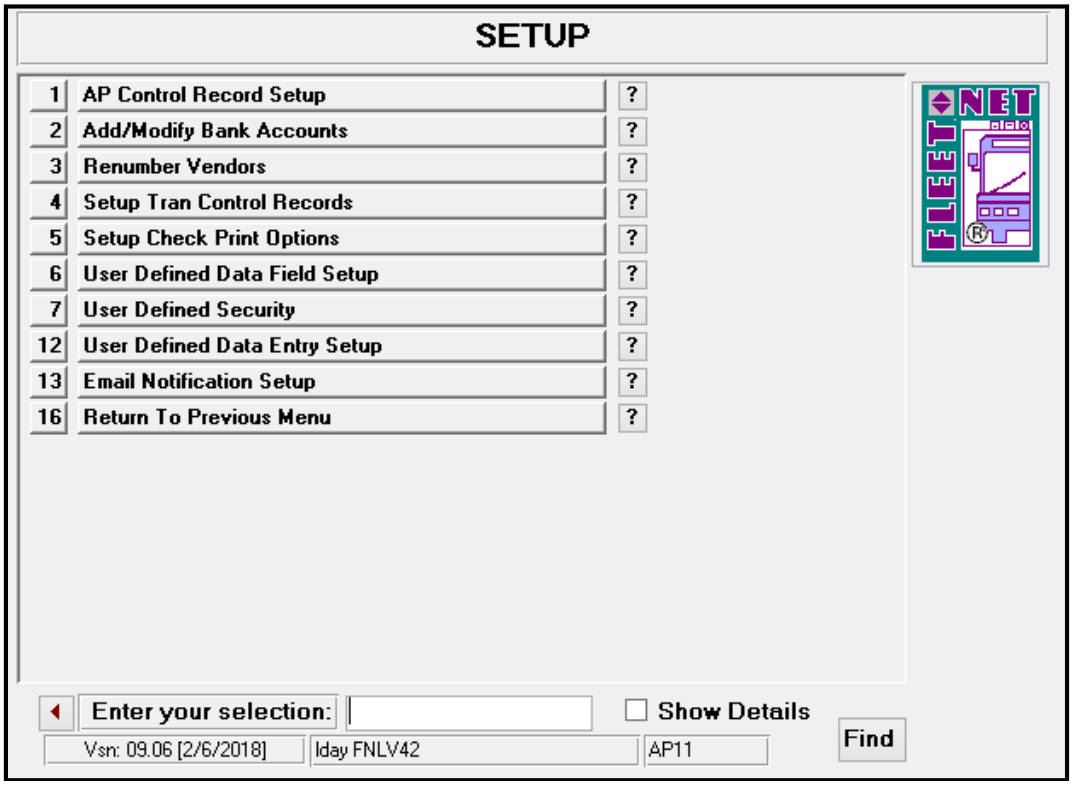
Click ***Yes*** to continue or ***No*** to cancel.

Once renumber is completed the following confirmation displays.

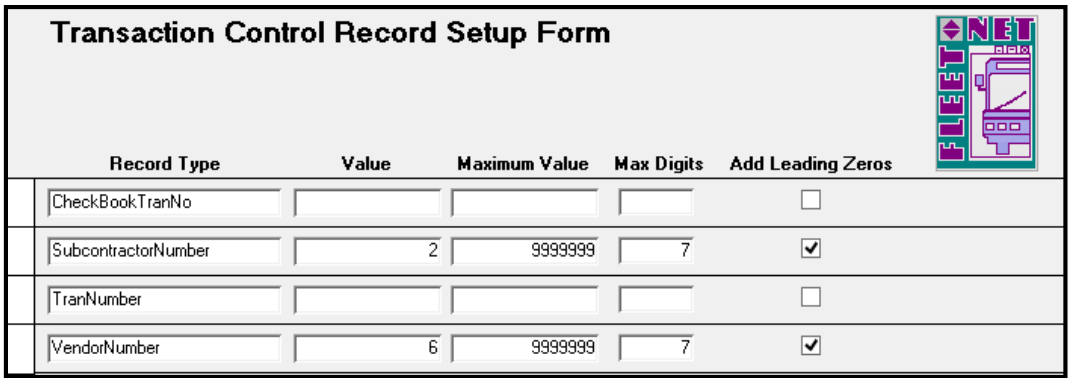


Click ***OK.***

Setup Tran Control Records



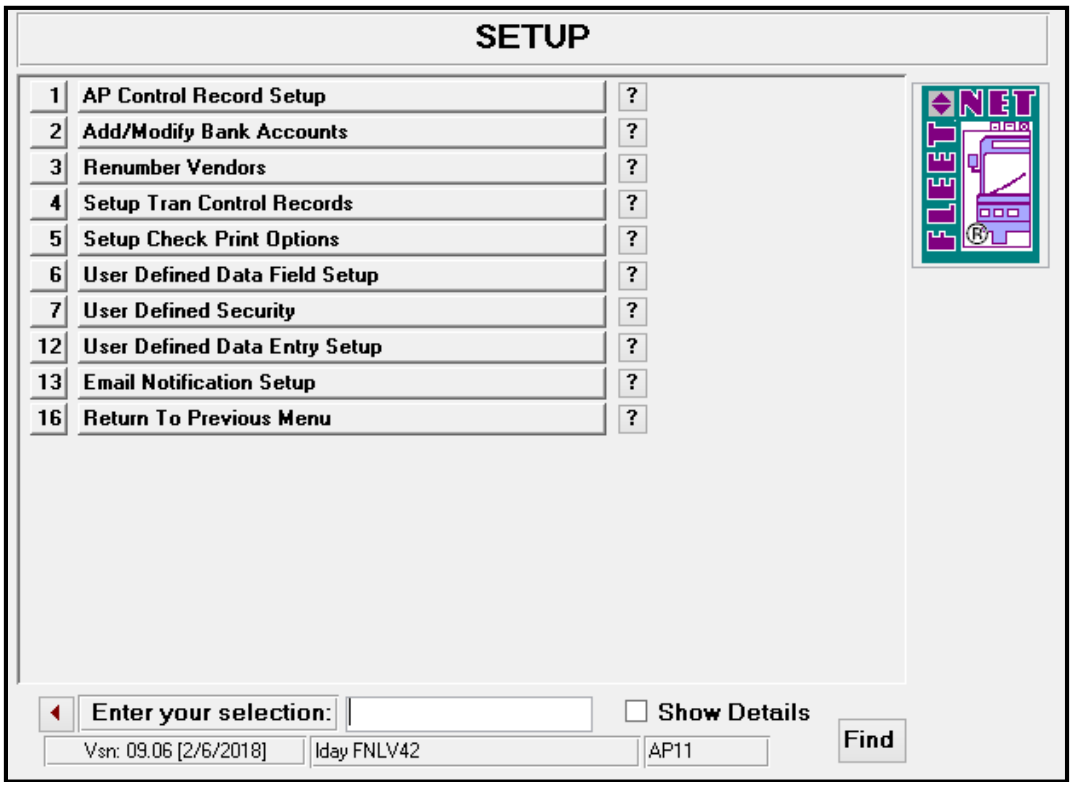
Click ***Setup Tran Control Records*** to defined values, maximum digits, and leading zero numbering. The following form displays.

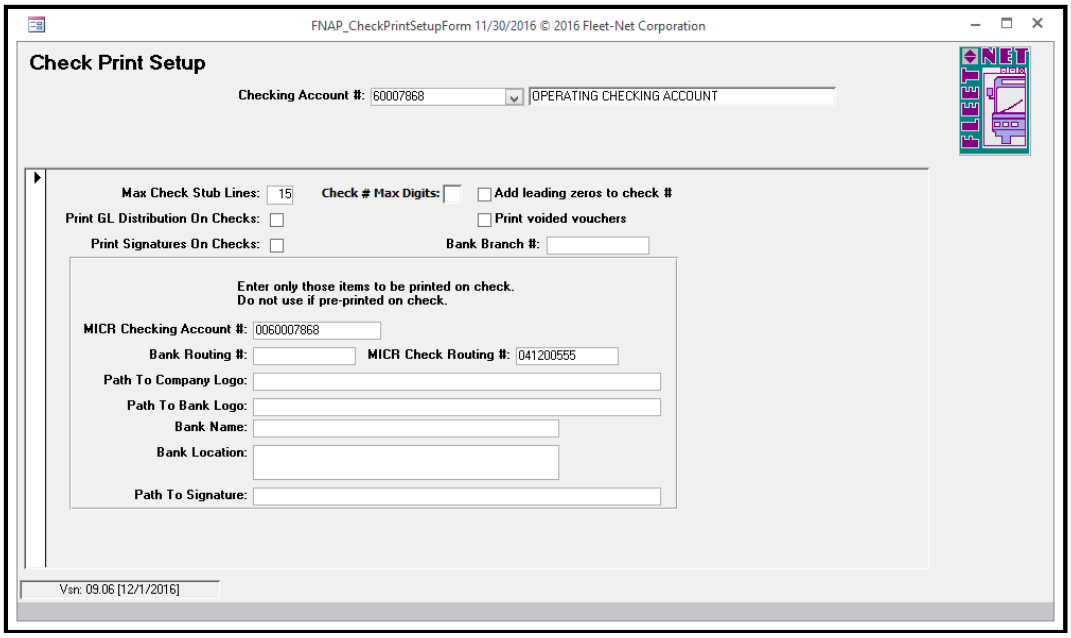


Field	Max Field Size	Field Type	Description
Record Type (Not User Defined)			The fields shown above must be entered **exactly** as shown above.
Value	12	Numeric	Leave CheckbookTranNo and TranNumber blank. For VendorNumber, enter the last vendor number used. If auto-number is used when creating new vendors, the system will automatically assign the next number in sequential order. For Sub Contractor, enter the last subcontractor number used, the system will automatically assign the next number in sequential order.
Maximum Value	12	Numeric	Leave CheckbookTranNo and TranNumber blank. For VendorNumber and SubContractorNumber, enter the highest number to be use based on Max Digits (see next).
Max Digits	8	Numeric	Leave CheckbookTranNo and TranNumber blank. For VendorNumber and SubContractorNumber enter the maximum number of digits that you will use for numbering vendors.
Add Leading Zeros		Yes/No	Leave CheckbookTranNo and TranNumber blank. For VendorNumber and SubContractorNumber, check the box if you want the system to assign leading zeros. Adding leading zeros will allow for a standard numerical search.

Setup Check Print Options

Click ***Setup Check Print Options*** to define all Accounts Payable check print options. The following form displays.

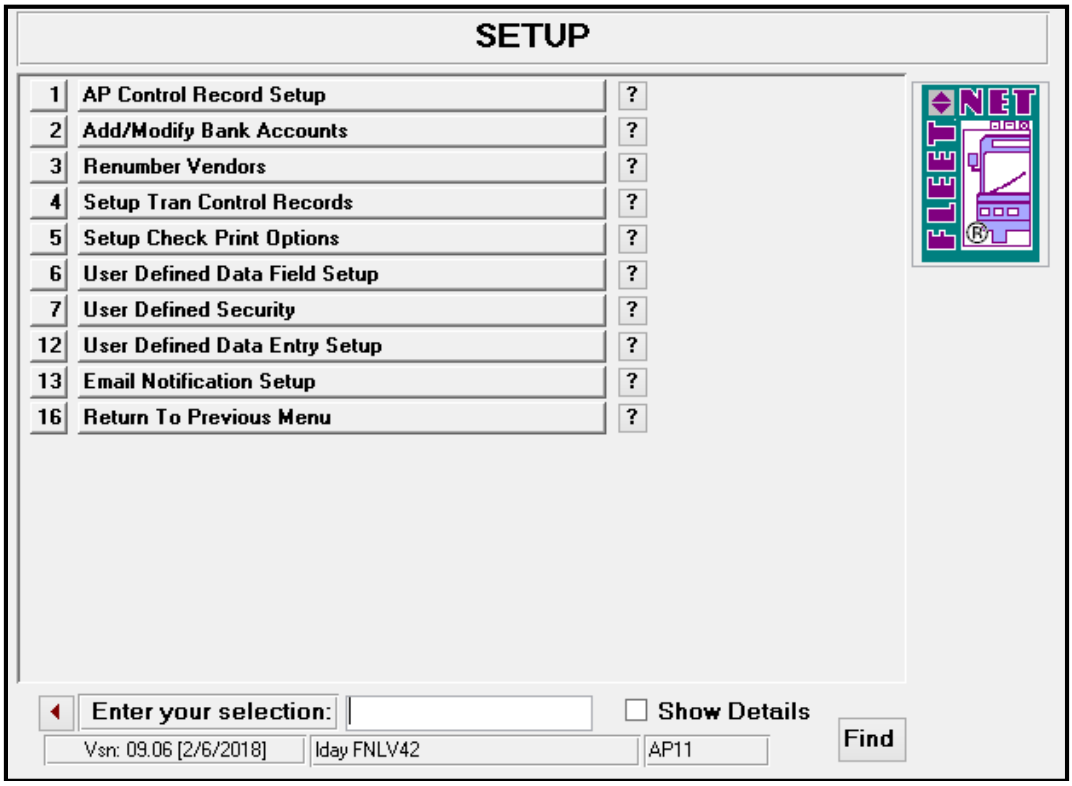




Field	Max Field Size	Field Type	Description
Max Check Stub Lines		Numeric	Enter the maximum number of lines to print on the A/P check stub. Usually 15 is appropriate.
Print GL Distribution on Check		Yes/No	Check box to list the GL expense accounts #'s on checks stubs.
Print Signatures on Checks		Yes/No	Check this box to print electronic signatures on A/P checks. If box is checked the Path to Signature will need to be set up.
Check # Max Digits		Numeric	If leading zeros are being used, enter the maximum number of digits for the check number.
Add leading zeros to check #		Yes/No	The program originally defaulted to add leading zeros to check numbers. In order to continue using leading zeros, this box must be checked.
Print voided vouchers		Yes/No	When box is checked, and when there is more data than will fit on one check stub, the program will void the next check(s) and print the overflow data on the voided check(s). ***Check print formats can be created that will allow for overflow data to be printed on blank paper after all checks are printed which eliminates the voided checks.***
Bank Branch #		Alpha/Numeric	This is an optional field; it was added for specific banks' positive pay files.
MICR Checking Account #	20	Alpha/Numeric	If blank check stock is used, enter the bank account number. The e13bscr.ttf font must be copied into C:\Windows\Fonts.
Bank Routing #	15	Alpha/Numeric	If blank check stock is used, enter the bank routing number (9 digits). The e13bscr.ttf font must be copied into C:\Windows\Fonts.
MICR Check Routing #	15	Alpha/Numeric	If blank check stock is used, enter the bank routing number (9 digits) The e13bscr.ttf font must be copied into C:\Windows\Fonts.

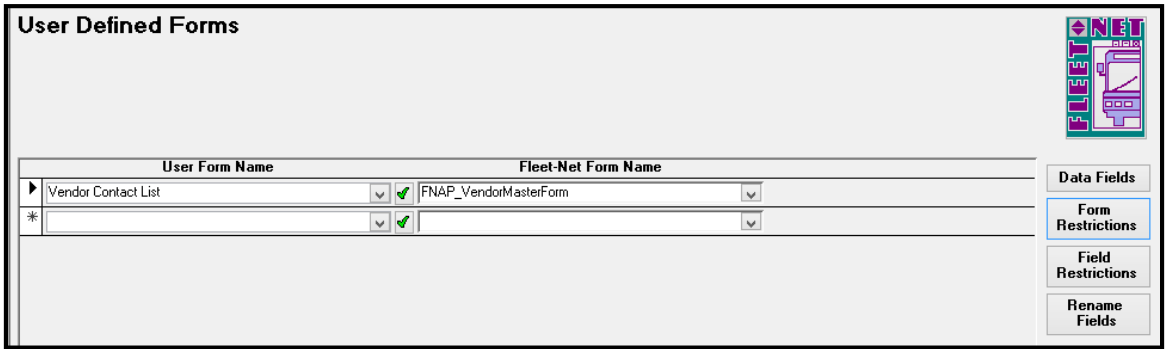
Field	Max Field Size	Field Type	Description
Path to Company Logo	100	Alpha/Numeric	If blank check stock is used, enter the path to the location on the network for the Transit's logo.
Path to Bank Logo	100	Alpha/Numeric	If blank check stock is used, enter the path to the location on the network for the Bank's logo.
Bank Name	50	Alpha/Numeric	If blank check stock is used, enter the name of the bank.
Bank Location	50	Alpha/Numeric	If blank check stock is used, enter the address of the bank.
Path to Signature	100	Alpha/Numeric	Enter the path to the location on the network of the file containing the signature(s) if electronic signatures are used.

User Defined Data Field Setup



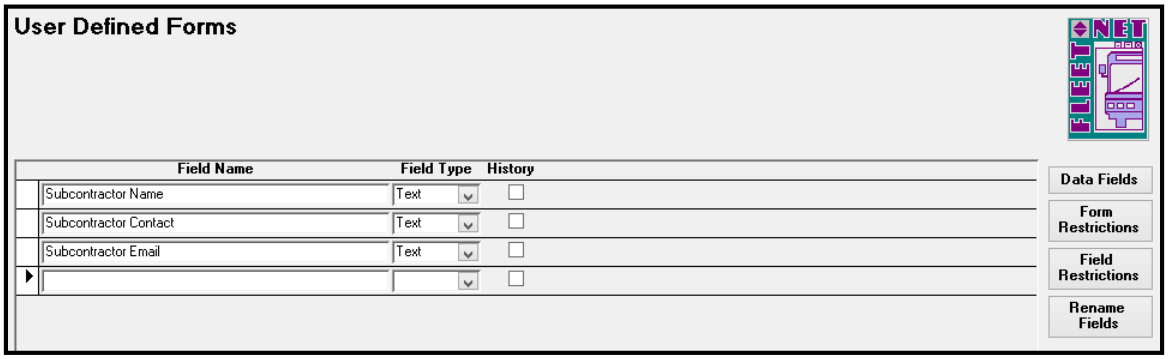
Click ***Setup User Defined Data Field Setup*** to set up user defined AP data fields for custom tracking and reporting. These forms can be used for additional information about Vendors not on the Vendor Master form.

Click ***Form Restrictions*** to view or add new forms. Click ***Green Checkmark*** to define new forms. The following form displays.



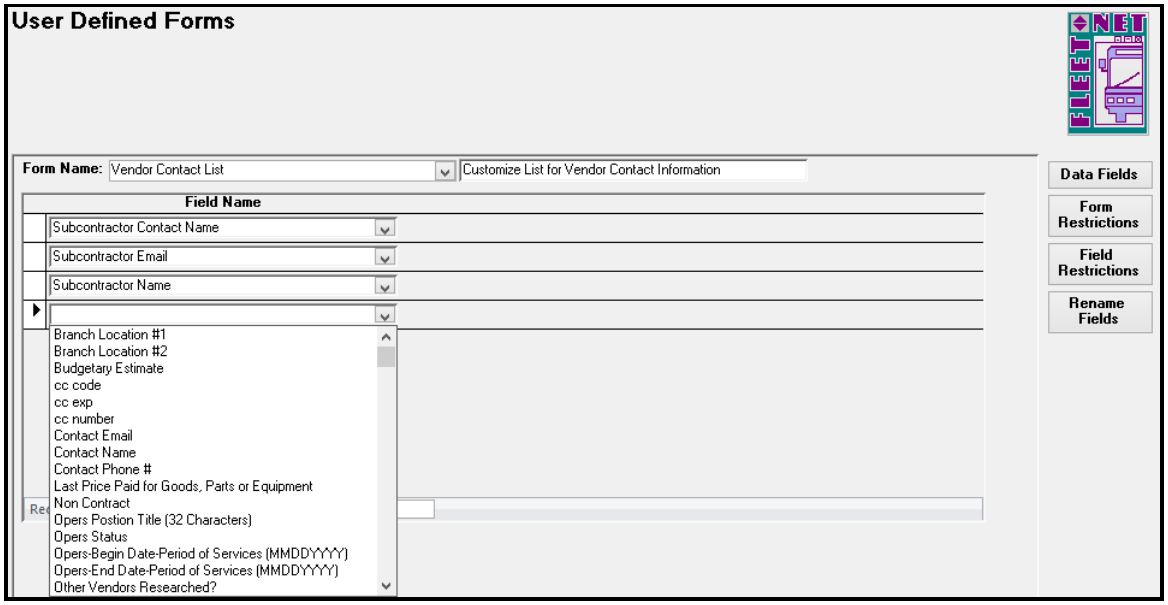
Field	Max Field Size	Field Type	Description
User Form Name	50	Alpha/Numeric	Select existing form from drop-down options or Click ***Green Checkmark*** to add a new form.
Fleet-Net Form Name	50	Alpha/Numeric	Available Selections are FNAP_VendorMasterForm or FNAP_UserDefinedDataEntryForm. Assigning new User Forms to the Fleet-Net forms allows for data entry to the User Forms from the Vendor Master or from the menu (see below).

Click ***Data Fields*** to setup the field name and the field type. The following form displays.

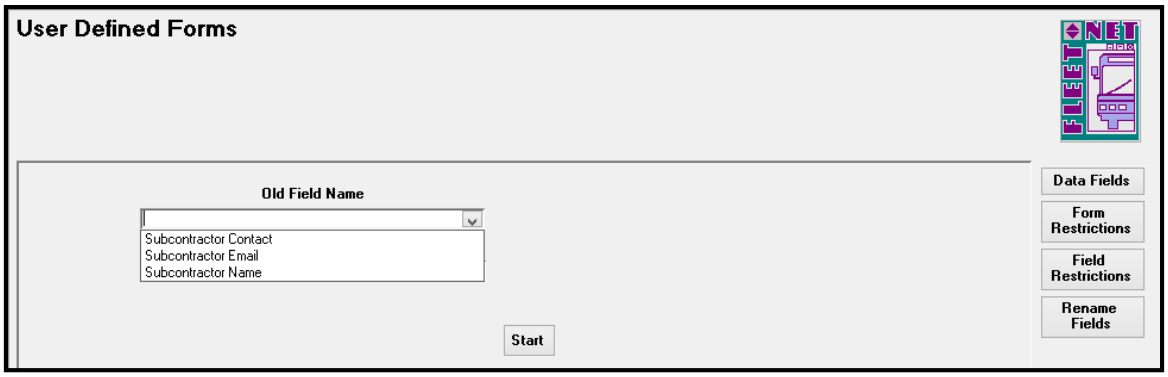


Field	Max Field Size	Field Type	Description
Field Name	50	Alpha/Numeric	Enter the category of the data being tracked for the vendor.
Field Type	8	Alpha/Numeric	Date, Number, and Text. Set up in Misc Code Setup (UserDefinedFieldType).
History		Yes/No	Check the box to retain historical records of all changes made to this field.

Click ***Field Restrictions*** to select Field Names to be included in the selected form. The following form displays.

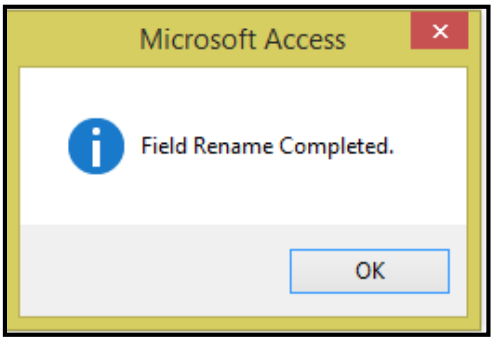


Click **Rename Fields**, Select the field being renamed in the Old Field Name box. Type new name in the New Field Name box.



Start

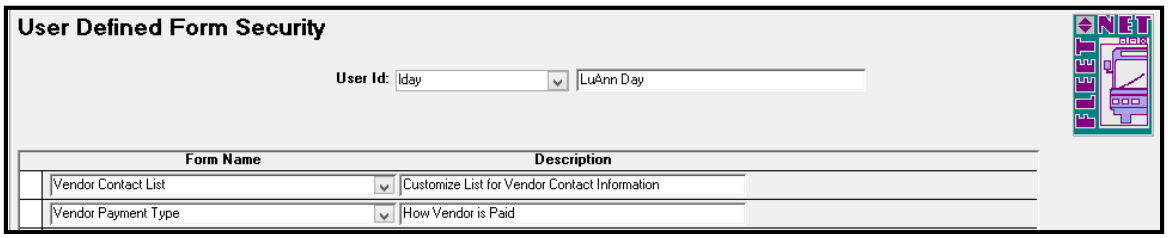
Click ***Start*** to rename the selected field. The following confirmation message displays.



Click ***OK.***

User Defined Security

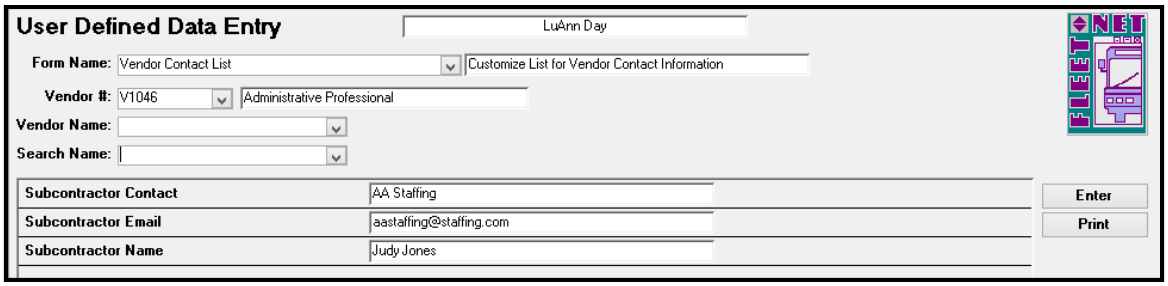
Select this form to set up user rights to access the User created forms. The forms entered will be available from the Vendor Master or the User Defined Data Entry Form.



Field	Max Field Size	Field Type	Description
User ID	20	Alpha/Numeric	Select the User ID from the drop-down list.
Form Name	50	Alpha/Numeric	Select the form name(s) being assigned to the selected employee from the drop-down list. In order for a user to access forms, they must be assigned on this form.

User Defined Data Entry Setup

Click ***User Defined Date Entry Setup*** to enter data for the selected vendor.

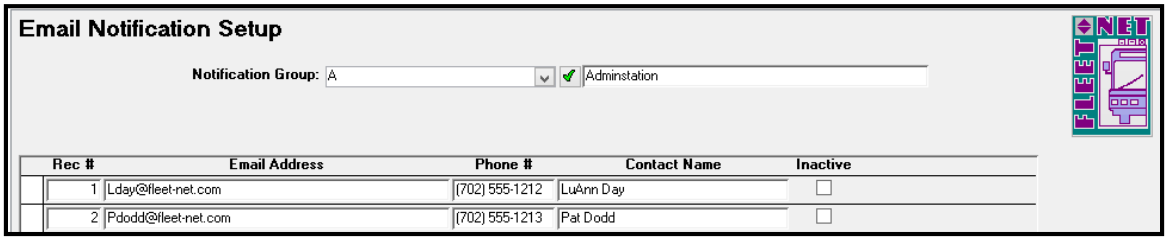


Field	Max Field Size	Field Type	Description
Form Name	50	Alpha/Numeric	Select the form name from the drop-down list. Only those forms assigned to the user in the previous step will display.
Vendor Number	8	Alpha/Numeric	Enter or select the vendor number from the drop-down list.

Email Notification Setup

Click ***Email Notification Setup*** to enter employee's email addresses to the group that will receive emails when ACH payments are processed.

Select Notification Group from the drop-down options or Click ***Green Checkmark*** to add a new group. One email per vendor paid via ACH will be sent to all Active employees in the notification group. Email will have an attached statement detailing invoices paid.



Field	Max Field Size	Field Type	Description
Rec #			Enter a sequential number for each record.
E-Mail	50	Alpha/Numeric	Enter the team member's email address.
Phone	14	Alpha/Numeric	Enter the team member's phone number.
Contact Name	40	Alpha	Enter the team member's Full Name.
Inactive		Yes/No	Check this box to stop sending emails to this member.

Update Vendor Sales Tax Rate

Click ***Update Vendor Sales Tax Rate*** to update the Sales Tax Rate on the Vendor Master by State.

Select the applicable State from the drop-down list:

Enter the new rate (The new rate will be assigned to all Vendors whose mailing address State matches the State entered on this form). Edits to individual Vendors can be done after the update is processed.

Click Update.

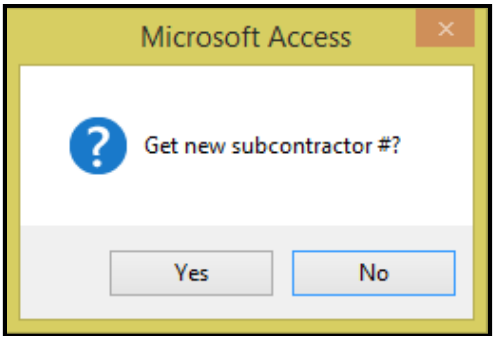
Subcontractor Maintenance

Click ***Subcontractor Maintenance*** to setup subcontractors with all pertinent information.

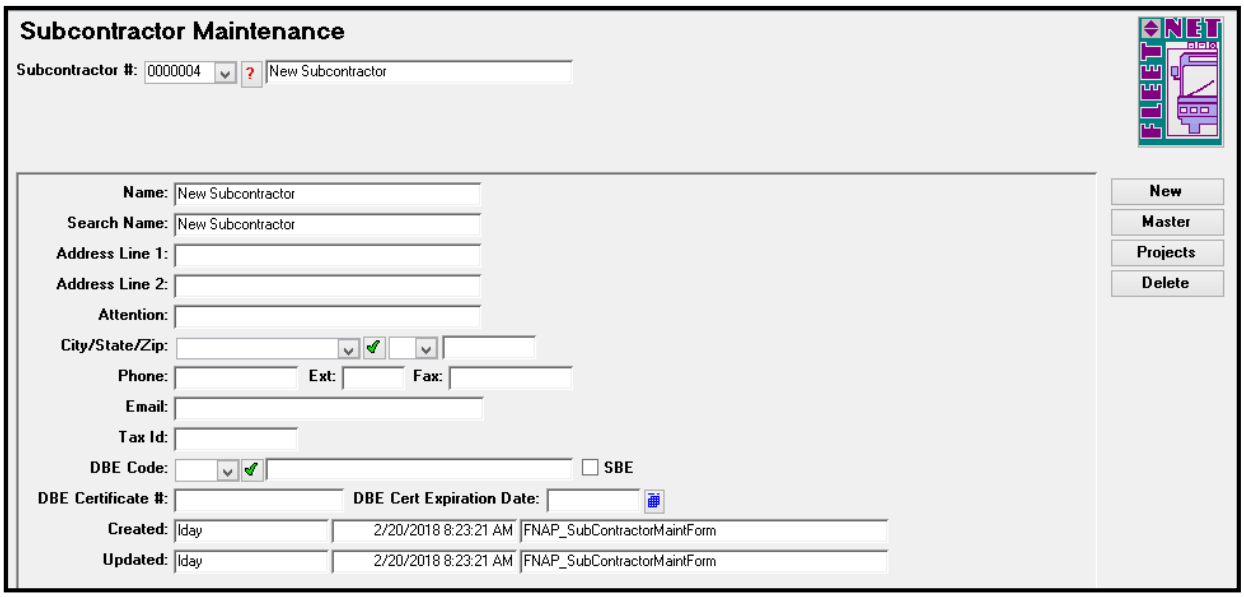
The subcontractor can be assigned to a vendor via the Contract Maintenance module or when entering Transactions (Invoices, Credit or Debit Memos). Amounts paid by a Vendor for work performed by the subcontractor can be tracked using this option.

New

Click ***New*** to add a new Subcontractor. The following message displays.



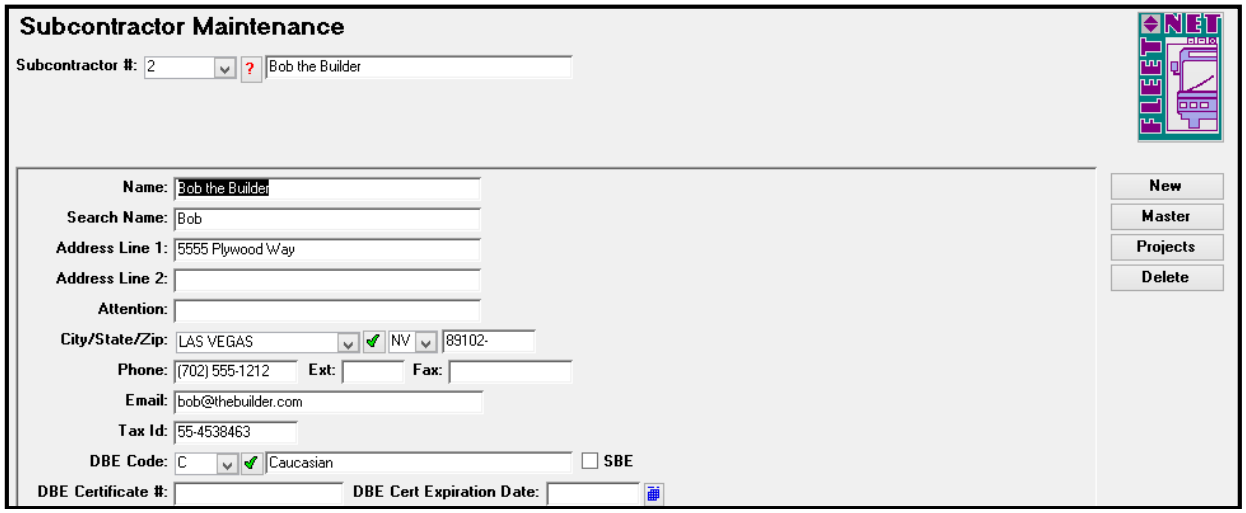
Click ***Yes*** to continue or ***No*** to cancel.



	Max Field Size	Field Type	Description
Subcontractor #	8	Alpha/Numeric	System populates the next number in sequential order.
Name	40	Alpha/Numeric	Enter the Subcontractor's name.
Search Name	40	Alpha/Numeric	Enter the a search name for the Subcontractor Example if the Subcontractor is John Doe enter Doe, John as the search name or the search name can be an acronym of the actual company name.
Address Lines 1 & 2	40	Alpha/Numeric	Enter the Subcontractor's street and/or mailing address.
Attention	40	Alpha/Numeric	Enter the 'attention' name or department if applicable.
City	20	Alpha/Numeric	Select the city from the drop-down list. If the city is not listed, click the green check mark to add it to the drop-down list.
State	3	Alpha/Numeric	Select the State abbreviation from the drop-down list. States are setup in Misc Codes for module WS Use CAN for Canada.
Zip	10	Alpha/Numeric	Enter the Subcontractor's zip code.
Phone	14	Alpha/Numeric	Enter the Subcontractor's phone number.
Ext	6	Alpha/Numeric	Enter the Subcontractor's phone ext.
Fax	14	Alpha/Numeric	Enter the Subcontractor's fax number.
E-Mail	50	Alpha/Numeric	Enter the Subcontractor's email address.
Tax ID #	11	Alpha/Numeric	Enter the vendor's Federal Tax ID number.
DBE Code	3	Alpha/Numeric	Select the DBE (Disadvantaged Business Enterprise) code from the drop-down list. If the type is not listed, click the green check mark to add it to the drop-down list.
SBE		Yes/No	Check this box to indicate that the Subcontractor is certified as a Small Business Enterprise.
DBE Certificate #	20	Alpha/Numeric	Enter the Subcontractor's certificate number.
DBE Cert Expiration Date		Date/Time	Enter the date the Subcontractor's DBE certificate expires.

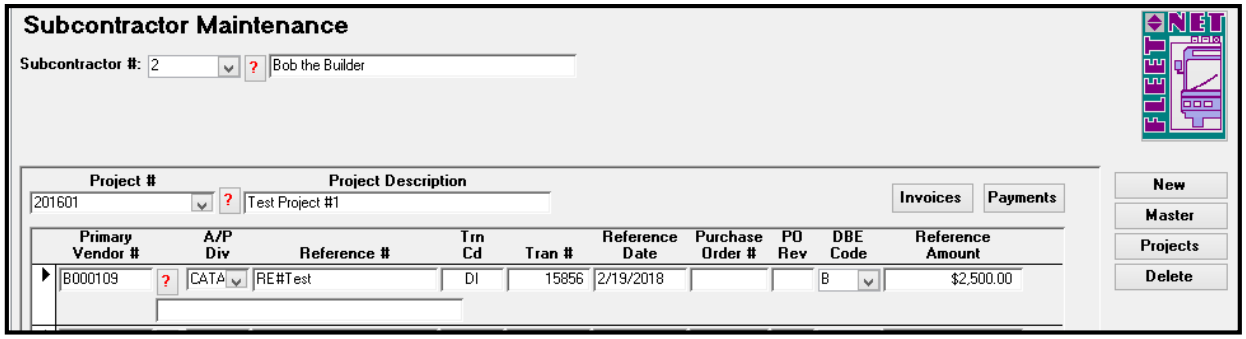
Master

Click ***Master*** to view/modify selected subcontractor.
Enter or select the subcontractor from the drop-down options.



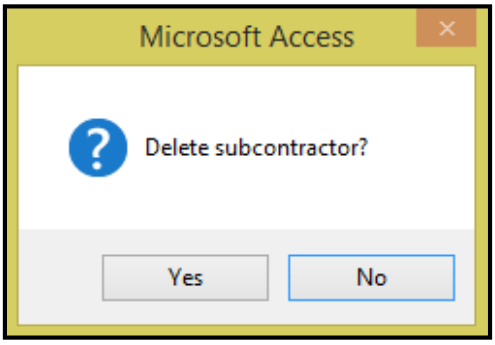
Projects

Click ***Projects*** to display Invoices and Payments for the subcontractor by project #.

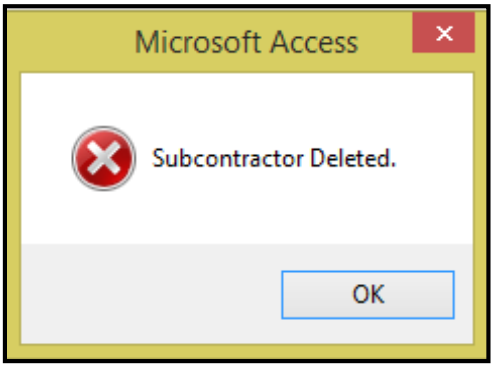


Delete

Click ***Delete*** to remove the subcontractor. **If data exists for the subcontractor being deleted, historical data will be deleted when subcontractor is removed. The following message displays.**



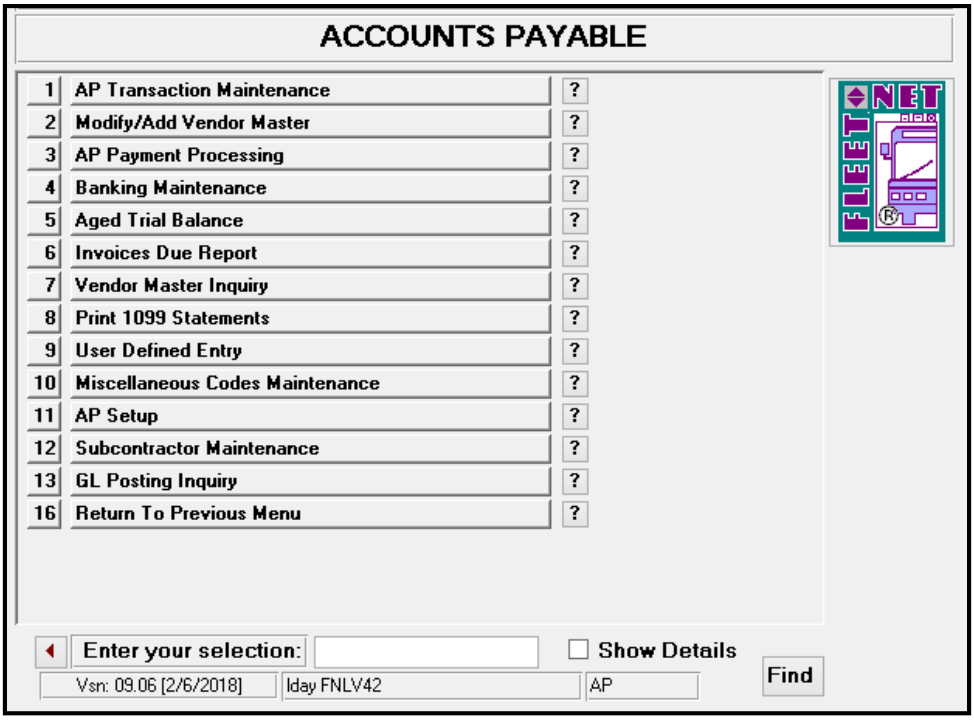
Click ***Yes*** to continue or ***No*** to cancel. Once subcontractor is deleted the following confirmation message displays.



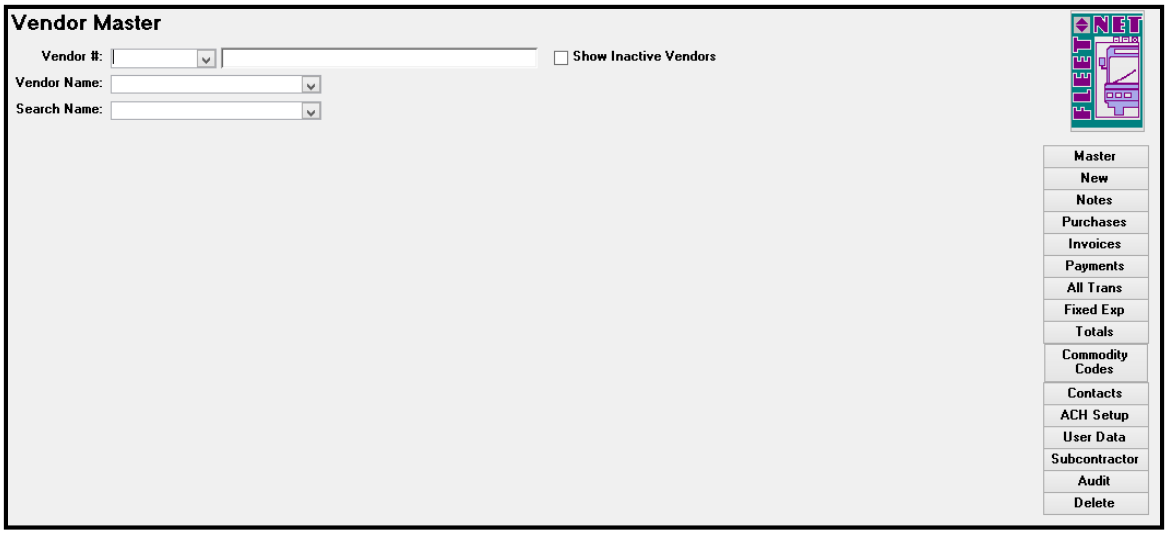
Click ***OK***.

Modify/Add Vendor Master

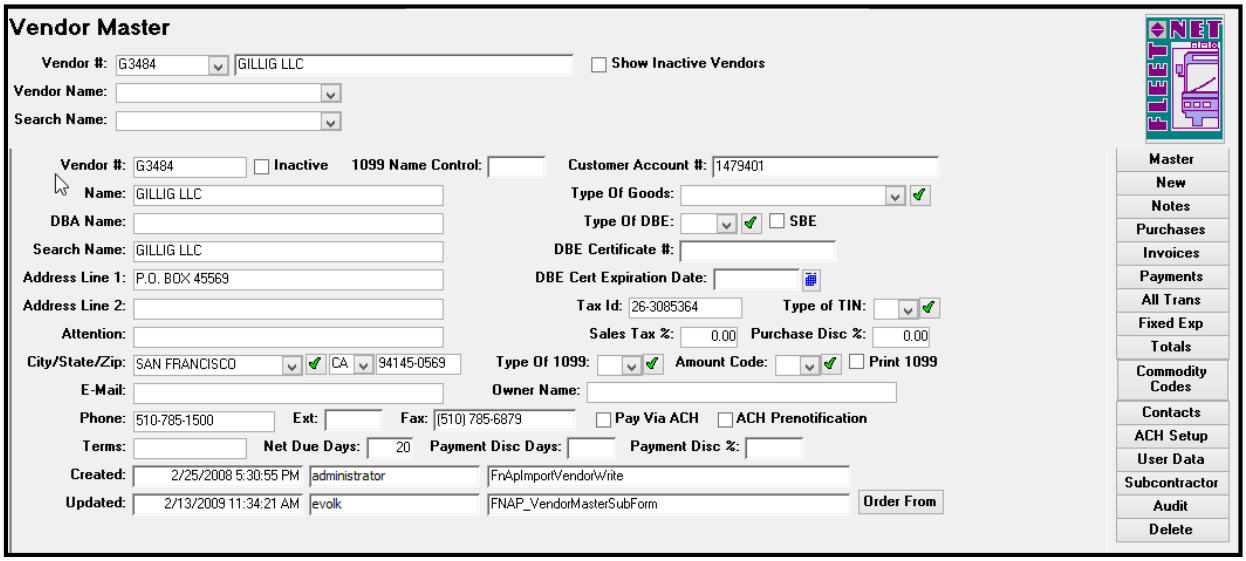
Click ***Modify/Add Vendor Master*** to view or add Vendors to the Vendor Master file.



Modify/Add Vendor Master



Field	Description
Vendor #	Enter or select vendor number from the drop-down list. **OR**
Vendor Name	To search by vendor name, select the vendor name from the drop-down list or enter the vendor name. **OR**
Search Name	To search by vendor search name, select the vendor search name from the drop-down list or enter the vendor search name.
Show Inactive Vendors	Select this checkbox to include Vendors flagged as inactive in the drop-down. If not checked inactive vendors will not be available to view historical data.

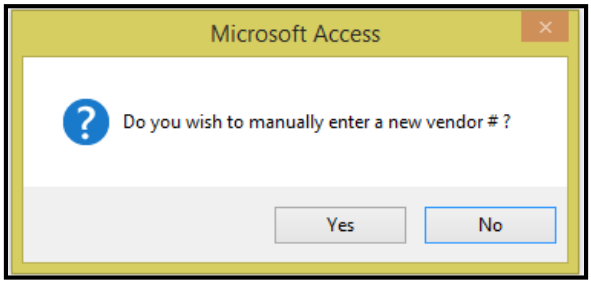


New

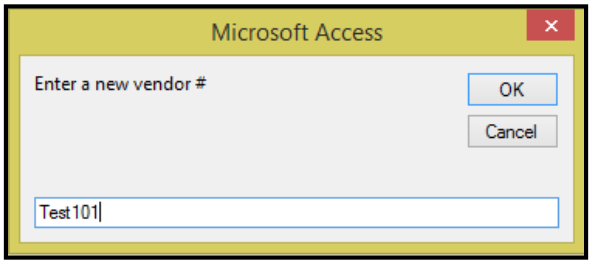
Click ***New*** to add a new vendor, the following prompt displays.

Manual Vendor # Entry

If utilizing manual entry to assign vendor #'s. Click ***Yes*** to continue or ***No*** to have the system assign the next number in sequential order.



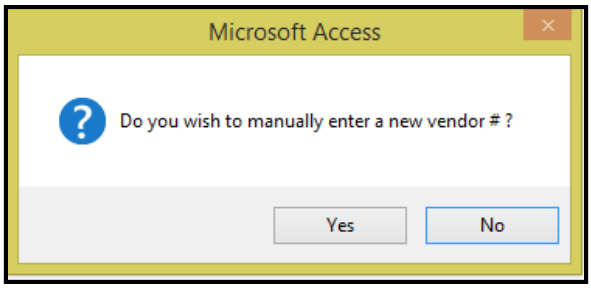
If ***Yes*** is selected the following message populates to manually enter the Vendor #. Enter the vendor #.



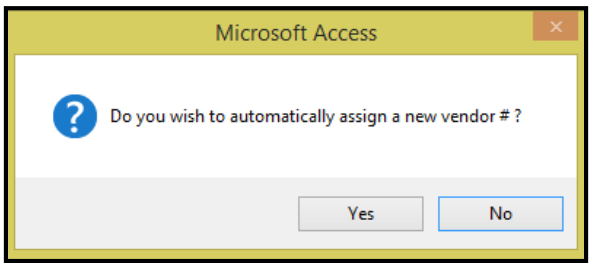
Click ***Ok*** to continue or ***Cancel*** to cancel.

Automatic Vendor # Entry

If utilizing automated vendor # entry to assign vendor #'s.



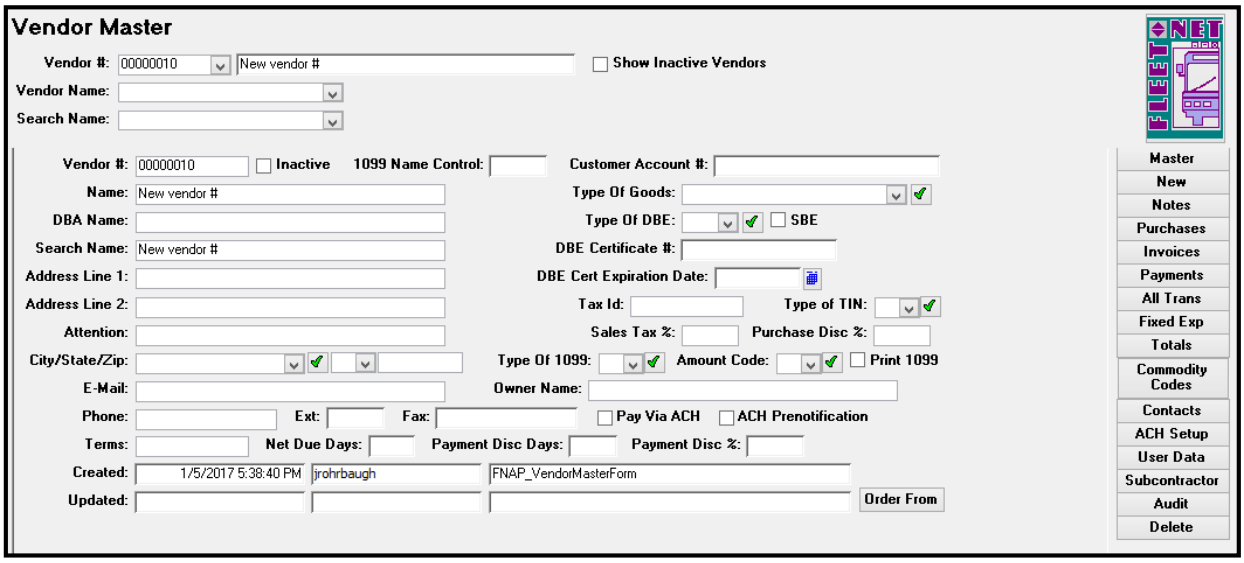
Click ***No*** to continue. The following message displays.



Click ***Yes*** to continue or ***No*** to cancel.

If ***Yes*** is selected the following form displays with only the new vendor number.

Enter the vendor information in the form.



Field	Max Field Size	Field Type	Description
Vendor #	8	Alpha/Numeric	The vendor number is populated by the new vendor number entered.
Inactive		Yes/No	Making a vendor inactive will result in the vendor not being available for invoicing.
1099 Name Control	4	Alpha/Numeric	This field is used for electronic filing of 1099s only. Refer to the 1099 section of this manual for further details.
Customer Account #	20	Alpha/Numeric	Enter the transit's account number for the selected vendor. (Optional Field)
Name	40	Alpha/Numeric	Enter the vendor's name. This is the name that will appear on the A/P check in the 'Pay to the Order of' field. If the *Owner Name* field is blank this is the name that will print on the first line of the vendor's 1099.
DBA Name	40	Alpha/Numeric	Enter the DBA name, if applicable. The dba will appear on the A/P check on the second line beneath the Vendor Name. The dba will appear beneath the Name or Owner Name field on the vendor's 1099.
Search Name	40	Alpha/Numeric	Enter a search name for the vendor The search name can be an acronym of the actual company name.
Address Lines 1 & 2	40	Alpha/Numeric	Enter the vendor's street and/or mailing address.
Attention	40	Alpha/Numeric	Enter the 'attention' name or department if applicable.
City	20	Alpha/Numeric	Select the city from the drop-down list. If the city is not listed. Click ***Green Checkmark*** to add a City to the drop-down list.
State	3	Alpha/Numeric	Select the State abbreviation from the drop-down list. States are setup in Misc Codes for module WS Use CAN for Canada.
Zip	10	Alpha/Numeric	Enter the vendor's zip code.
E-Mail	50	Alpha/Numeric	Enter the vendor's email address. If ACH is used, notification of fund transfers will be emailed to this email address.
Phone	14	Alpha/Numeric	Enter the vendor's phone number.
Ext	6	Alpha/Numeric	Enter the vendor's phone ext.
Fax	14	Alpha/Numeric	Enter the vendor's fax number.
Pay Via ACH		Yes/No	Check this box if payments made to this vendor will be via ACH. This can either be via a NACHA file or an online payment. **All unpaid invoices will be available for payment via ACH when this box is checked. To change future invoices to ACH all invoices must be paid prior to checking the ACH box. Un-checking the box changes all unpaid invoices to payment type = Check.**
ACH Pre-Notification		Yes/No	Check this box if this vendor will be paid via a NACHA file and the Transit wishes to create a pre-note for the first transaction processed for the vendor.
Terms	15	Alpha/Numeric	Enter the vendor's terms for payment.
Net Due Days		Numeric	Enter the net due days. This data is used to generate the invoice due date. If this field is blank or a zero is entered the Due Date will be the same as Invoice Date.
Payment Discount Days		Numeric	Enter the number of days the invoice is due in order to receive a discount.
Payment Discount %		Numeric	Enter the percentage of the discount the vendor allows if paid within the discount days. **Verify that there is an entry for DiscountsEarned in the GL/Auto Post Setup A/P that includes the GL account number to be credited with all discounts taken.**

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Field	Max Field Size	Field Type	Description
Type of Goods	30	Alpha/Numeric	Select the type of goods purchased from this vendor from the drop-down list. If the type is not listed, click the green check mark to add it to the drop-down list. This information will auto-populate on invoices processed for the vendor.
Type of DBE	3	Alpha/Numeric	Select the DBE (Disadvantaged Business Enterprise) code from the drop-down list. If the type is not listed, Click ***Green Checkmark*** to add a new type to the drop-down list.
SBE		Yes/No	Check this box to indicate that the vendor is certified as a (Small Business Enterprise).
DBE Certificate #	20	Alpha/Numeric	Enter the Vendor's certificate number. If the certificate is a scanned document it can be attached via the Notes button.
DBE Cert Expiration Date		Date/Time	Enter the date the Vendor's DBE certificate expires.
Tax ID #	11	Alpha/Numeric	Enter the vendor's Federal Tax ID number. (EIN #)
Type of TIN	1	Numeric	This field is used for electronic filing of 1099s only. Refer to the 1099 section of this manual for further details. If the type is not listed, Click ***Green Checkmark*** to add a new type to the drop-down list.
Sales Tax %		Numeric	Enter the percentage of sales tax charged by the vendor if applicable.
Purchase Discount %		Numeric	Enter the purchase discount percentage allowed by the vendor if applicable.
Type of 1099	1	Alpha/Numeric	Select the 1099 type from the drop-down list. This is not user defined. The code for a 1099-MISC is A. If the type is not listed, Click ***Green Checkmark*** to add a new type to the drop-down list.
Amount Code	1	Alpha/Numeric	Select the 1099 Amount Code from the drop-down list. The code selected determines which box on the 1099 will be populated with the payment information. ***This section must be completed prior to processing any invoices for the vendor as the Amount Code entered here will auto-populate during invoicing.*** If the code is not listed, Click ***Green Checkmark*** to add a new type to the drop-down list.
Print 1099		Yes/No	Check this box to designate this vendor as a 1099 recipient.
Owner Name	40	Alpha/Numeric	If the vendor is a sole proprietor with a dba, enter the individual owner's name in this field. The individual owner's name will print on the first line of the vendor's 1099 with the dba on the second line.

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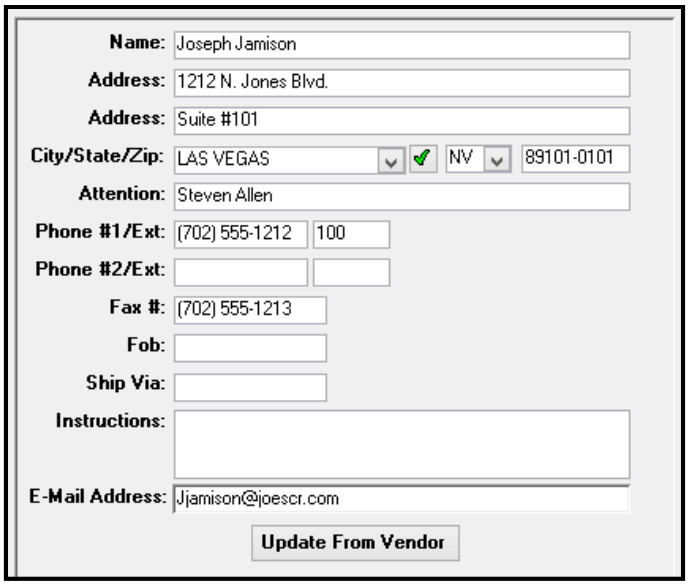
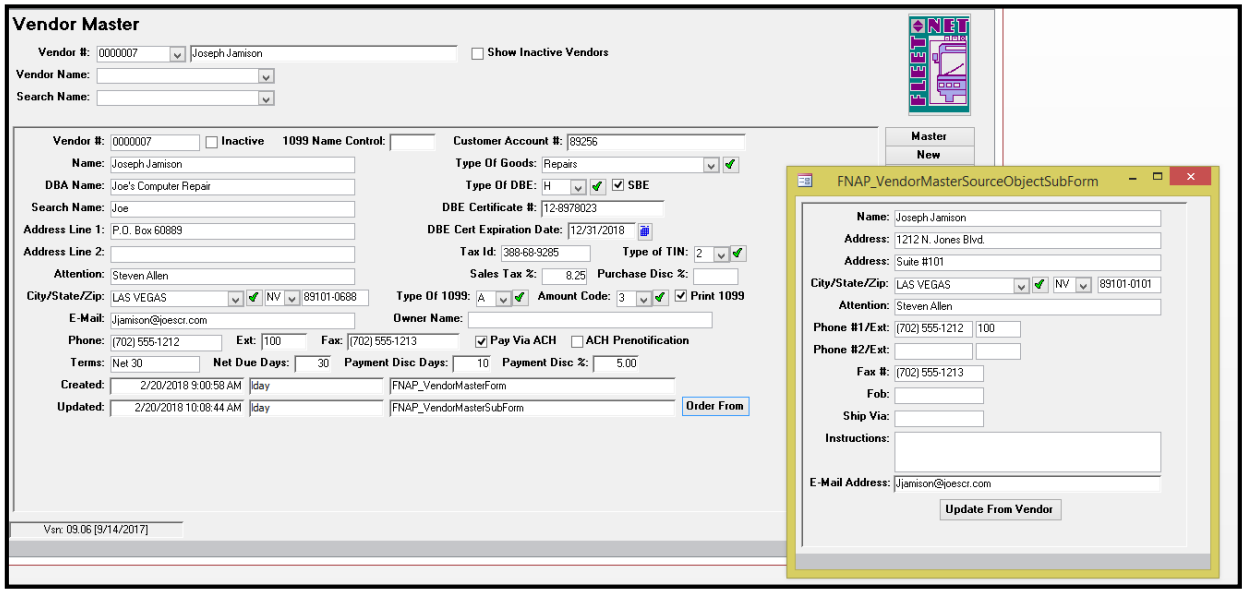
Order From

Click ***Order From*** to view or edit the order from address. In order to create a Purchase Order for a vendor, the Order From address must be entered. This is true if the address is the same or different than the address on the vendor master form.



Master

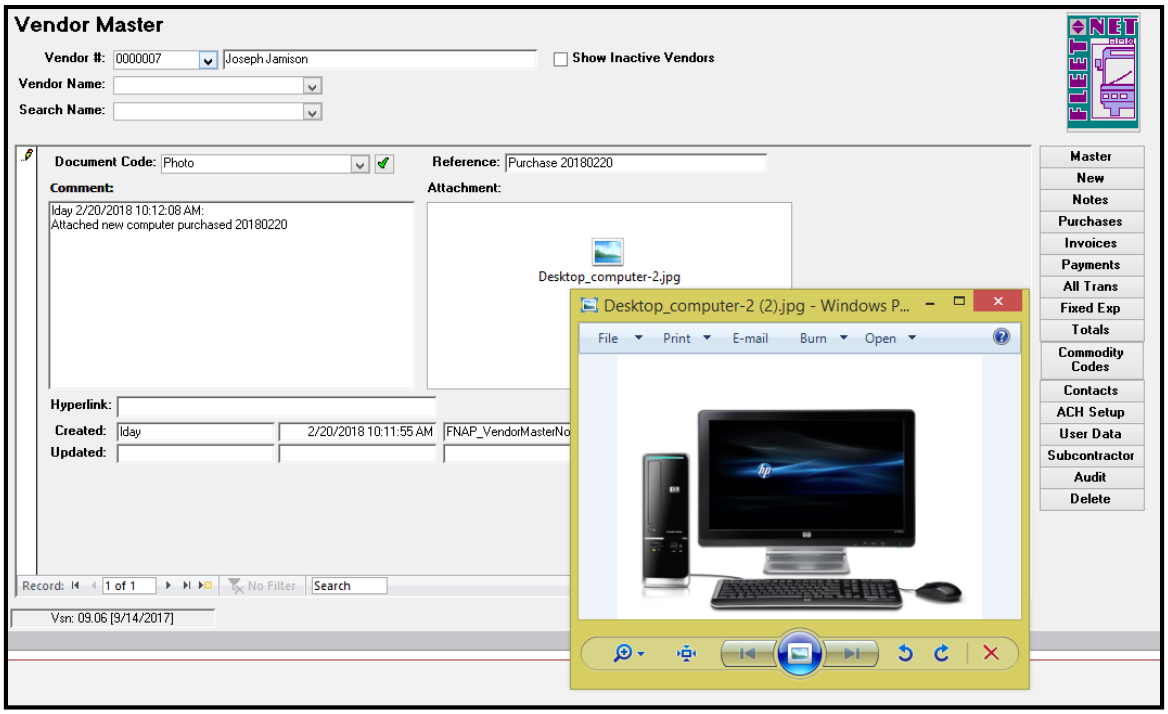
Click ***Order From*** to view or edit the order from address\. If product or services are ordered from and address that is different than the address on the vendor master enter the information on this form. If the address is the same, click Update From Vendor.



Notes

Click ***Notes*** to view, add or edit notes for the selected vendor

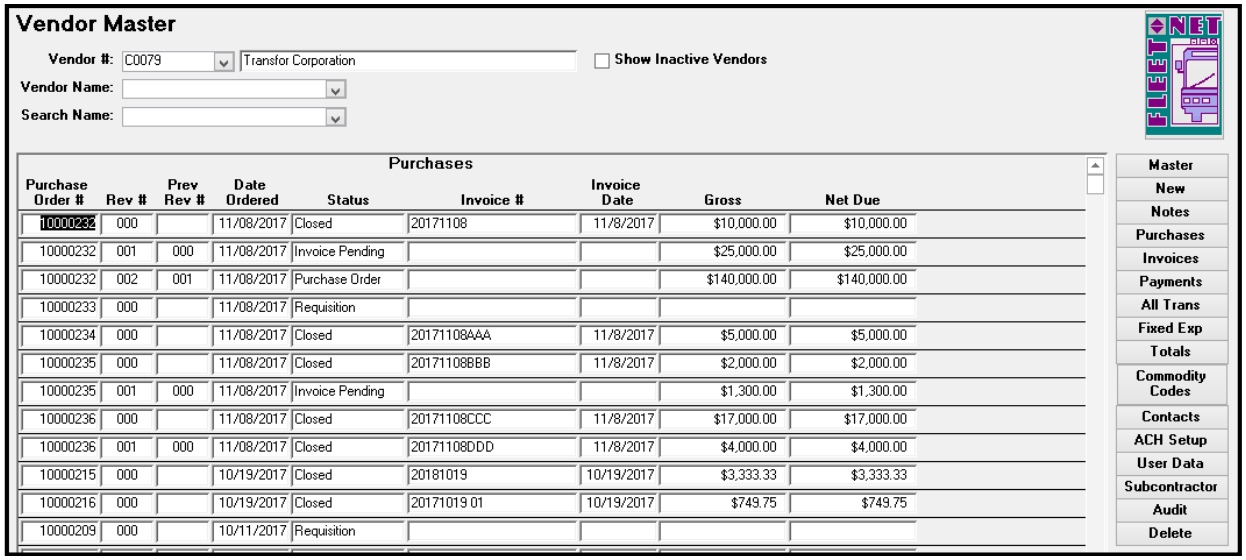
Multiple Notes and/or Attachments can be entered for each vendor.



Field Name	Max Field Size	Field Type	Description
Document Code	25	Alpha/Numeric	Select the applicable code from the drop-down list or add a new code. Click ***Green Checkmark*** to add a new code to the drop-down options.
Reference	30	Alpha/Numeric	Enter a reference specific to this comment/attachment (i.e. document name, date, etc.) This is a required field.
Document Code and Reference Code combined make this record unique allowing for additional notes using the same Document Code.			
Comment		Memo	Enter any applicable comment. Entries are time date and user stamped.
Attachment		OLE Object	Right click in this field to activate the attachment process. Best Practice is to link attachments and not embed. See following instructions. Double Click on the icon in the attachment field to view the documentation or photo attached.
Hyperlink	255	Alpha Numeric	Enter the path to any desired hyperlink.

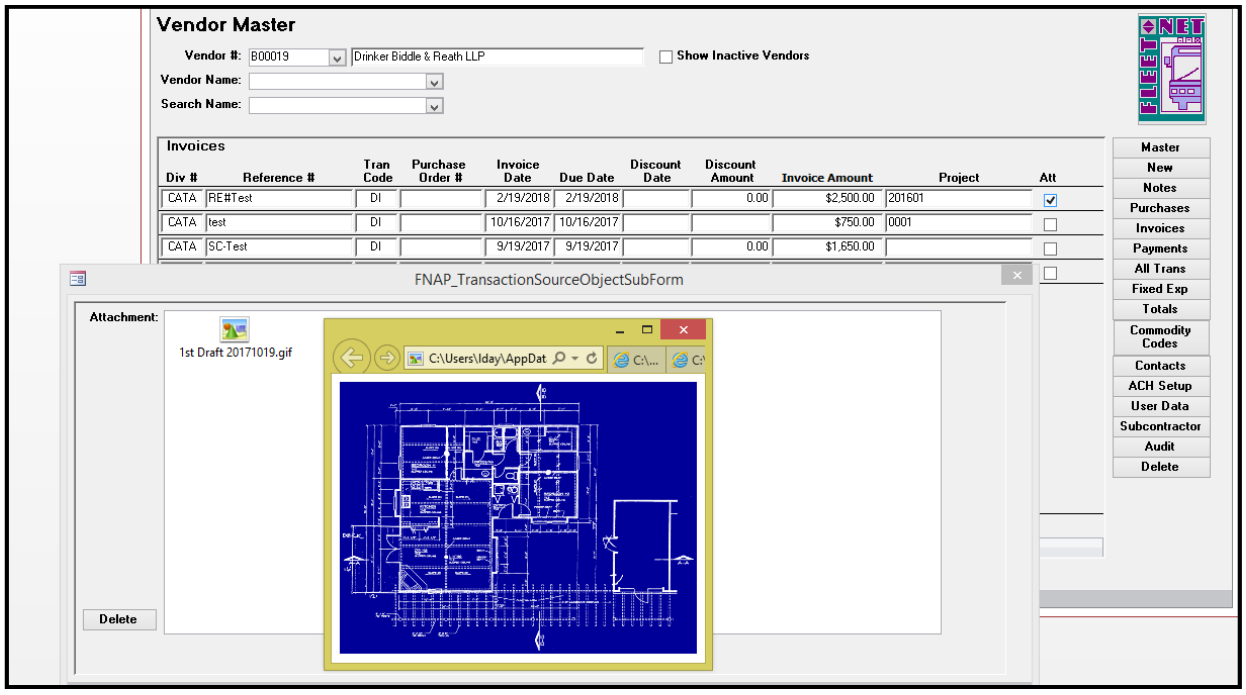
Purchases

Click ***Purchases*** to view the Purchase Order history for the selected vendor. No changes can be made on this form.

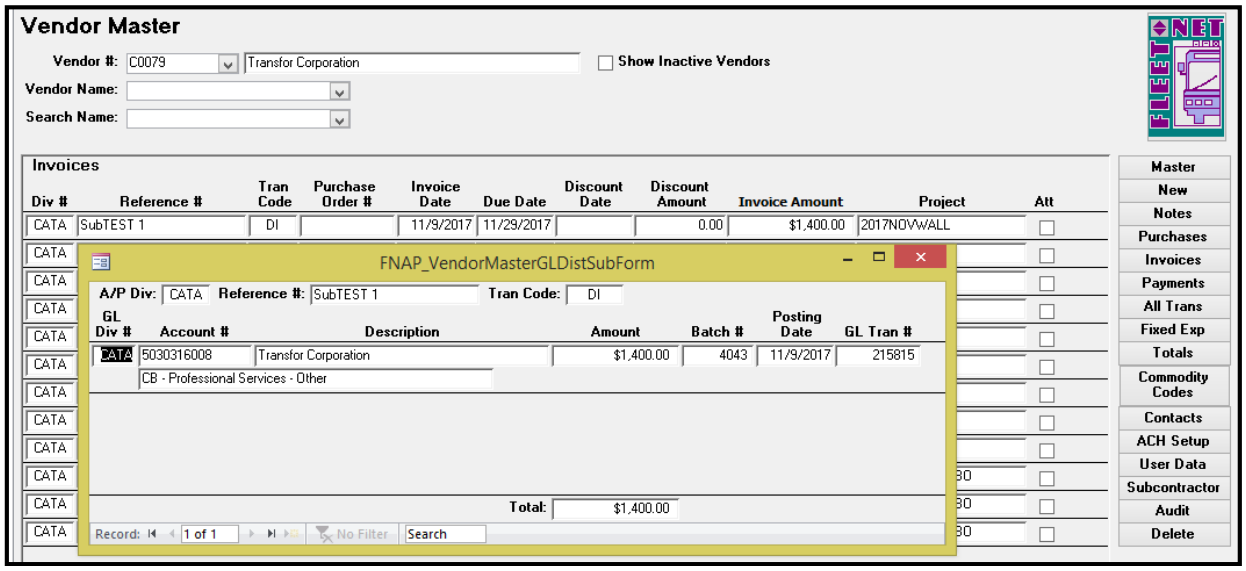


Invoices

Click ***Invoices*** to view the invoice history for the selected vendor. No changes can be made on this form. If an item was attached to the invoice the Att box will be checked. Double click ***Att Check Box*** to view the attachment. Double Click ***Icon*** in Attachment box to view the attachment.

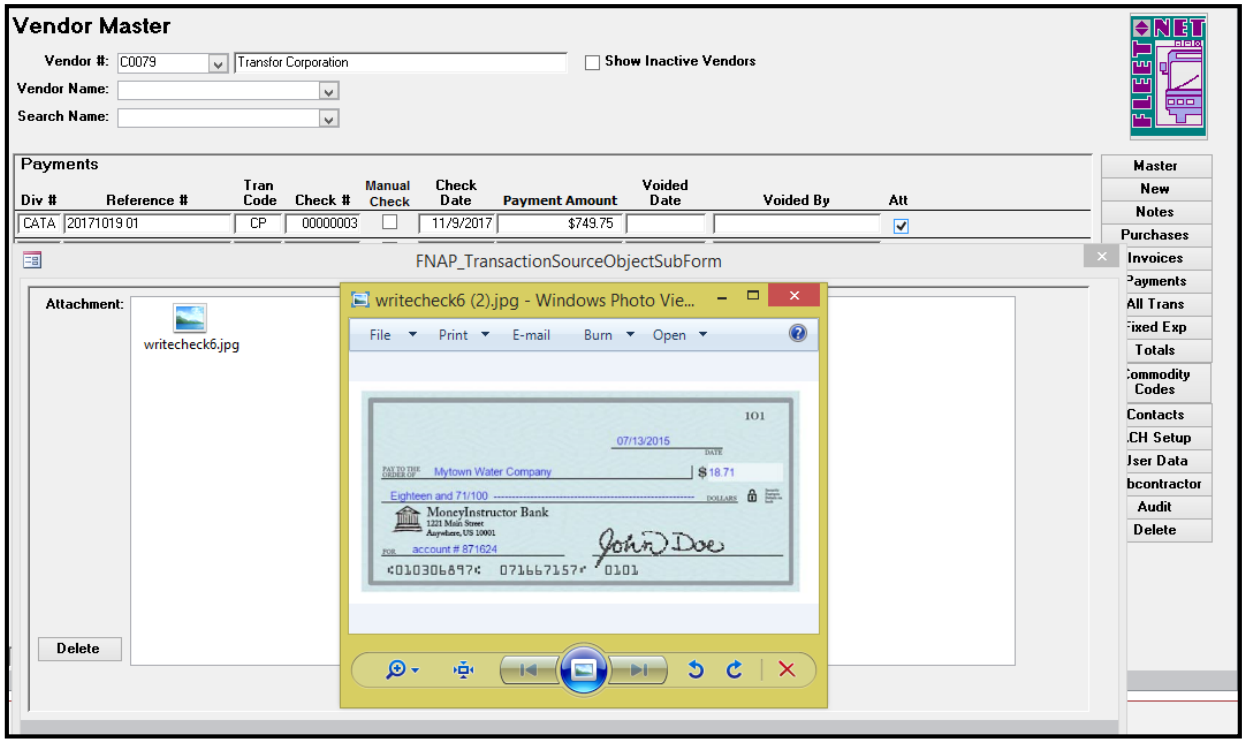


Double Click ***Reference*** # field to display GL Posting detail.



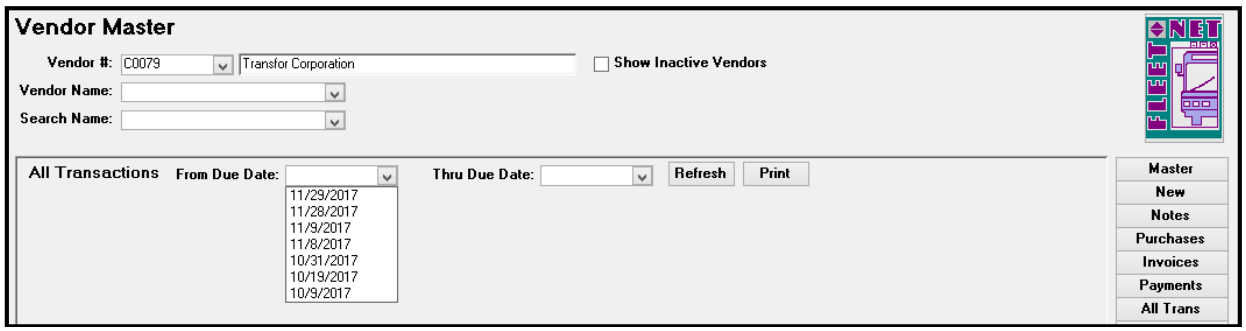
Payments

Click ***Payments*** to view the payment history for the selected vendor. No changes can be made on this form. Items can be attached. Double Click ***Att box*** to attach documentation to a payment record. (Paperless Option). Right Click in the attachment field to insert the object.



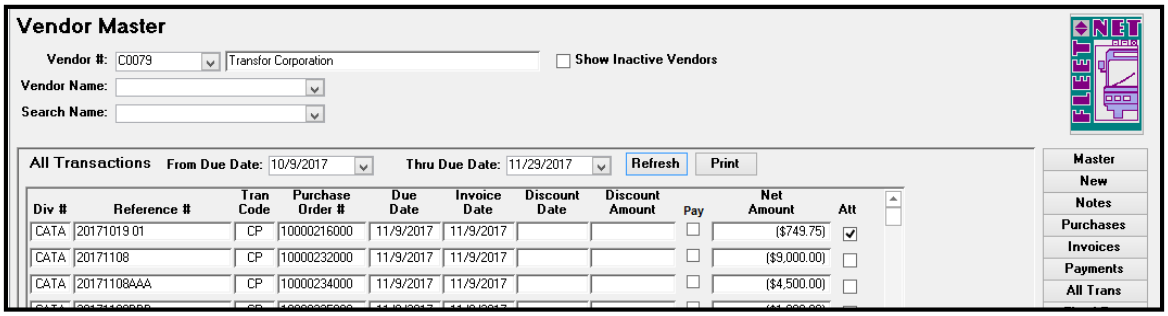
All Trans

Click ***All Trans*** to view the transaction history for the selected vendor by date range. No changes can be made on this form.

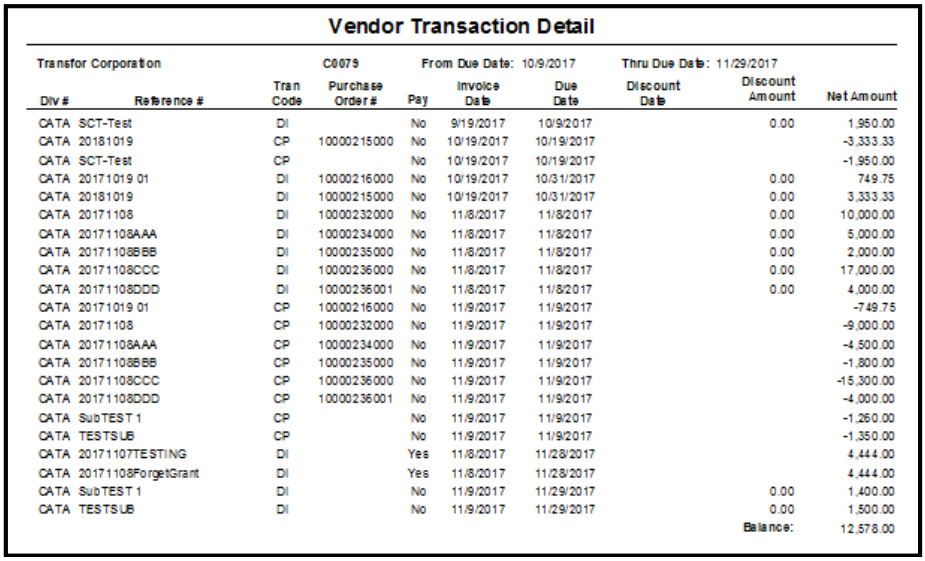


Field Name	Description
From Due Date	Select the date from the drop-down list or leave blank to display from the earliest date.
Thru Due Date	Select the date from the drop-down list or leave blank to display from the latest date.
Refresh	Click to display transactions for the selected date range. If no dates are entered all transactions will be displayed.
Print	Click to preview and/or print a transaction report Example below.
Balance	Totals all net amounts for the selected date range.

Refresh view.



Print view.



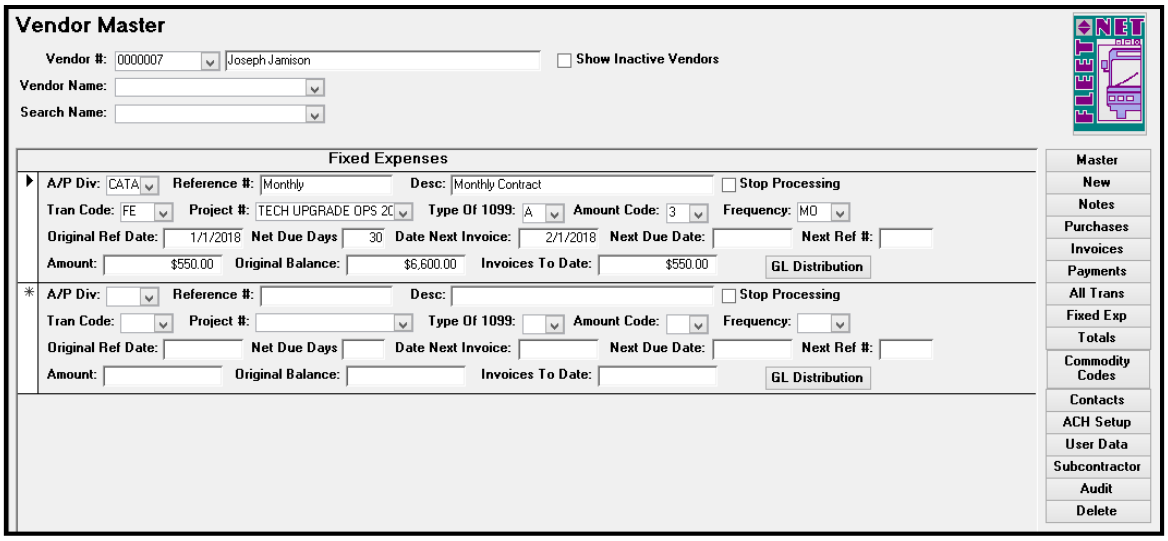
Vendor Transaction Detail

Transfor Corporation C0079 From Due Date: 10/9/2017 Thru Due Date: 11/29/2017

Div #	Reference #	Tran Code	Purchase Order #	Pay	Invoice Date	Due Date	Discount Date	Discount Amount	Net Amount
CATA	SCT-Test	DI		No	9/19/2017	10/9/2017		0.00	1,950.00
CATA	20181019	CP	10000215000	No	10/19/2017	10/19/2017			-3,333.33
CATA	SCT-Test	CP		No	10/19/2017	10/19/2017			-1,950.00
CATA	20171019 01	DI	10000216000	No	10/19/2017	10/31/2017		0.00	749.75
CATA	20181019	DI	10000215000	No	10/19/2017	10/31/2017		0.00	3,333.33
CATA	20171108	DI	10000232000	No	11/8/2017	11/8/2017		0.00	10,000.00
CATA	20171108AAA	DI	10000234000	No	11/8/2017	11/8/2017		0.00	5,000.00
CATA	20171108BBB	DI	10000235000	No	11/8/2017	11/8/2017		0.00	2,000.00
CATA	20171108CCC	DI	10000236000	No	11/8/2017	11/8/2017		0.00	17,000.00
CATA	20171108DDD	DI	10000236001	No	11/8/2017	11/8/2017		0.00	4,000.00
CATA	20171019 01	CP	10000216000	No	11/9/2017	11/9/2017			-749.75
CATA	20171108	CP	10000232000	No	11/9/2017	11/9/2017			-9,000.00
CATA	20171108AAA	CP	10000234000	No	11/9/2017	11/9/2017			-4,500.00
CATA	20171108BBB	CP	10000235000	No	11/9/2017	11/9/2017			-1,800.00
CATA	20171108CCC	CP	10000236000	No	11/9/2017	11/9/2017			-15,300.00
CATA	20171108DDD	CP	10000236001	No	11/9/2017	11/9/2017			-4,000.00
CATA	SubTEST 1	CP		No	11/9/2017	11/9/2017			-1,260.00
CATA	TESTSUB	CP		No	11/9/2017	11/9/2017			-1,350.00
CATA	20171107TESTING	DI		Yes	11/8/2017	11/28/2017			4,444.00
CATA	20171108ForgetGrant	DI		Yes	11/8/2017	11/28/2017			4,444.00
CATA	SubTEST 1	DI		No	11/9/2017	11/29/2017		0.00	1,400.00
CATA	TESTSUB	DI		No	11/9/2017	11/29/2017		0.00	1,500.00
								Balance:	12,578.00

Fixed Exp

Click ***Fixed Exp*** to view or set up fixed expenses for the selected vendor. Fixed expenses can be set up for vendors that are paid on a regular basis. The payments can be for a set amount or the amount can be entered on this form rather than in Transaction Entry.

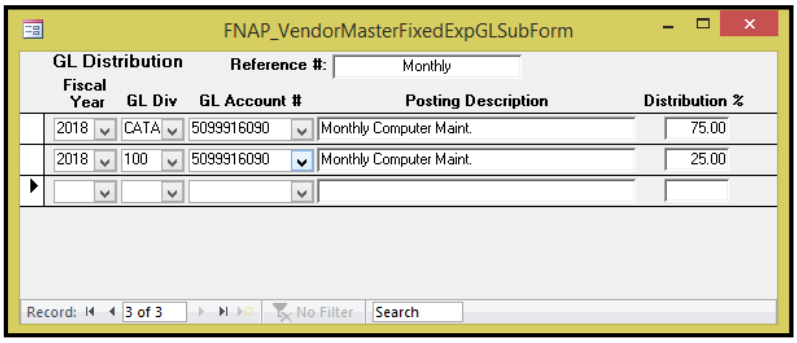


Field Name	Max Field Size	Field Type	Description
A/P Division		Numeric	Select applicable A/P Division from the drop-down list.
Reference #	20	Alpha/Numeric	Enter a user defined reference number.
Desc	30	Alpha/Numeric	Enter a user defined description.
Stop Processing		Yes/No	Check box to suspend further payment from being processed. To reactivate the payment uncheck the box.
Tran Code		Alpha/Numeric	Select DI (Invoice) or FE (Fixed Expense).
Project #			Select project from the drop-down box if applicable.
Type of 1099		Alpha/Numeric	Select the Type of 1099. “A” is required selection at this time.
Amount Code		Alpha/Numeric	Select the code applicable to the expense from the drop-down options.
Frequency	2	Alpha	Select the frequency of the payment for the fixed expense. (W=Weekly, BW=Bi-Weekly, SM=Semi-Monthly, MO=Monthly, QT=Quarterly, SA=Semi-Annually, AN=Annually or MD=Same Date Each Month).
Original Ref Date		Date	Enter original date for the fixed expense (optional field).
Net Due Days		Numeric	Enter number of days from the invoice date to payment due date.
Date of Next Invoice		Date	Enter date of the first invoice that will be processed using Fixed Expenses.
Next Due Date		Date	If the number of Net Due Days is entered, system will calculate the due date based on the Date of Next Invoice plus the number entered in Net Due Days.
Amount		Currency	Enter the amount of the expense.

Field Name	Max Field Size	Field Type	Description
Original Balance		Currency	Enter the original total amount for this expense. If fixed expense is being set up for a contracted amount, that amount should be entered in this field. Once the total payments processed through Fixed Expenses equal the amount of the Original Balance, system will stop processing payments for this expense.
Payments to Date		Currency	If Original Balance is being used as outlined above and payments have been made against the contract prior to setting up the Fixed Expense, enter the dollar amount of payments in Payments to Date. System will compute the Original Balance, less Payments to Date, less payments processed through Fixed Expenses in order to determine when to stop processing payments.

GL Distribution

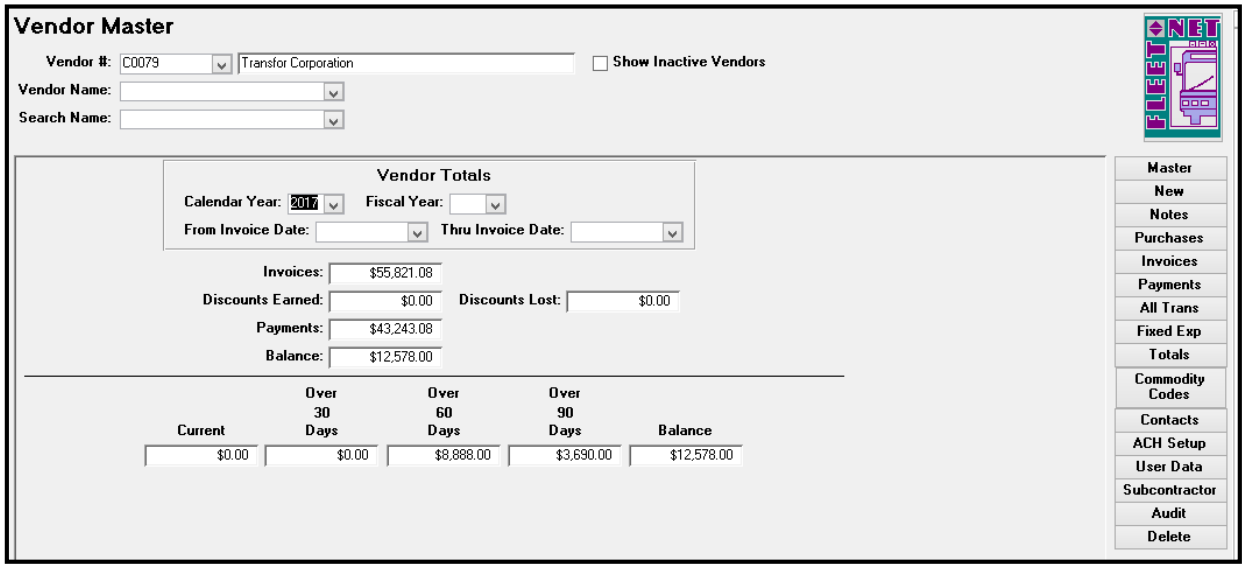
Click ***GL Distribution*** to enter the General Ledger Account #'s and percentages is applicable to the fixed expense entry.



Field Name	Description
Fiscal Year	Select the fiscal year from the drop-down list.
GL Division	Select the GL division for posting the expense from the drop-down list.
GL Account #	Select the GL account number for posting the expense from the drop-down list.
Posting Description	Enter a description of the transaction.
Distribution %	Enter the percentage of the expense to be applied to each account. If the distribution does not equal 100%, the remaining balance will be applied to the last GL account on the list.

Totals

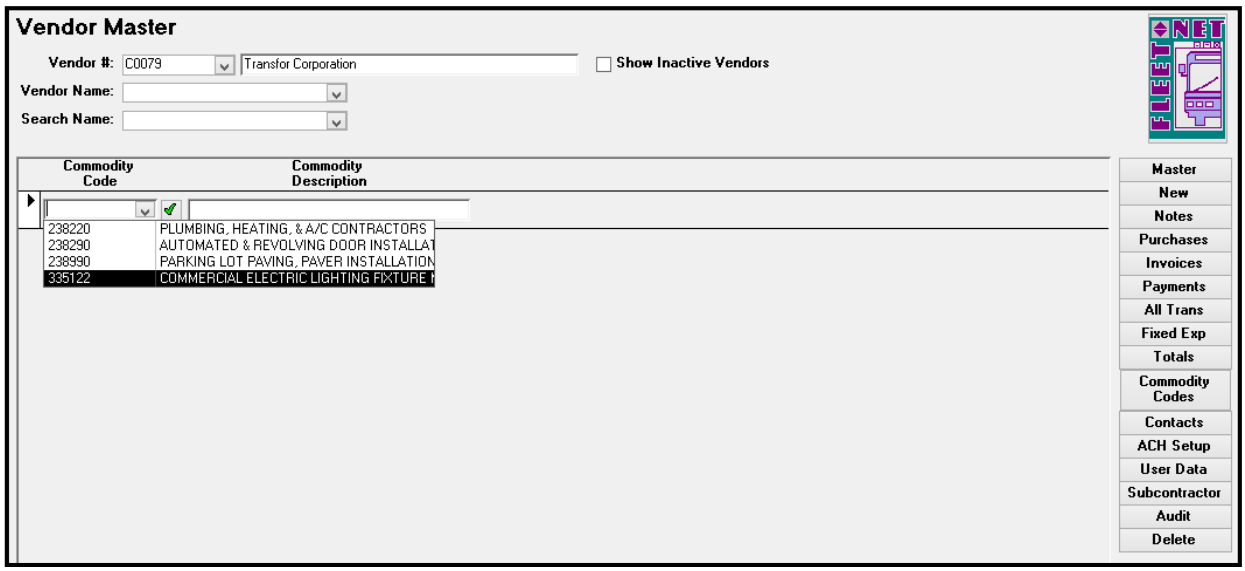
Click ***Totals*** to view totals for the selected vendor.



Field Name	Description
Calendar Year	Select the calendar year from the drop-down list, **OR**
Fiscal Year	Select the fiscal year from the drop-down list, **OR**
From/Thru Invoice Date	Select the invoice dates from the drop-down lists.
Invoices	Automatically populates based on the search method chosen.
Discounts Earned	Automatically populates based on the search method chosen.
Discounts Lost	Automatically populates based on the search method chosen.
Payments	Automatically populates based on the search method chosen.
Balance	Automatically populates based on the search method chosen.
These amounts are the actual aging	
Current	Automatically populates with invoices due.
Over 30 Days	Automatically populates with invoices due.
Over 60 Days	Automatically populates with invoices due.
Over 90 Days	Automatically populates with invoices due.
Balance	Automatically populates with total invoices due.

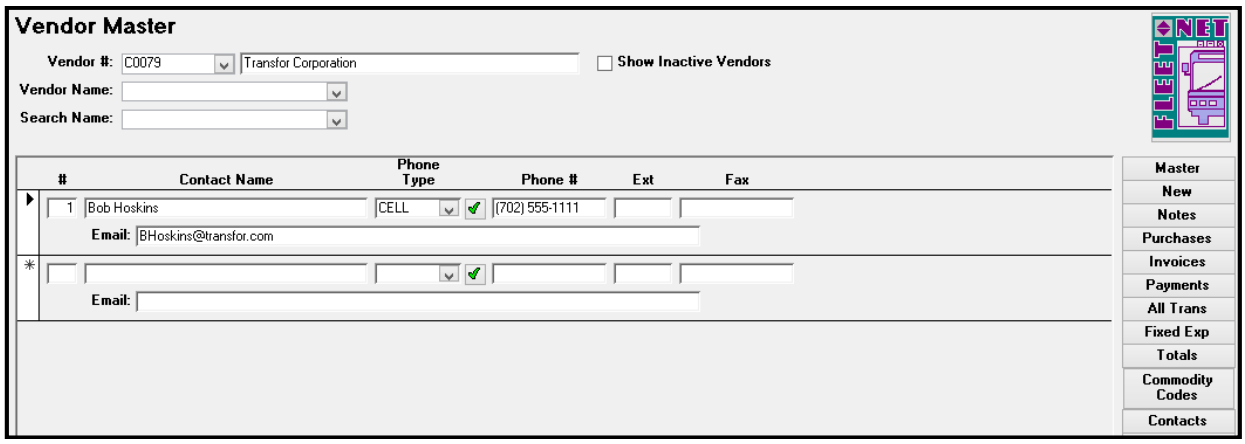
Commodity Codes

Click ***Commodity Codes*** (NAICS code) to view and/or add Commodity Codes for the selected vendor. Select the applicable code from the drop-down list. If required code is not listed. Click ***Green Checkmark*** to add code to the list.



Contacts

Click ***Contacts*** to enter and/or view contacts for the selected vendor.



Field Name	Description
#	Enter number for record #.
Contact Name	Enter name of contact person.
Phone Type	Enter or select phone type. If type is not currently on the list. Click ***Green Checkmark*** to add the new type to the existing options.
Phone #	Enter telephone number for the phone type selected.
Ext.	If applicable enter the contacts phone extension.
Fax	Enter fax phone number.
Email	Enter contact's email address.

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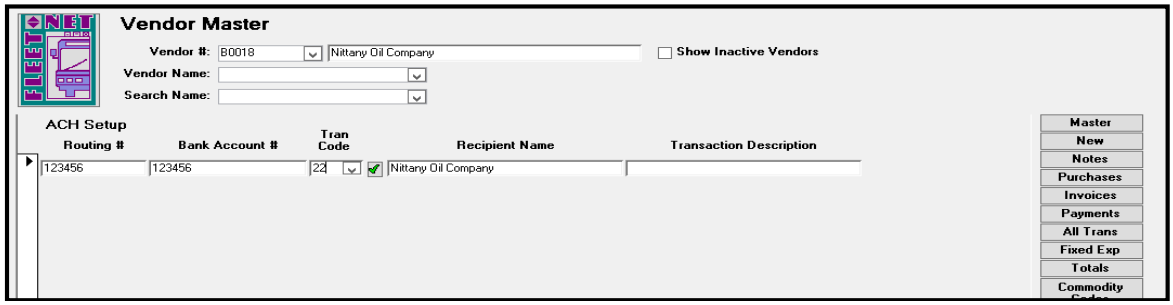
Ach Setup

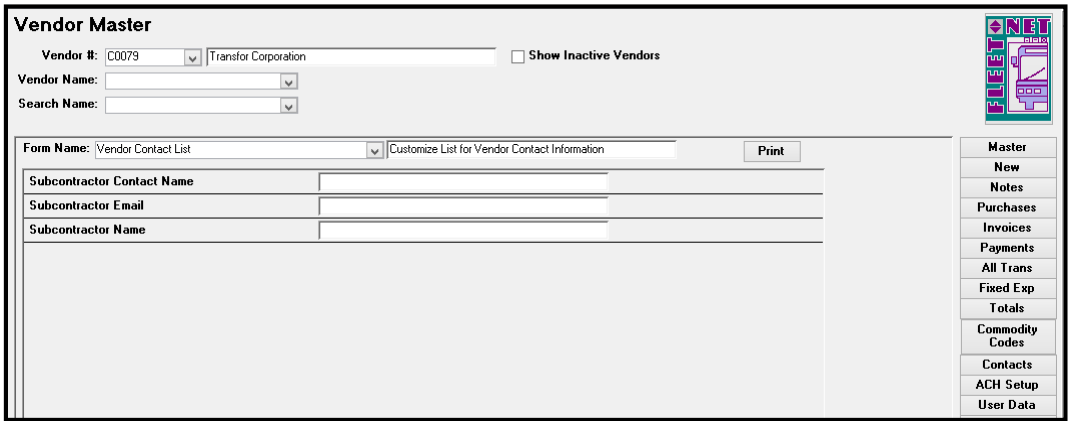
Click ***ACH Setup*** to set up the vendor's banking information for submitting ACH payments. This form must be completed for all vendors being paid via ACH. Vendor's Routing & Bank # must be entered. If payments being processed through ACH are simply to record an on-line payment; this form must still be completed. Enter Account # =123456 and Routing # =123456.



Field Name	Max Field Size	Field Type	Description
Routing #	15	Alpha Numeric	Enter the routing number for the vendor's bank account. Enter 12345 if this vendor will be used solely for recording on-line payments.
Bank Account #	20	Alpha/Numeric	Enter the vendor's bank account number. Enter 12345 if this vendor will be used solely for recording on-line payments.
Tran Code			Select applicable Tran Code from drop-down options. If required Trans Code is not listed in drop-down options. Click ***Green Checkmark*** to add a new trans code to the list.
Recipients Name	30	Alpha Numeric	Vendor's name will auto populate and can be edited at this time if applicable.
Transaction Description	30	Alpha Numeric	Enter a description of the ACH transaction. This description will display on the ACH Transaction report.

User Data

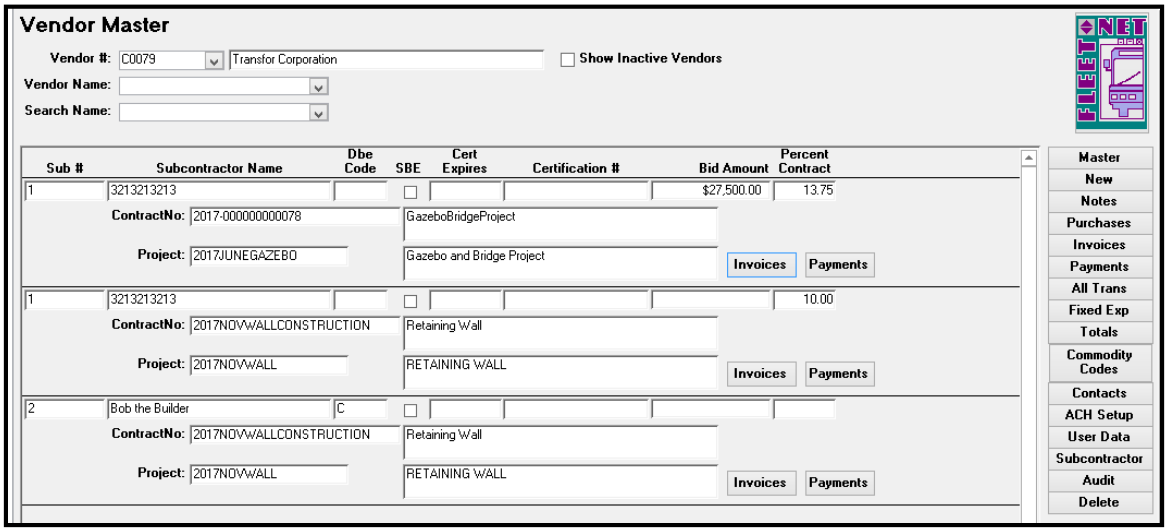
Click ***User Data*** enter user defined AP data fields for customized tracking and reporting. To utilize this option setup is required. Refer to the User Defined Data Setup in this manual for additional information.



Subcontractor

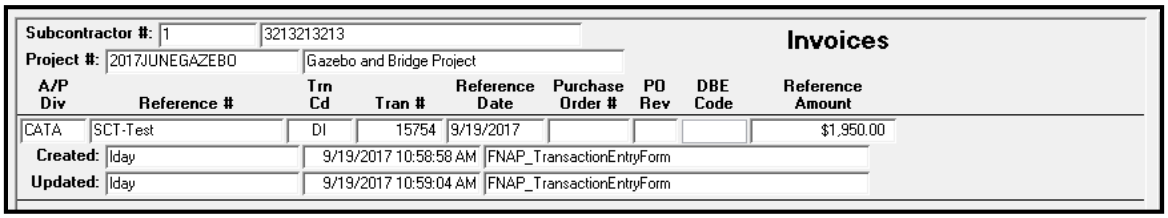
Click ***Subcontractor*** to display all subcontractors assigned to the Vendor's Contracts and Projects.

The subcontractor must be setup in Sub-Contractor Maintenance. If subcontractor is setup and selected during invoicing procedure the system will populate all information pertaining to the selected subcontractor.



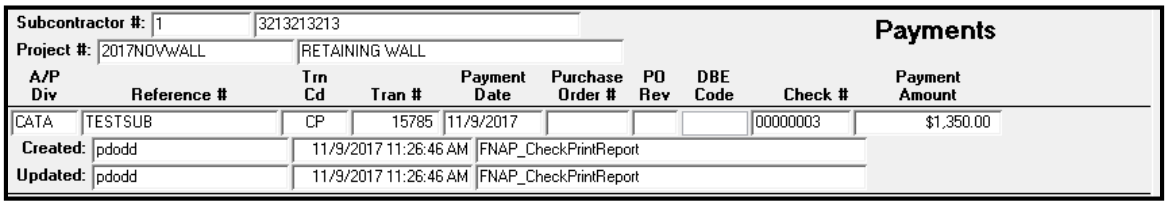
Invoices

Click **Invoices** to display all invoices for selected subcontractor. No changes may be made on this form.



Payments

Click ***Payments*** to display all payments for selected subcontractor. No changes may be made on this form.

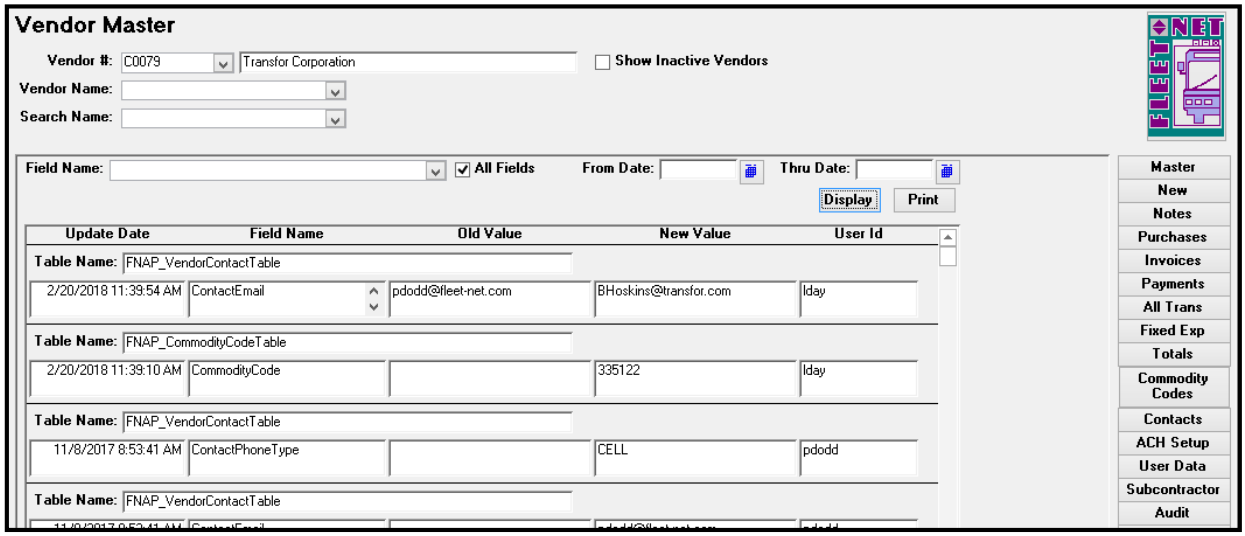


Audit

Click ***Audit*** to view any changes made to certain tables in the Accounts Payable module. Form displays: Table Name, old & new values, person that made the change and the date and time the change was made.

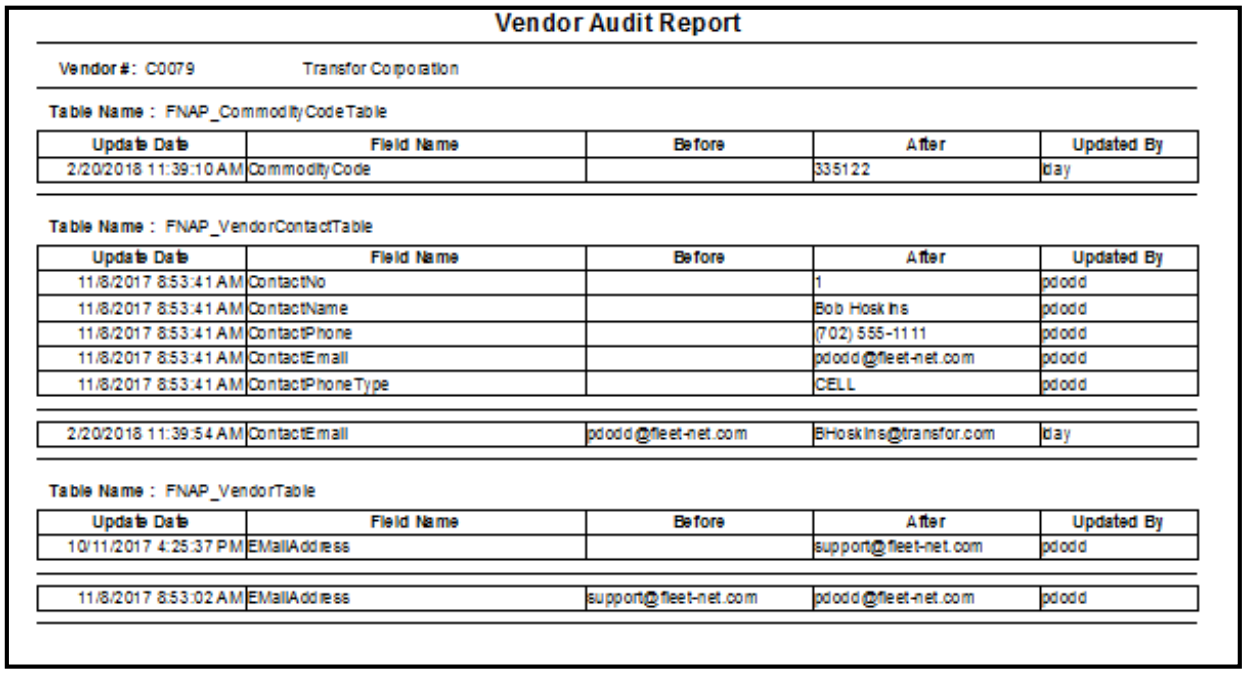
Display

Click ***Display*** to view all transactions.



Print

Click ***Print*** to generate a report that can be printed.



Vendor Audit Report

Vendor #: C0079 Transfor Corporation

Table Name : FNAP_CommodityCodeTable

Update Date	Field Name	Before	After	Updated By
2/20/2018 11:39:10 AM	CommodityCode		335122	lday

Table Name : FNAP_VendorContactTable

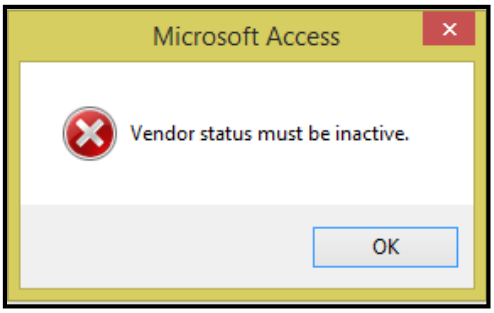
Update Date	Field Name	Before	After	Updated By
11/8/2017 8:53:41 AM	ContactNo		1	pdodd
11/8/2017 8:53:41 AM	ContactName		Bob Hoskins	pdodd
11/8/2017 8:53:41 AM	ContactPhone		(702) 555-1111	pdodd
11/8/2017 8:53:41 AM	ContactEmail		pdodd@fleet-net.com	pdodd
11/8/2017 8:53:41 AM	ContactPhoneType		CELL	pdodd
2/20/2018 11:39:54 AM	ContactEmail	pdodd@fleet-net.com	BHoskins@transfor.com	lday

Table Name : FNAP_VendorTable

Update Date	Field Name	Before	After	Updated By
10/11/2017 4:25:37 PM	EMailAddress		support@fleet-net.com	pdodd
11/8/2017 8:53:02 AM	EMailAddress	support@fleet-net.com	pdodd@fleet-net.com	pdodd

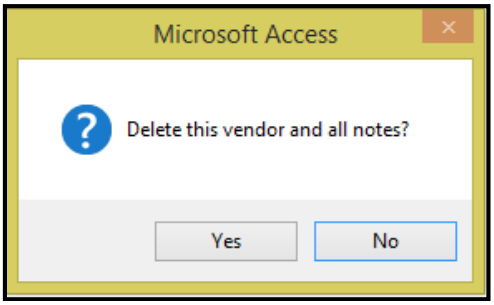
Delete

Click ***Delete*** to delete the selected vendor, the following message displays if vendor is not made inactive first.

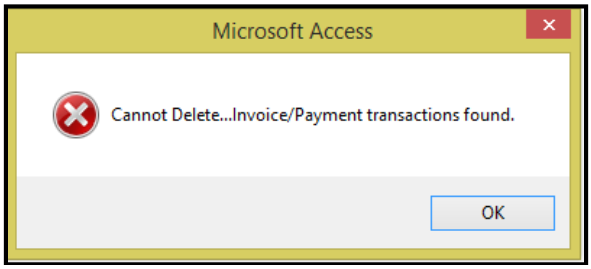


Click ***OK***.

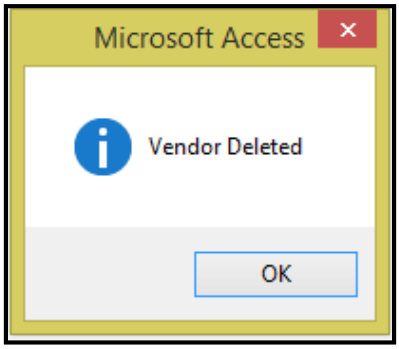
Once Vendor has been made inactive. Click ***Delete***. The following message displays.



Click ***Yes*** to continue or ***No*** to cancel.
If Vendor has Invoice/Payment transactions the system will not allow the vendor to be deleted. The following message display. The vendor will not be deleted.

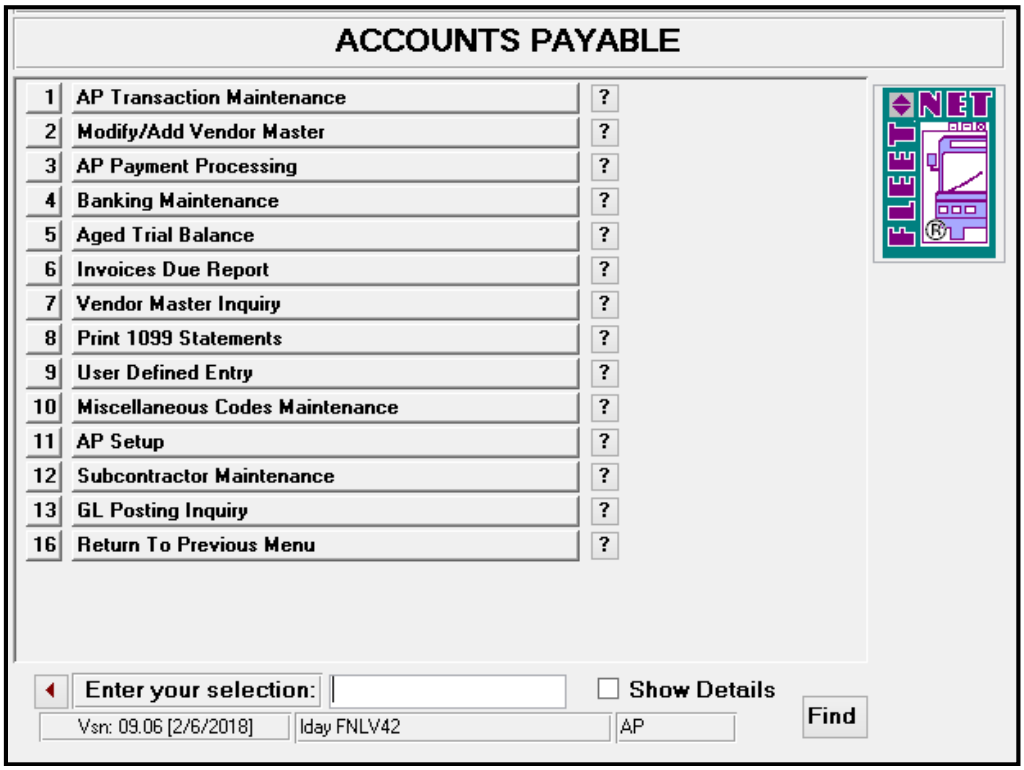


Click ***OK.***
If Vendor is inactive and no transaction are found the system will then allow for the vendor to be deleted. The following message displays.

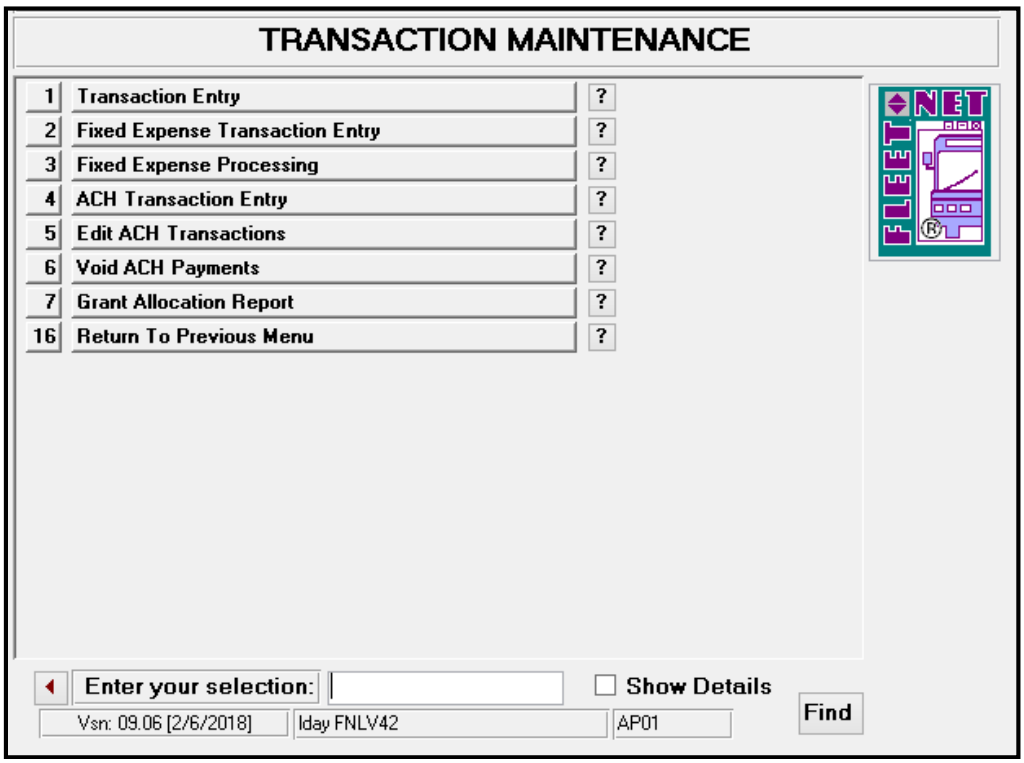


AP Transaction Maintenance

Click ***AP Transaction Maintenance*** to process invoices and payments in the Accounts Payable module.



Click ***Transaction Entry*** to enter invoices, adjustments, and debit or credit memos to be updated to the subsidiary journals.



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Transaction Entry

Utilized to enter Non-Purchase Order invoices, debit memos, credit memos and adjustments. Pending transactions will display for selection to be updated.

Field Name	Description
Vendor #	Select the vendor number from the drop-down list or enter the vendor number. OR
Vendor Name	Search by vendor name, select the vendor name from the drop-down list or enter the vendor name. Once the vendor is selected, the vendor number field will populate.
Search Name	Search by vendor search name, select the vendor search name from the drop-down list or enter the vendor search name. Once the vendor is selected, the vendor number field will populate, and the vendor name will display in the field to the right of the vendor number.
Fiscal Year	Select the fiscal year from the drop-down list.
GL Posting Date	Enter the date the invoice(s) will be posted to the GL. Recommendation: The invoice month and year and the GL posting month and year match in order to facilitate month end reconciliation to the General Ledger.
Update Date	Enter the date to be used as a cutoff date for updating transactions. All transactions prior to and including the date selected will be updated using the GL Posting Date selected in the GL Posting Date field.

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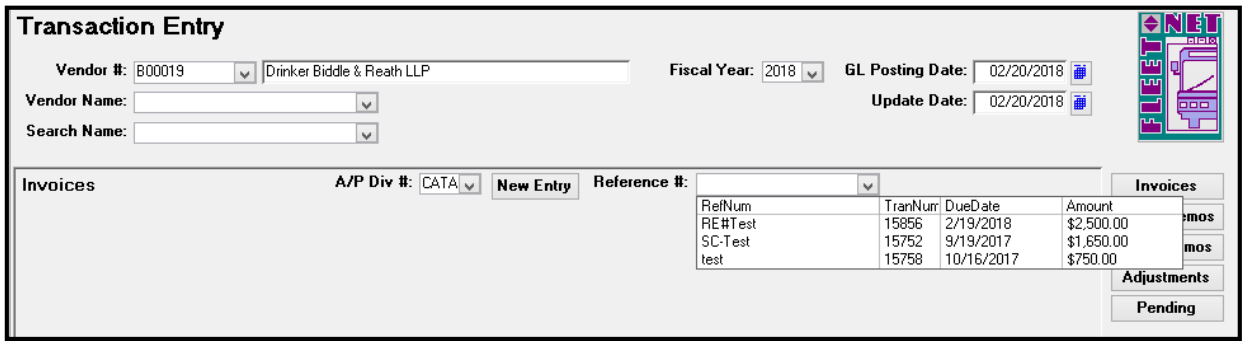
Invoices

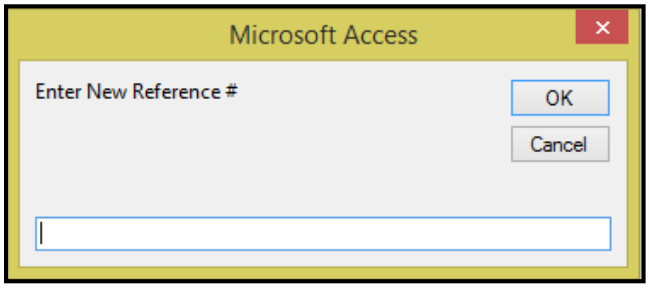
Click ***Invoices*** to enter new or view existing invoices for the selected vendor.



Field Name	Description
A/P Div #	Select the A/P division from the drop-down list.
New Entry	Click to create a new reference (invoice number).
Reference #	Select an existing invoice reference number for this vendor from the drop-down list to view an existing invoice that has not been updated.

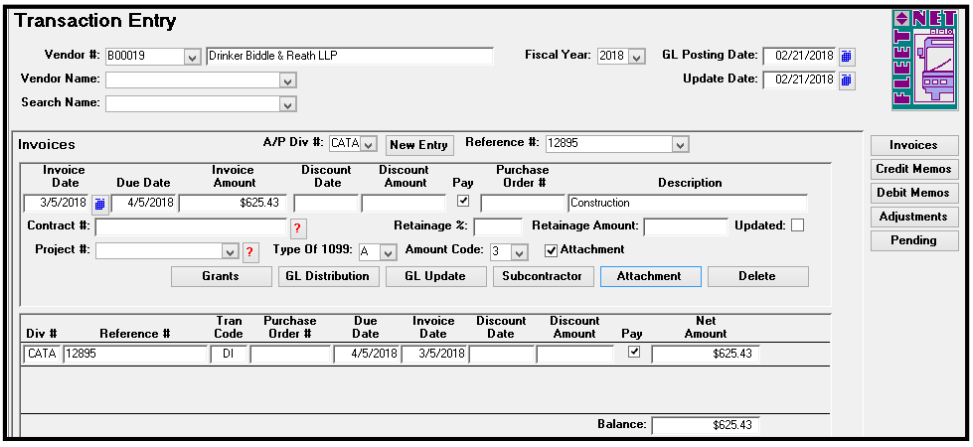
New Entry

If ***New Entry*** is selected, the following form displays.



Enter a User Defined reference number max field size is 20 Alphanumeric (i.e. the vendor invoice number).

Click ***OK*** to continue or ***Cancel*** to cancel.

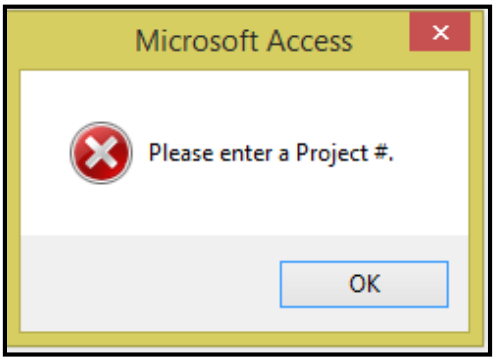


Field Name	Description
Invoice Date	Enter the date of the invoice. Recommendation: The invoice month and year and the GL posting month and year match in order to facilitate month end reconciliation to the General Ledger. An invoice date cannot be 1 year prior to or later than the current date.
Due Date	If the *Net Due Days* field is set up in the vendor master, this field will automatically populate. If not, enter the date the invoice is due. A due date cannot be 1 year prior to or later than the current date.
Invoice Amount	Enter the total amount due for this invoice.
Discount Date	If vendor terms were set up in the vendor master, this field will automatically populate. If not, enter the applicable discount date.
Discount Amount	If vendor terms were set up in the vendor master, this field will automatically populate. If not, enter the applicable discount amount.
Pay	Automatically checked. This box sets the invoices as due for and eligible for payment. **NOTE: If this is uncheck invoices will not be selected for payments.**
Purchase Order #	Enter the purchase order number, if applicable max field size is 11 Alpha-Numeric.
Description	If Type of Goods were set up in the vendor master, this field will automatically populate. The user can edit, replace or delete the data.
Contract #	Enter the contract # if applicable. To search by Contract#, Description or Start Date select the? Only Contracts assigned this vendor will be displayed.
Retainage %	Enter a percentage of the invoice as retainage format 10.00 = 10%. Or enter a fixed dollar amount for retainage. When this invoice is selected for payment the retainage amount will be deducted from the total invoice amount to be paid at a later date.
Retainage Amount	
Updated	Box will be checked if invoice has been updated.
Project #	Enter the project # if applicable. To search by Project #, Description or Start Date select the red question mark. If a Contract # was selected only projects assigned to that contract will be available.
Type of 1099	Auto-populates based on the Vendor Master setup. This field can be edited on this form Currently this Type = A.
Amount Code	Auto-populates based on the Vendor Master setup. This field can be edited on this form.
Attachment	Box will be checked if there are attachments attached to the transaction.

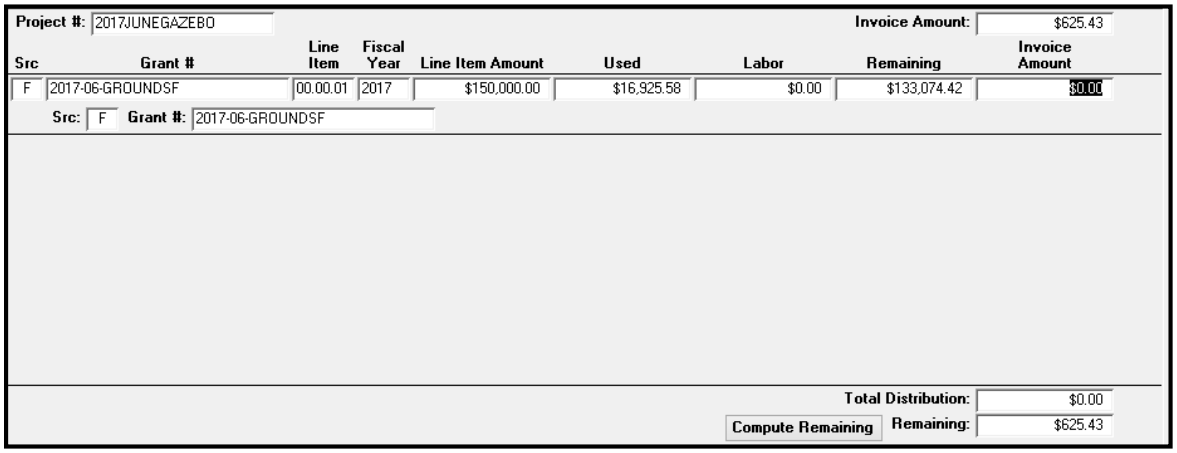
Grants

Click ***Grants*****,** to allocate the invoice amount to a grant or grants.

Project must be selected to utilize this options. If a project is not selected the system will generate the following message.



Once a project is selected. The following form displays:



Field Name	Description
Project #	Auto populates based on the project selected for the invoice.
Invoice Amount	Auto populates based on the amount entered for the invoice.
Src	Auto populates the type of grand funding setup in Procurement Suite.
Grant #	Auto populates the description for the grant # selected.
Line Item	Auto populates all line items for the selected grant.
Fiscal Year	Auto populates the Fiscal Year setup for the selected grant.
Line Item Amount	Auto populates all line items setup for the selected grant.
Used	Auto populates the amount already assigned to the line item.
Labor	Auto populates at amount of labor is applicable that was entered in Project Tracking.
Remaining	Auto populates the amount of funds still available for the line item.
Invoice Amount	Enter the amount being paid utilizing the individual line items. Invoice amounts can be separated between multiple lines.

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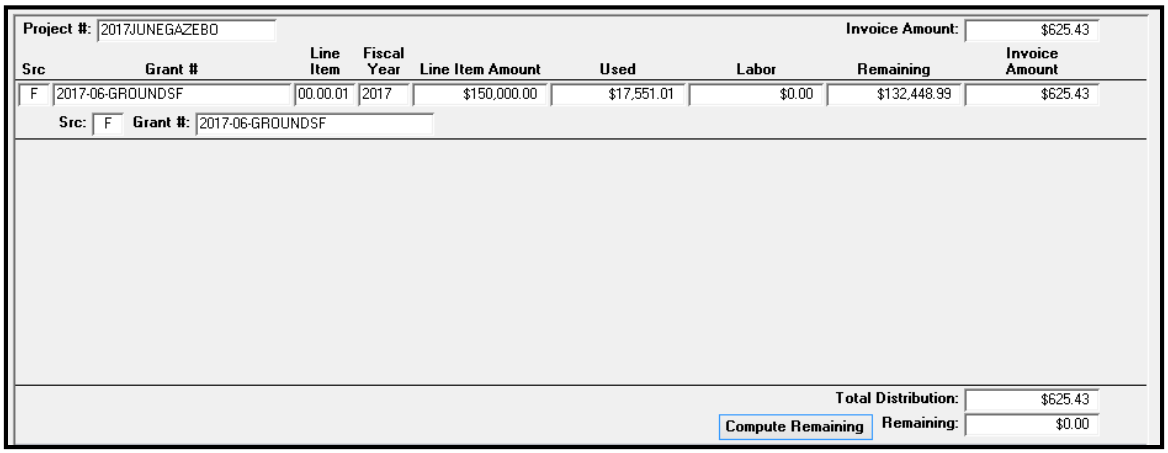
Compute Remaining

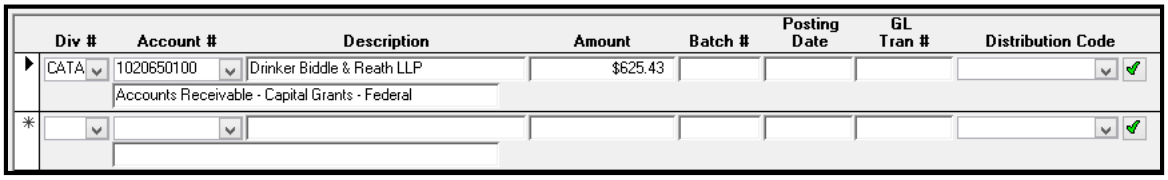
Click ***Compute Remaining*** to apply amounts to line items to generate current remaining balances. Amount will move from Remaining field to the Total Distribution field.

When the Transaction is updated the total invoice amount will be updated to Project Costs and each line item amount will update the Project with amount used.

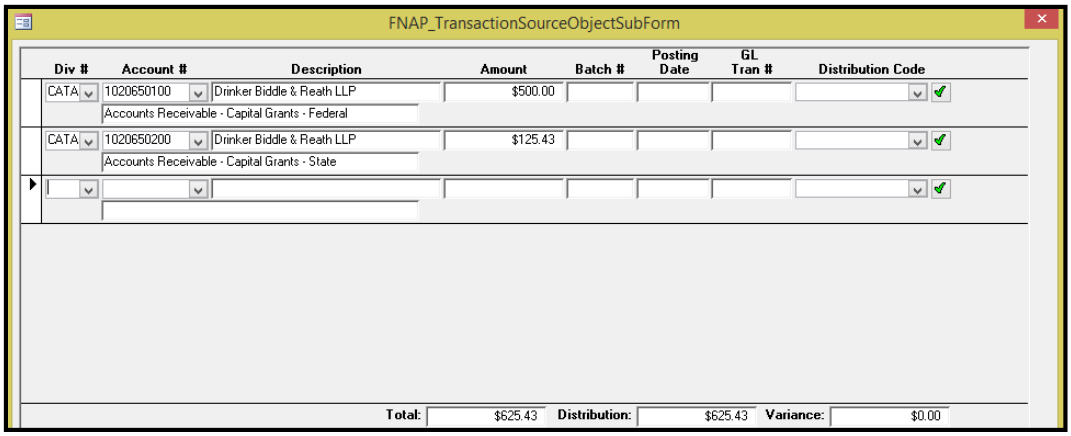


GL Distribution

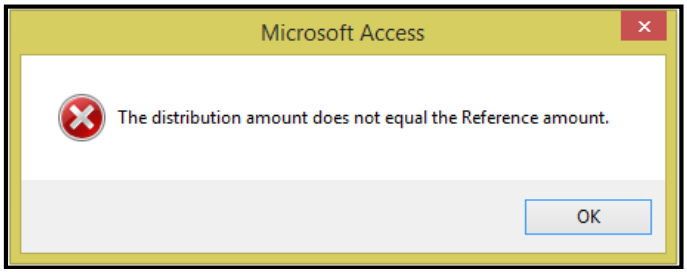
Click ***GL Distribution*** to assign the General Ledger Account # applicable to the invoice transaction.



Field Name	Description
Div #	Enter or select Division from drop-down options.
Account #	Enter or select the General Ledger Account # applicable to the invoice.
Description	See Miscellaneous Code Setup: *True* = Auto populates the Vendor Name. *False* = Auto populates with vendor # and description from the invoice entry
Amount	Enter the amount to be recorded to the selected General Ledger Account #.
Batch #	Once invoice has been updated, the system will assign the Batch #.
Posting Date	Once invoice has been updated, the system will populate the date.
GL Tran #	Once invoice has been updated, the system will populate the transaction #.
Distribution Code	Enter or select a Distribution Code to allow for reports to be generated to further define subcategories within the selected General Ledger Account #. If Distribution code needs to be added. Click ***Green Checkmark*** to add a new code.
Total	Auto populates based on the amount of the invoice.
Distribution	Calculates the total amount distributed as amounts are entered by General Ledger Account #'s.
Variance	System takes Invoice Total against the Distribution amount to generate the variance amount.

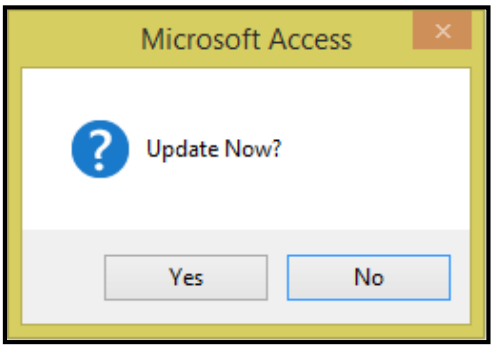


Once Variance equals $0.00, close the GL Distribution form by Xing out. Record will be saved. If entry is out of balance, the following message displays and correcting entries will need to be made.



GL Update

Click ***GL Update*** to do a quick update for the invoice entered. This option will not generate any Audit Reports. Recommendation: Utilize the ***Pending*** option when updating invoice records to create an Audit Report for the invoice transaction. If this option is selected the following message displays.

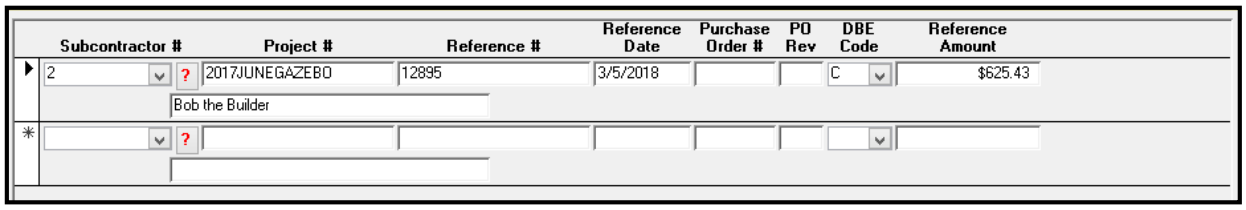


Click ***yes*** to update the invoice to the Accounts Payable subsidiary journal or ***No*** to cancel.

Subcontractor

Click **Subcontractor** to enter the amount the Vendor will pay the subcontractor. This function is only available when a Project has been setup as the Project must be selected before subcontractor information can be entered.

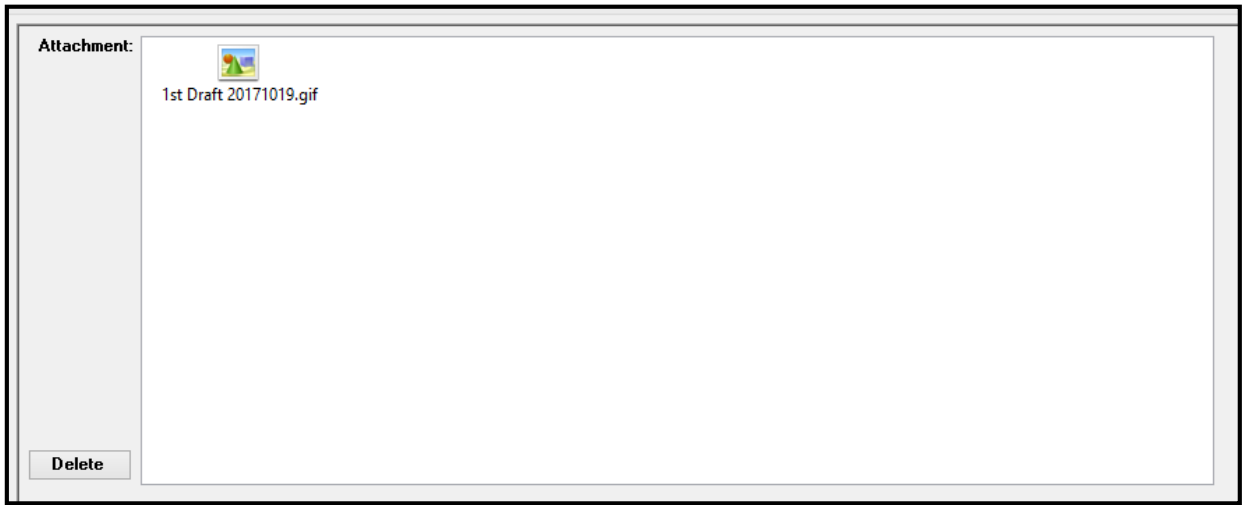
The following form displays.



Field Name	Description
Subcontractor #	Enter or select the subcontractor from the drop-down options.
Project #	Auto populates based on the subcontractor selected.
Reference #	Auto populates for the reference # assigned to the transaction.
Reference Date	Auto populates the Invoice Date.
Purchase Order #	Auto populates from the transaction entry form, if a Purchase Order # was used to secure the product or services.
PO Rev	Auto populates if Purchase Order as a revision #.
DBE Code	Auto populates based on vendor setup. Can be modified at this type by selecting options available in the drop-down options.
Reference Amount	Auto populates the amount entered for the invoice. Amount can be modified at this time.

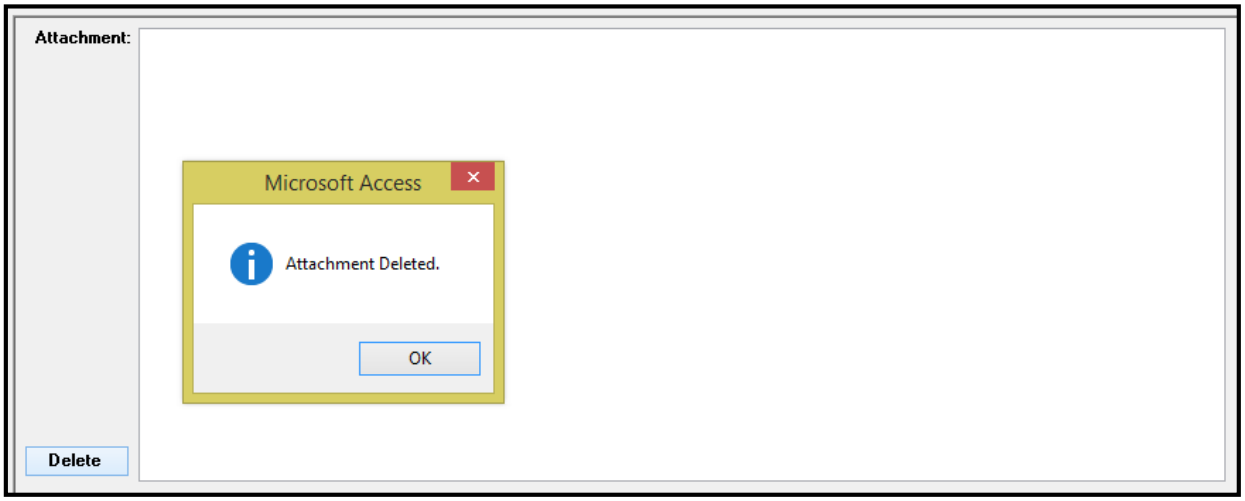
Attachment

Click ***Attachment*** to attach a scanned image to the transaction. Paperless Option. The following form displays.



Delete

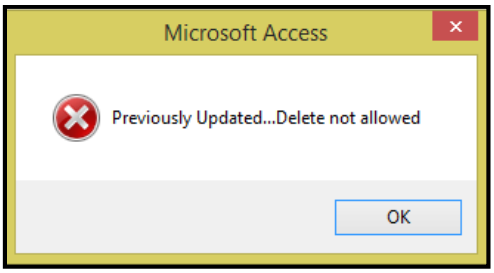
Click ***Delete*** to remove the attachment. The following message displays.



Click ***OK***.

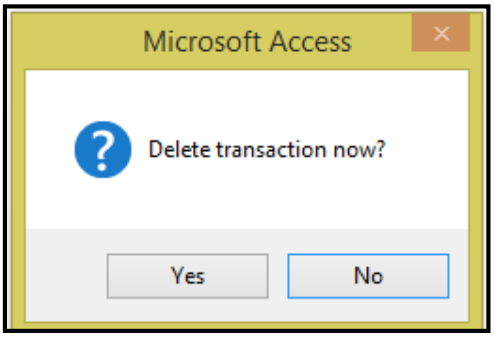
Delete

Click ***Delete*** to delete a transaction that has not been updated. Once transaction has been updated it cannot be deleted. If record has been updated the following message displays.



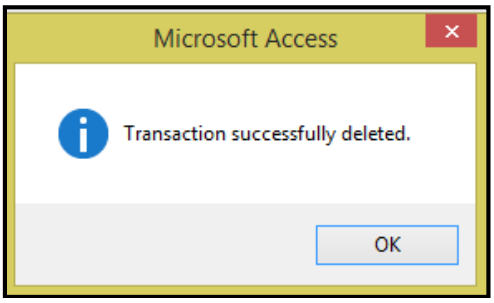
Click ***OK***.

If record has not been updated and the delete option is selected. The following message displays.



Click ***Yes*** to continue or ***No*** to cancel.

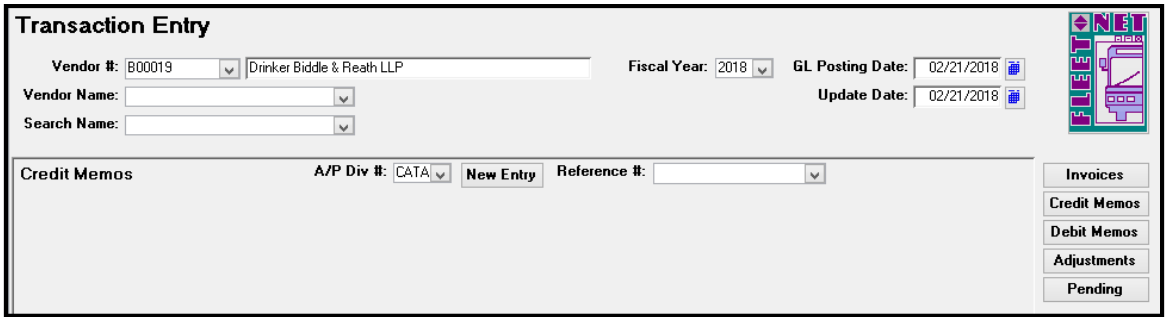
Once transaction is deleted, the following message displays.



Click ***OK.***

Credit Memos

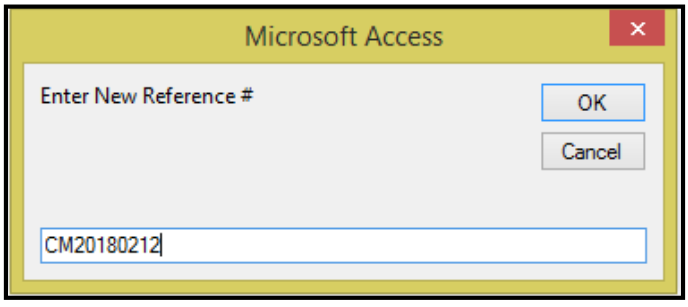
Click ***Credit Memos*** to add or view existing Credit Memos that have not been updated.



Field Name	Description
A/P Div #	Select the A/P division from the drop-down list.
New Entry	Click to create a new Credit Memo.
Reference #	Select an existing Credit Memo reference number for this vendor from the drop-down list to view an existing credit memo..

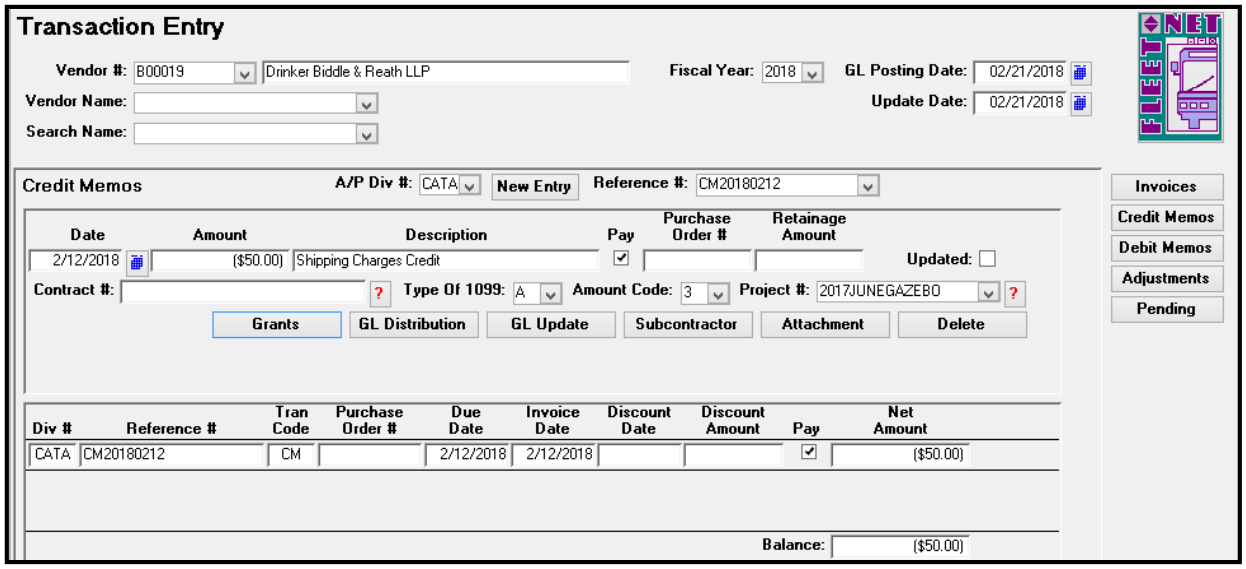
New Entry

Click ***New Entry*** to create a new Credit Memo reference #. The following form displays.



Enter a User Defined reference number Max Field Size 20 Alpha Numeric. ***If the credit memo is being issued to offset an existing invoice, use the same Reference Number that was used for the invoice being offset.***

Click ***OK*** to continue or ***Cancel*** to cancel.

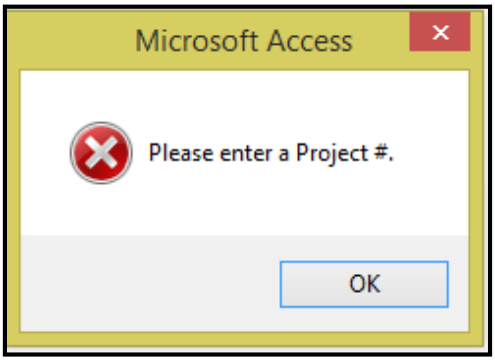


Field Name	Description
Date	Enter the date of the credit memo. The credit memo date and the GL posting date must match month and year. If they do not the A/P Aged Trial Balance will not reconcile the GL at month end.
Amount	Enter the amount of the credit memo. This will automatically display as a negative amount.
Description	If Type of Goods was set up in the Vendor Master it will auto populate, description can be edited at this time.
Pay	Automatically checked. This box sets the credit memos as due for and eligible for payment.
Purchase Order#	Enter the PO # if applicable Max field size 11 Alpha Numeric.
Retainage Amount	If applicable enter the fixed dollar amount of retainage to be applied.
Updated	Box will be checked once credit memo is updated.
Contract #	Enter or select contract # from drop-down options. Utilize the? To search list of all contracts assigned to the selected vendor.
Type of 1099	Auto-populates based on the Vendor Master setup. This field can be edited on this form Currently this Type = A.
Amount Code	Auto-populates based on the Vendor Master setup. This field can be edited on this form.
Project #	Enter or select the project # from drop-down options. Utilize the? To search list of all projects assigned to the selected vendor.

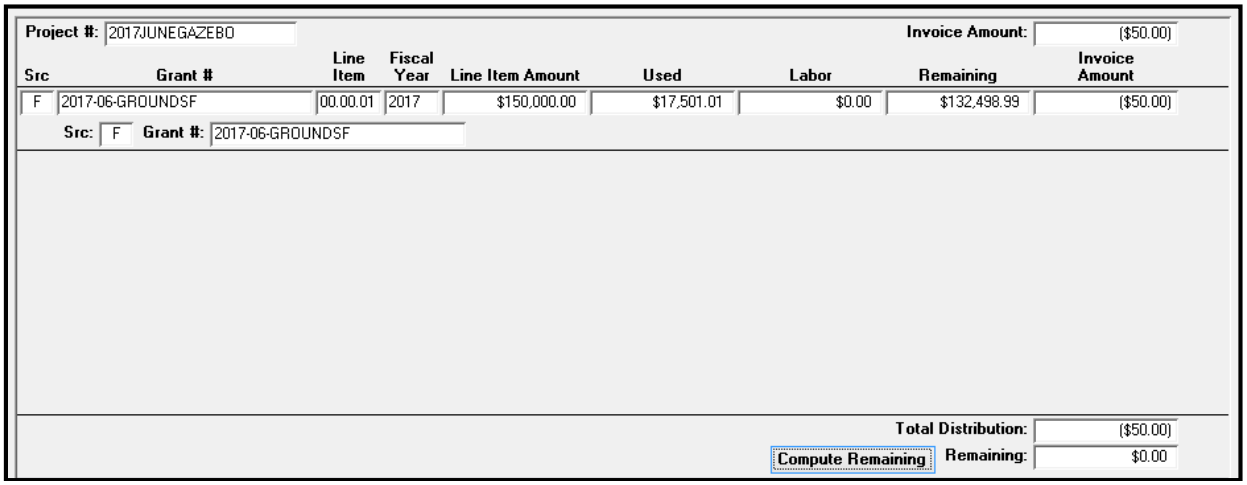
Grant

Click ***Grants*****,** to allocate the credit amount to a grant or grants.

Project must be selected to utilize this options. If a project is not selected the system will generate the following message.



Once a project is selected. The following form displays:



Field Name	Description
Project #	Auto populates based on the project selected for the Credit Memo.
Invoice Amount	Auto populates based on the amount entered for the Credit Memo.
Src	Auto populates the type of grand funding setup in Procurement Suite.
Grant #	Auto populates the description for the grant # selected.
Line Item	Auto populates all line items for the selected grant.
Fiscal Year	Auto populates the Fiscal Year setup for the selected grant.
Line Item Amount	Auto populates all line items setup for the selected grant.
Used	Auto populates the amount already assigned to the line item.
Labor	Auto populates at amount of labor is applicable that was entered in Project Tracking.
Remaining	Auto populates the amount of funds still available for the line item.
Invoice Amount	Enter the amount being paid utilizing the individual line items. Credit Memo amount can be separated between multiple lines.

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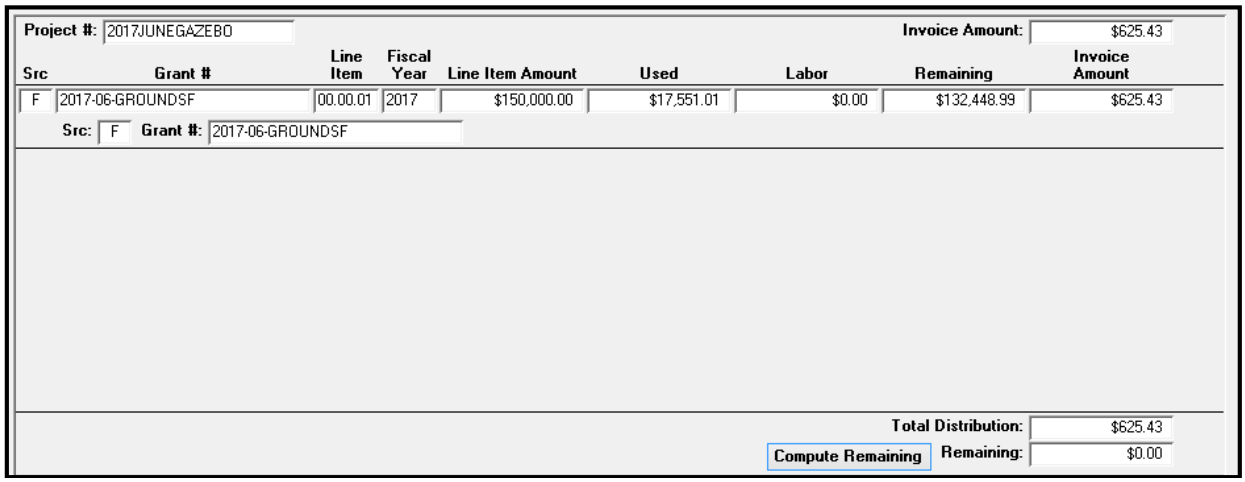
Compute Remaining

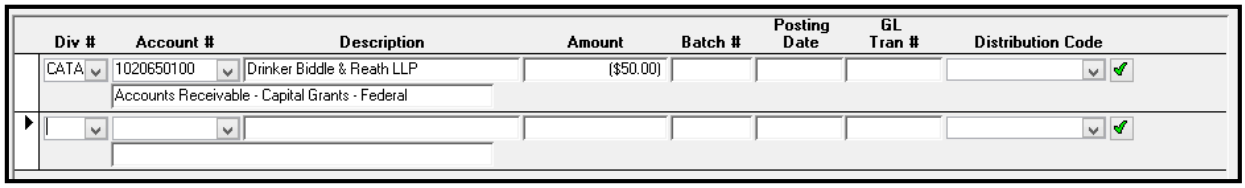
Click ***Compute Remaining*** to apply amounts to line items to generate current remaining balances. Amount will move from Remaining field to the Total Distribution field.

When the Transaction is updated the total credit memo amount will be updated to Project Costs and each line item amount will update the Project with amount used.



GL Distribution

Click ***GL Distribution*** to assign the General Ledger Account # applicable to the credit memo transaction.



Field Name	Description
Div #	Enter or select Division from drop-down options.
Account #	Enter or select the General Ledger Account # applicable to the Credit Memo.
Description	Auto populates the Vendor Name.
Amount	Enter the amount to be recorded to the selected General Ledger Account #.
Batch #	Once Credit Memo has been updated the system will assign the Batch #.
Posting Date	Once Credit Memo has been updated the system will populate the date.
GL Tran #	Once Credit Memo has been updated the system will populate the transaction #.
Distribution Code	Enter or select a Distribution Code to allow for reports to be generated to further define subcategories within the selected General Ledger Account #. If Distribution code needs to be added. Click ***Green Checkmark*** add a new code.
Total	Auto populates based on the amount of the Credit Memo.
Distribution	Calculates the total amount distributed as amounts are entered by General Ledger Account #'s.
Variance	System takes Credit Memo Total against the Distribution amount to generate the variance amount.

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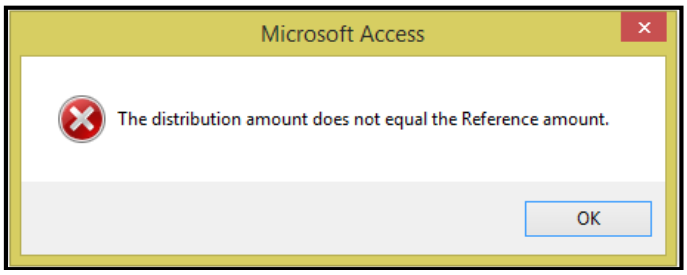
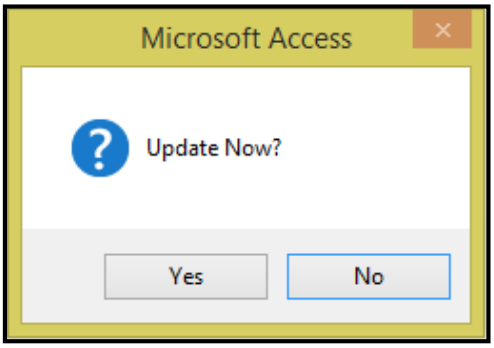
Once Variance equals $0.00, close the GL Distribution form by Xing out. Record will be saved. If entry is out of balance the following message displays and correcting entries will need to be made.



GL Update

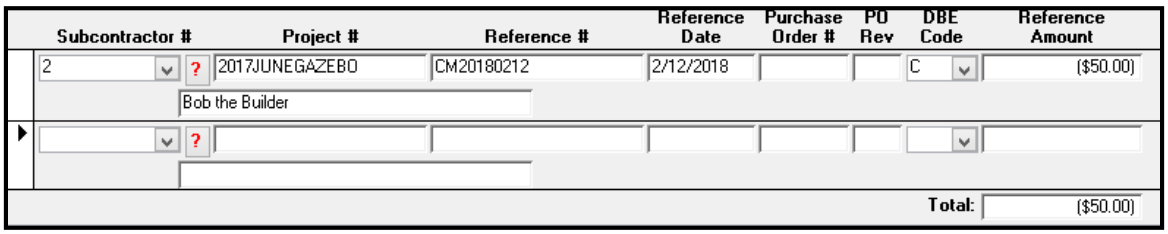
Click ***GL Update*** to do a quick update for the Credit Memo entered. This option will not generate any Audit Reports. Recommendation: Utilize the ***Pending*** option when updating credit memo records to create an Audit Report for the credit memo transaction. If this option is selected the following message displays.



Click ***yes*** to update the credit memo to the Accounts Payable subsidiary journal or ***No*** to cancel.

Subcontractor

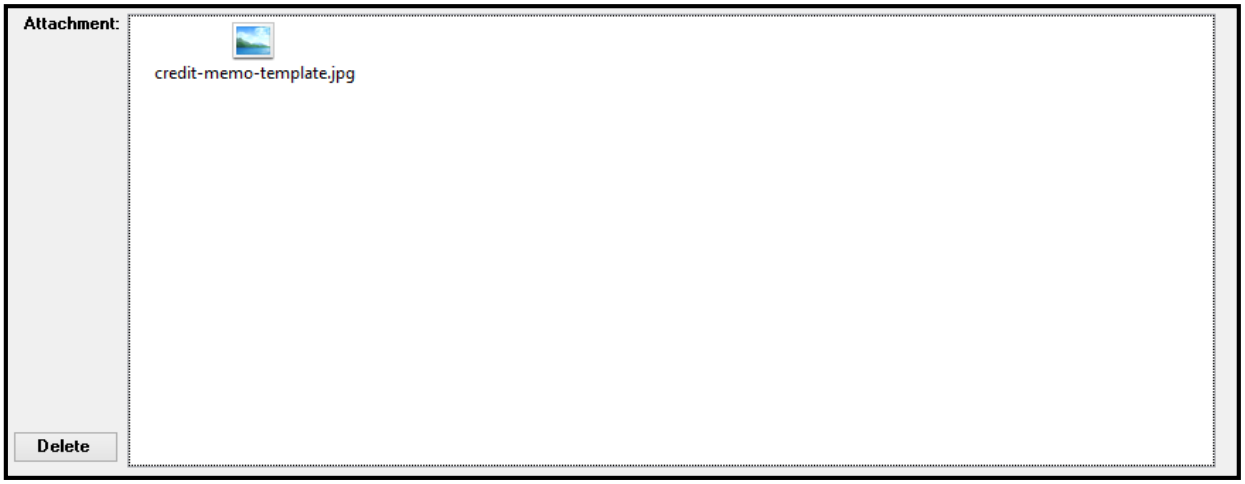
Click **Subcontractor** to enter the amount the Vendor will apply to the subcontractor. This function is only available when a Project has been setup as the Project must be selected before subcontractor information can be entered.



Field Name	Description
Subcontractor #	Enter or select the subcontractor from the drop-down options.
Project #	Auto populates based on the subcontractor selected.
Reference #	Auto populates for the reference # assigned to the transaction.
Reference Date	Auto populates the Credit Memo date.
Purchase Order #	Auto populates from the transaction entry form, if a Purchase Order # was used to secure the product or services.
PO Rev	Auto populates if Purchase Order as a revision #.
DBE Code	Auto populates based on vendor setup. Can be modified at this type by selecting options available in the drop-down options.
Reference Amount	Auto populates the amount entered for the Credit Memo. Amount can be modified at this time.

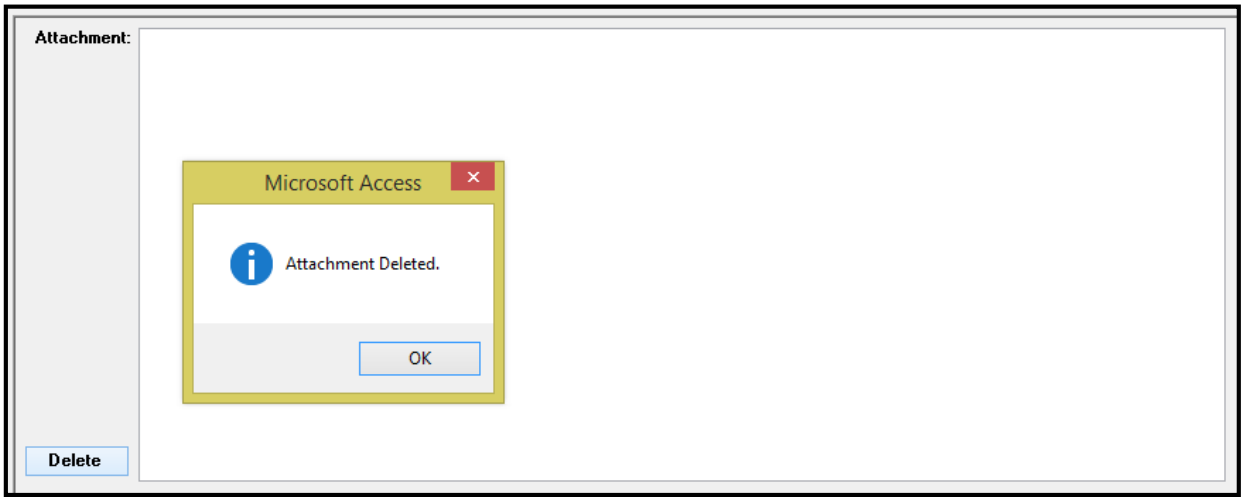
Attachment

Click ***Attachment*** to attach a scanned image to the transaction. Paperless Option. The following form displays.



Delete

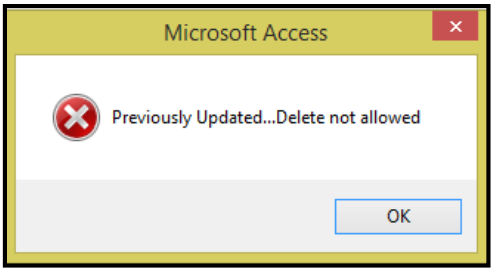
Click ***Delete*** to remove the attachment. The following message displays.



Click ***OK***.

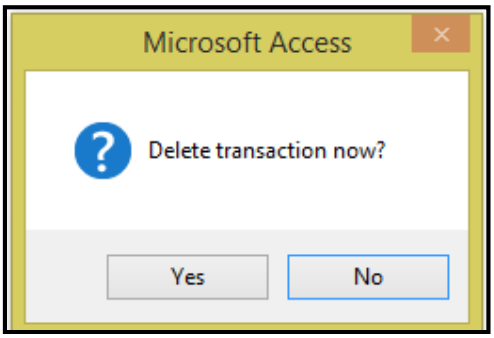
Delete

Click ***Delete*** to delete a transaction that has not been updated. Once transaction has been updated it cannot be deleted. If record has been updated the following message displays.



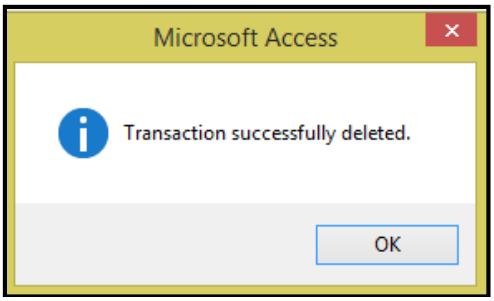
Click ***OK***.

If record has not been updated and the delete option is selected. The following message displays.



Click ***Yes*** to continue or ***No*** to cancel.

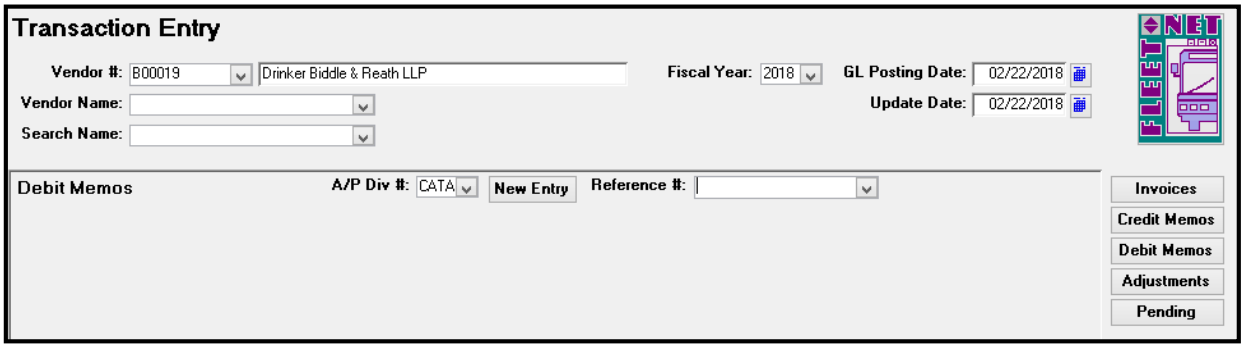
Once transaction is deleted the following message displays.



Click ***OK.***

Debit Memos

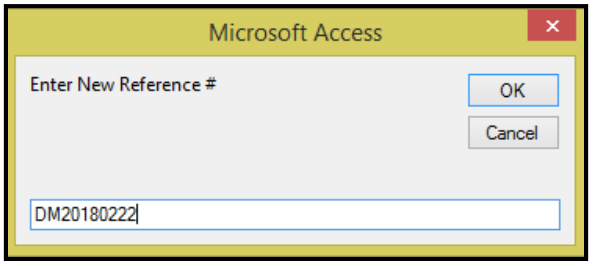
Click ***Debit Memos*** to add or view existing Debit Memos that have not been updated.



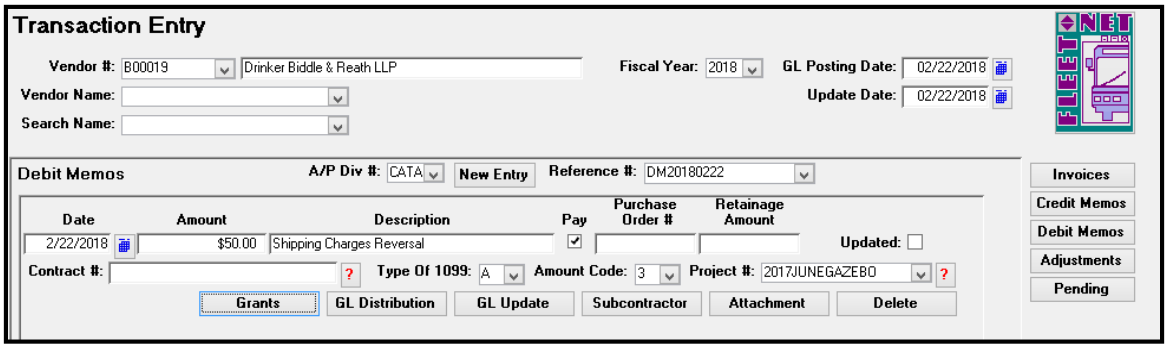
Field Name	Description
A/P Div #	Select the A/P division from the drop-down list.
New Entry	Click to create a new Debit Memo.
Reference #	Select an existing Debit Memo reference number for this vendor from the drop-down list to view an existing debit memo that has not been updated.

New Entry

Click ***New Entry*** to create a new Debit Memo reference #. The following form displays.



Enter a User Defined reference number Max Field Size 20 Alpha Numeric (i.e. the vendor debit memo number). Click ***OK*** to continue or ***Cancel*** to cancel. ***If the debit memo is being issued to offset an existing credit memo, use the same Reference Number that was used for the credit memo being offset.***

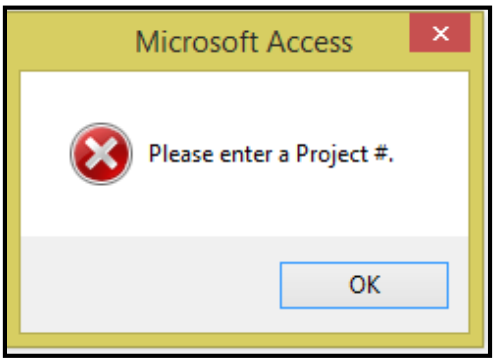


Field Name	Description
Date	Enter the date of the debit memo. The debit memo date and the GL posting date must match month and year. If they do not the A/P Aged Trial Balance will not reconcile the GL at month end.
Amount	Enter the amount of the debit memo. This will display as a positive amount.
Description	If Type of Goods was set up in the Vendor Master it will auto populate, description can be edited at this time.
Pay	Automatically checked. This box sets the debit memos as due for and eligible for payment.
Purchase Order#	Enter the PO # if applicable Max field size 11 Alpha Numeric.
Retainage Amount	If applicable enter the fixed dollar amount of retainage to be applied.
Updated	Box will be checked once credit memo is updated.
Contract #	Enter or select contract # from drop-down options. Utilize the? To search list of all contracts assigned to the selected vendor.
Type of 1099	Auto-populates based on the Vendor Master setup. This field can be edited on this form Currently this Type = A.
Amount Code	Auto-populates based on the Vendor Master setup. This field can be edited on this form.
Project #	Enter or select the project # from drop-down options. Utilize the? To search list of all projects assigned to the selected vendor.

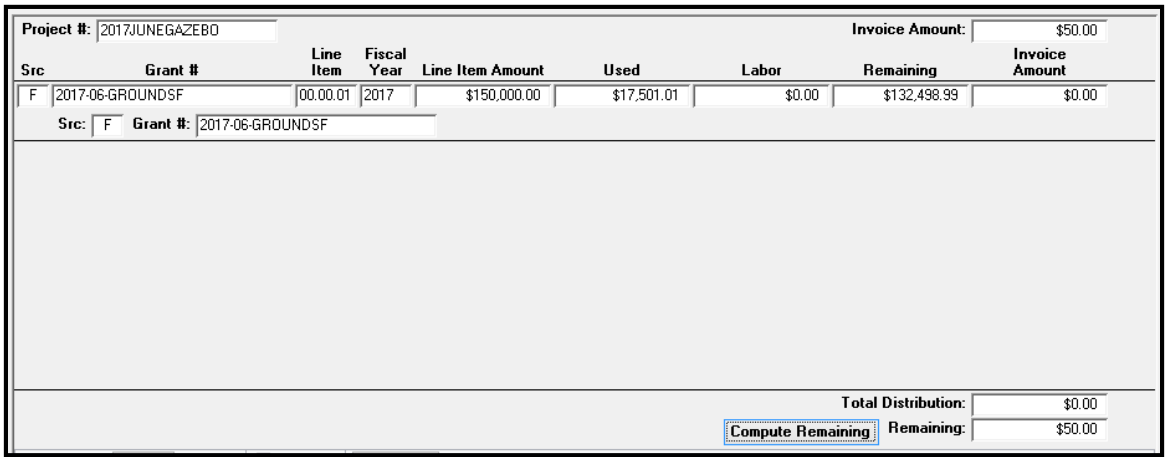
Grant

Click ***Grants*****,** to allocate the debit memo amount to a grant or grants.

Project must be selected to utilize this options. If a project is not selected the system will generate the following message.



Once a project is selected. The following form will display.

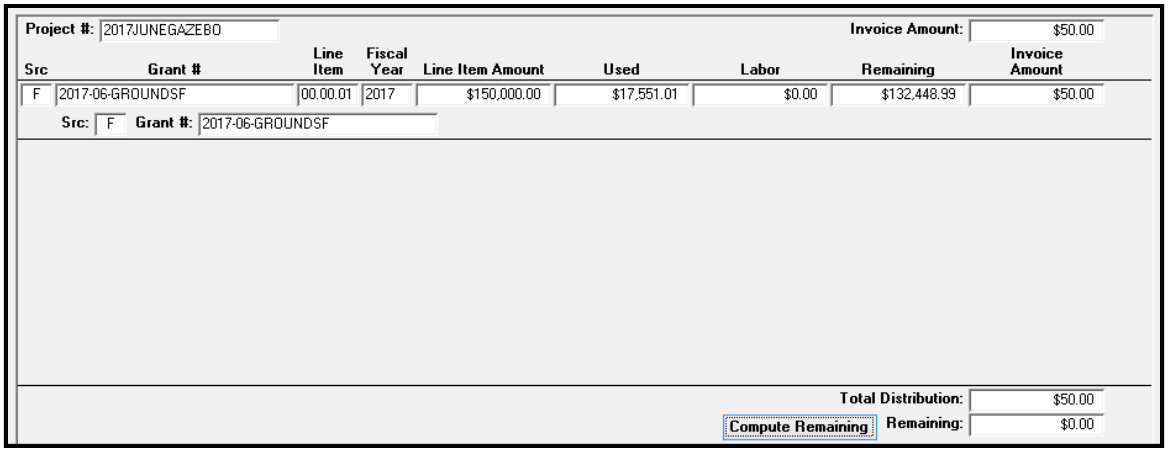


Field Name	Description
Project #	Auto populates based on the project selected for the debit memo.
Invoice Amount	Auto populates based on the amount entered for the debit memo.
Src	Auto populates the type of grand funding setup in Procurement Suite.
Grant #	Auto populates the description for the grant # selected.
Line Item	Auto populates all line items for the selected grant.
Fiscal Year	Auto populates the Fiscal Year setup for the selected grant.
Line Item Amount	Auto populates all line items setup for the selected grant.
Used	Auto populates the amount already assigned to the line item.
Labor	Auto populates at amount of labor is applicable that was entered in Project Tracking.
Remaining	Auto populates the amount of funds still available for the line item.
Invoice Amount	Enter the amount being paid utilizing the individual line items. Debit Memo amounts can be separated between multiple lines.

Compute Remaining

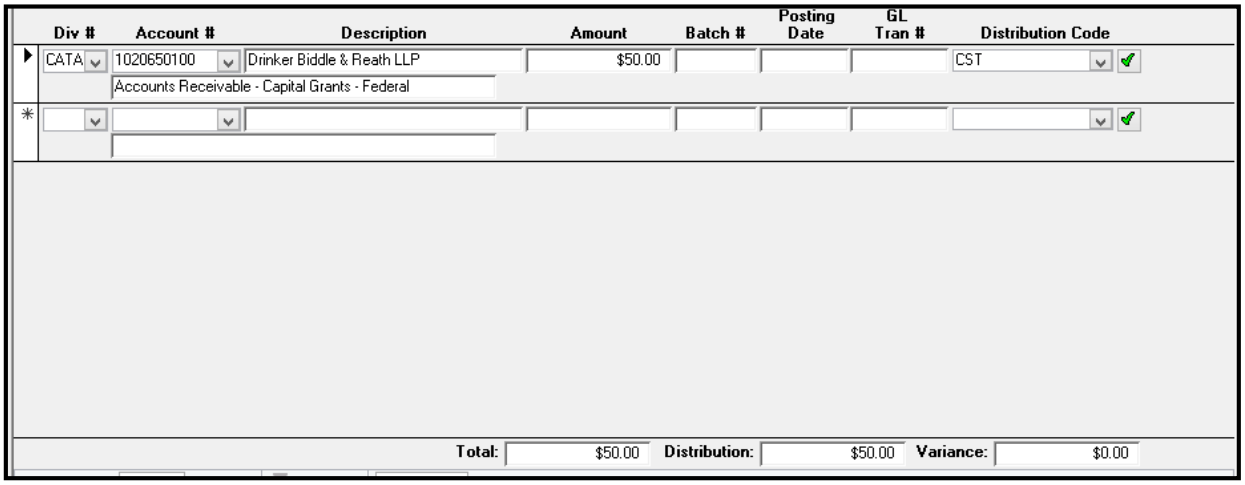
Click ***Compute Remaining*** to apply amounts to line items to generate current remaining balances. Amount will move from Remaining field to the Total Distribution field.

When the Transaction is updated the total debit memo amount will be updated to Project Costs and each line item amount will update the Project with amount used.



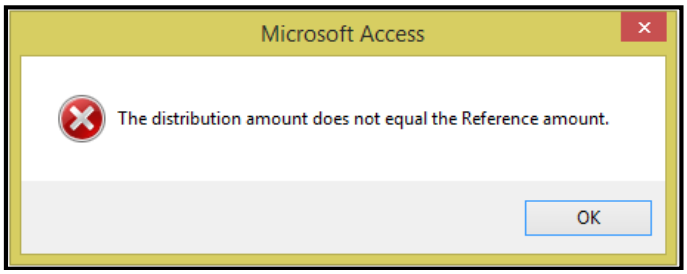
GL Distribution

Click ***GL Distribution*** to assign the General Ledger Account # applicable to the debit memo transaction.



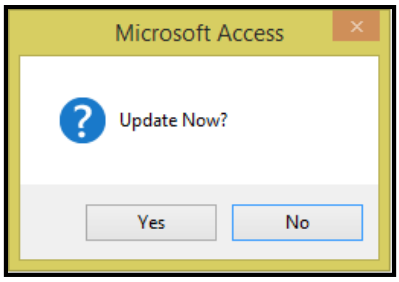
Field Name	Description
Div #	Enter or select Division from drop-down options.
Account #	Enter or select the General Ledger Account # applicable to the debit memo.
Description	Auto populates the Vendor Name.
Amount	Enter the amount to be recorded to the selected General Ledger Account #.
Batch #	Once Debit Memo has been updated the system will assign the Batch #.
Posting Date	Once Debit Memo has been updated the system will populate the date.
GL Tran #	Once Debit Memo has been updated the system will populate the transaction #.
Distribution Code	Enter or select a Distribution Code to allow for reports to be generated to further define subcategories within the selected General Ledger Account #. If Distribution code needs to be added. Click ***Green Checkmark*** add a new code.
Total	Auto populates based on the amount of the debit memo.
Distribution	Calculates the total amount distributed as amounts are entered by General Ledger Account #'s.
Variance	System takes Debit Memo Total against the distribution amount to generate the variance amount.

Once Variance equals $0.00, close the GL Distribution form by Xing out. Record will be saved. If entry is out of balance the following message displays and correcting entries will need to be made.



GL Update

Click ***GL Update*** to do a quick update for the Debit Memo entered. This option will not generate any Audit Reports. Recommendation: Utilize the ***Pending*** option when updating credit memo records to create an Audit Report for the credit memo transaction. If this option is selected the following message displays.

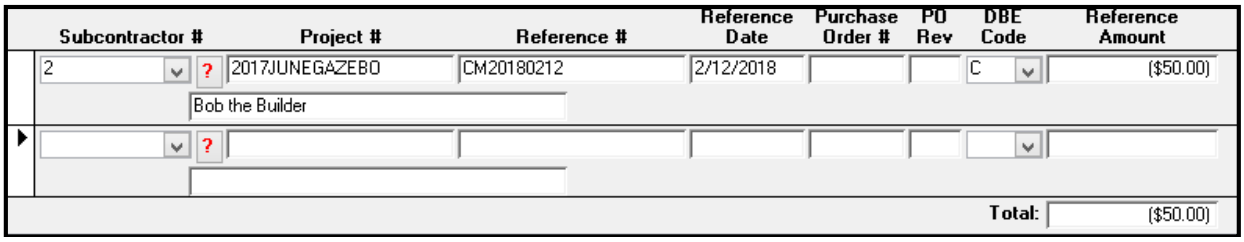


Click ***Yes*** to update the debit memo to the Accounts Payable subsidiary journal or ***No*** to cancel.

Subcontractor

Click **Subcontractor** to enter the amount the Vendor will pay the subcontractor. This function is only available when a Project has been setup as the Project must be selected before subcontractor information can be entered.

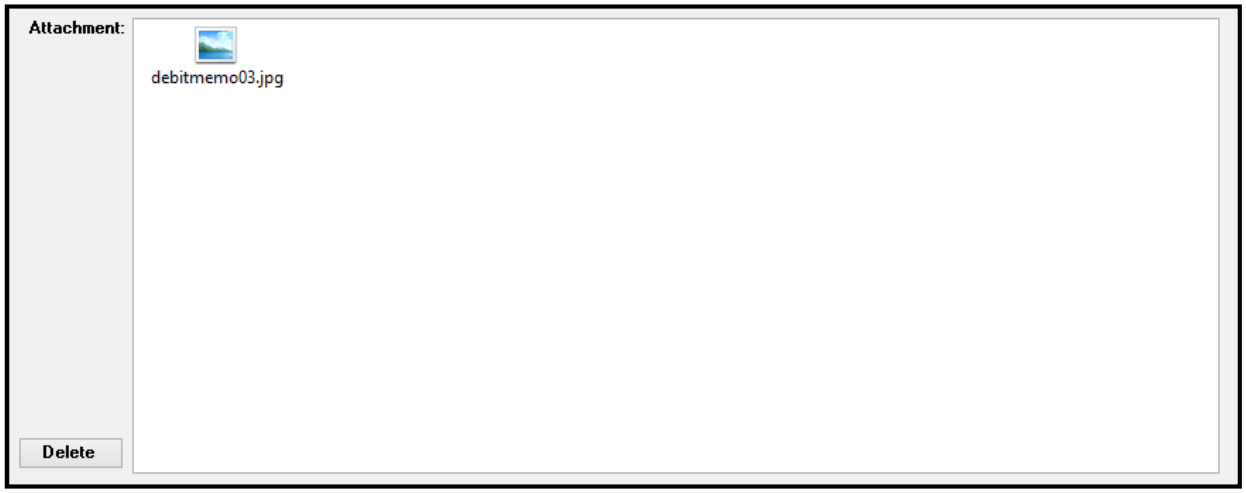
The following form displays.



Field Name	Description
Subcontractor #	Enter or select the subcontractor from the drop-down options.
Project #	Auto populates based on the subcontractor selected.
Reference #	Auto populates for the reference # assigned to the transaction.
Reference Date	Auto populates the Debit Memo date.
Purchase Order #	Auto populates from the transaction entry form, if a Purchase Order # was used to secure the product or services.
PO Rev	Auto populates if Purchase Order as a revision #.
DBE Code	Auto populates based on vendor setup. Can be modified at this type by selecting options available in the drop-down options.
Reference Amount	Auto populates the amount entered for the debit amount. Amount can be modified at this time.

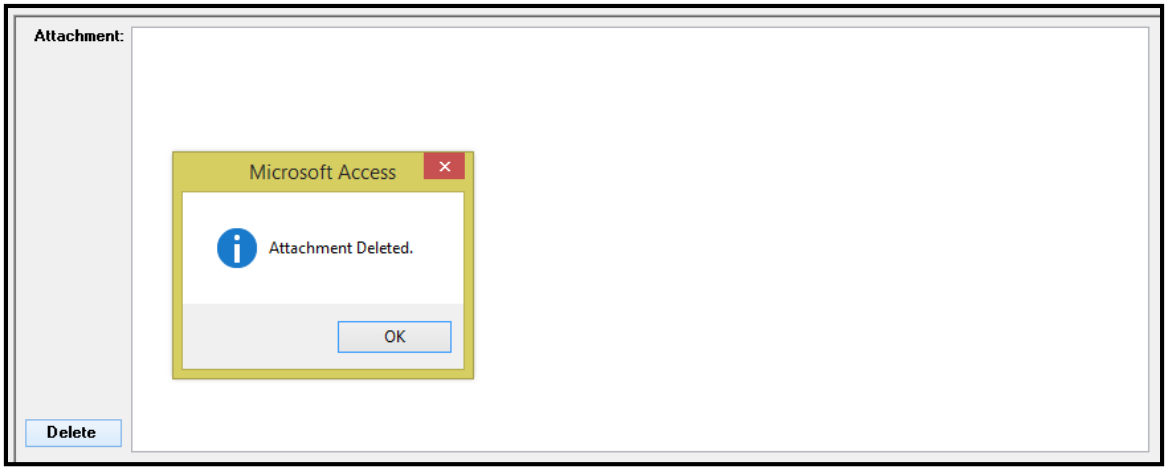
Attachment

Click ***Attachment*** to attach a scanned image to the transaction. Paperless Option. The following form displays.



Delete

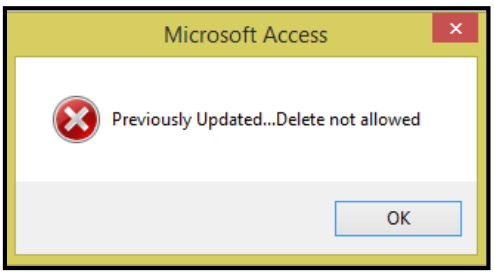
Click ***Delete*** to remove the attachment. The following message displays.



Click ***OK***.

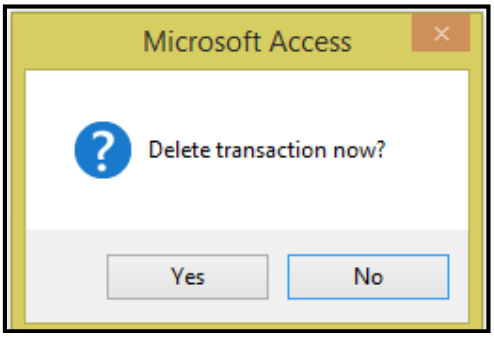
Delete

Click ***Delete*** to delete a transaction that has not been updated. Once transaction has been updated it cannot be deleted. If record has been updated the following message displays.



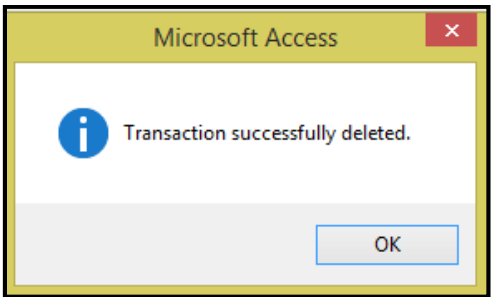
Click ***OK***.

If record has not been updated and the delete option is selected. The following message displays.



Click ***Yes*** to continue or ***No*** to cancel.

Once transaction is deleted the following message displays.



Click ***OK.***

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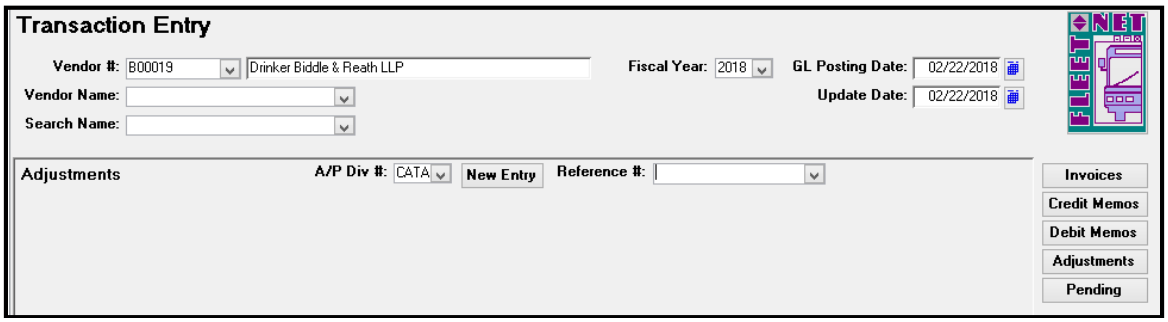
Adjustments

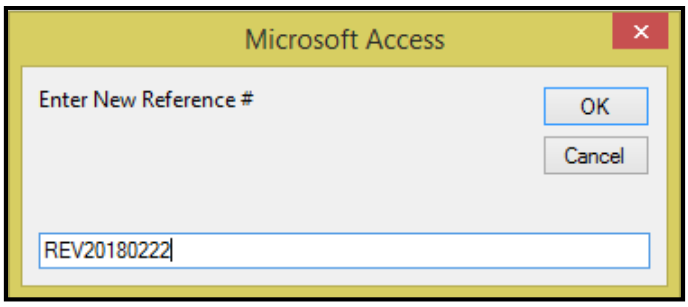
Click ***Adjustments*** to add or view existing Adjustments that have not been updated. Recommendation is to use Adjustments when making correcting entries in Accounts Payable.



Field Name	Description
A/P Div #	Select the A/P division from the drop-down list.
New Entry	Click to create a new Adjustment.
Reference #	Select an existing Adjustment reference number for this vendor from the drop-down list to view an existing adjustments that has not been updated.

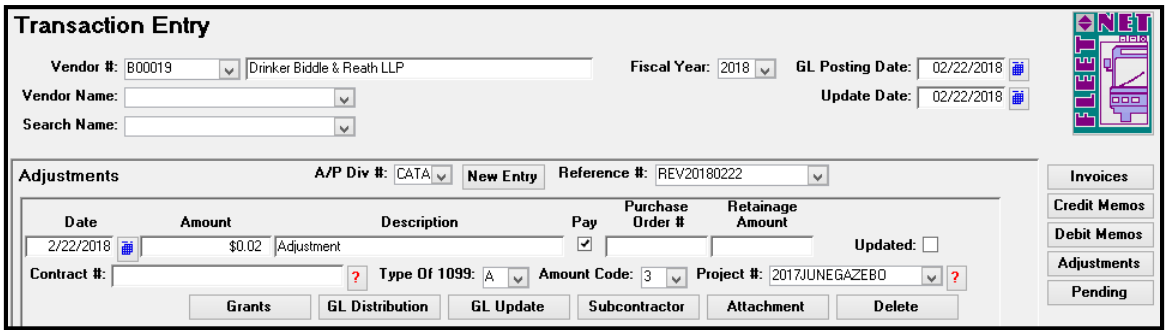
New Entry

Click ***New Entry*** to create a new Adjustment reference #. The following form displays.



Enter a User Defined reference number Max Field Size 20 Alpha Numeric. ***If the adjustment is being issued to offset an existing invoice, credit memo or debit memo use the same Reference Number that was used for the transaction being offset.***

Click ***OK*** to continue or ***Cancel*** to cancel.

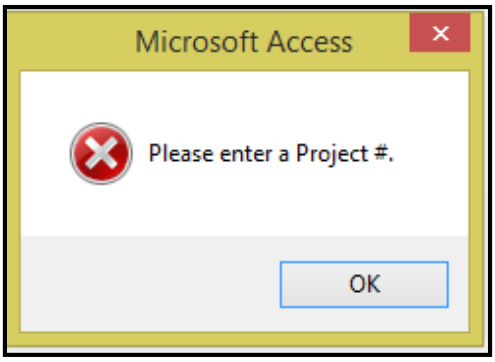


Field Name	Description
Date	Enter the date of the adjustment. The adjustment date and the GL posting date must match month and year. If they do not the A/P Aged Trial Balance will not reconcile the GL at month end.
Amount	Enter the amount of the adjustment. This will display as a positive/negative amount.
Description	If Type of Goods was set up in the Vendor Master it will auto populate, description can be edited at this time.
Pay	Automatically checked. This box sets the adjustment as due for and eligible for payment.
Purchase Order#	Enter the PO # if applicable Max field size 11 Alpha Numeric.
Retainage Amount	If applicable enter the fixed dollar amount of retainage to be applied.
Updated	Box will be checked once adjustment is updated.
Contract #	Enter or select contract # from drop-down options. Utilize the? To search list of all contracts assigned to the selected vendor.
Type of 1099	Auto-populates based on the Vendor Master setup. This field can be edited on this form Currently this Type = A.
Amount Code	Auto-populates based on the Vendor Master setup. This field can be edited on this form.
Project #	Enter or select the project # from drop-down options. Utilize the? To search list of all projects assigned to the selected vendor.

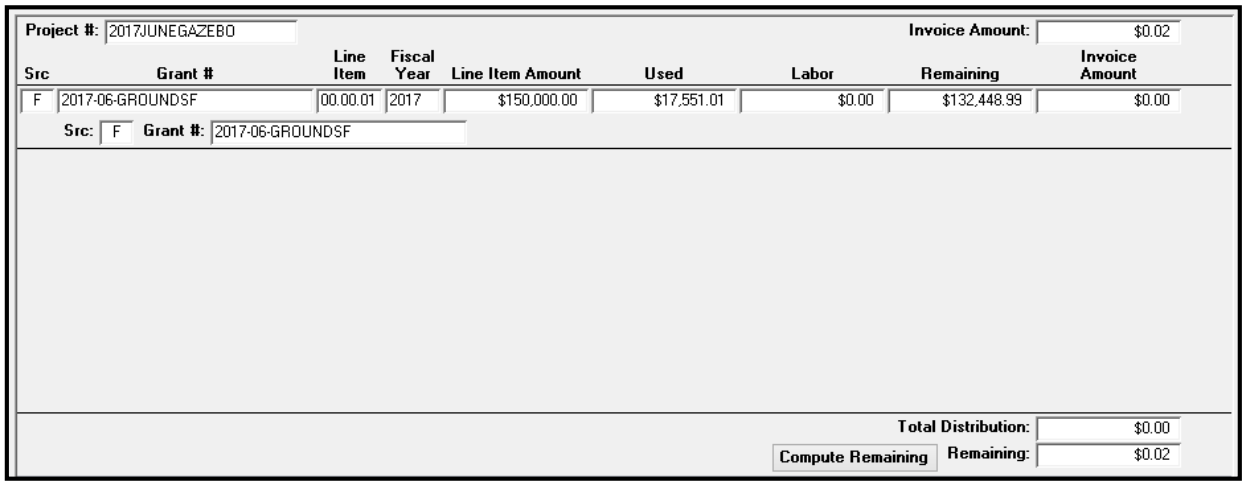
Grant

Click ***Grants*****,** to allocate the adjustment amount to a grant or grants.

Project must be selected to utilize this options. If a project is not selected the system will generate the following message.



Once a project is selected. The following form displays:

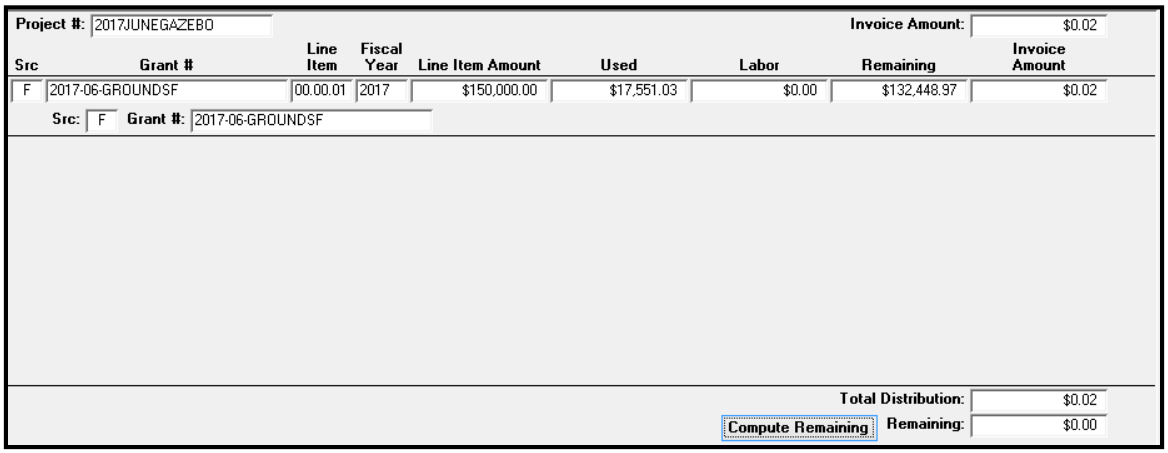


Field Name	Description
Project #	Auto populates based on the project selected for the adjustment.
Invoice Amount	Auto populates based on the amount entered for the adjustment.
Src	Auto populates the type of grand funding setup in Procurement Suite.
Grant #	Auto populates the description for the grant # selected.
Line Item	Auto populates all line items for the selected grant.
Fiscal Year	Auto populates the Fiscal Year setup for the selected grant.
Line Item Amount	Auto populates all line items setup for the selected grant.
Used	Auto populates the amount already assigned to the line item.
Labor	Auto populates at amount of labor is applicable that was entered in Project Tracking.
Remaining	Auto populates the amount of funds still available for the line item.
Invoice Amount	Enter the amount being paid utilizing the individual line items. Adjustment amounts can be separated between multiple lines.

Compute Remaining

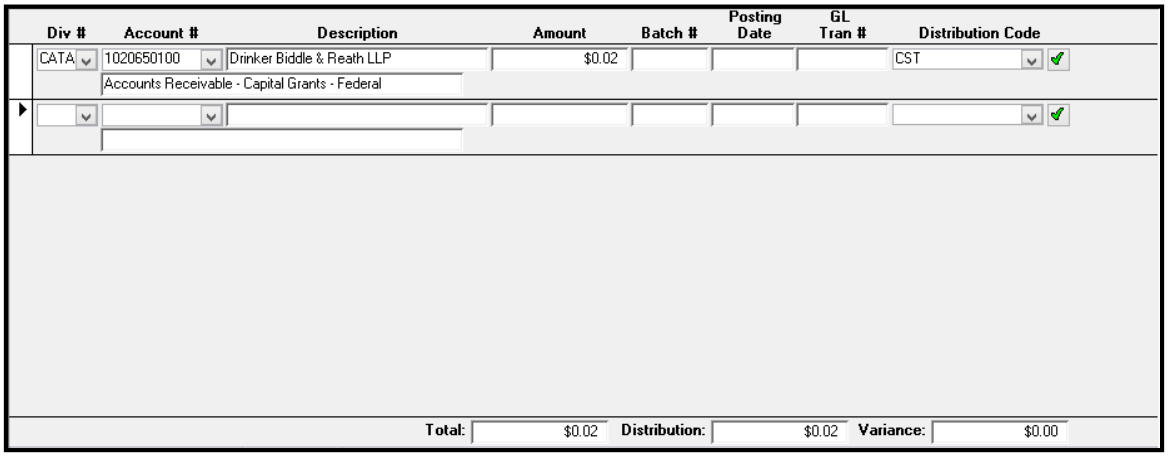
Click ***Compute Remaining*** to apply amounts to line items to generate current remaining balances. Amount will move from Remaining field to the Total Distribution field.

When the Transaction is updated the total debit memo amount will be updated to Project Costs and each line item amount will update the Project with amount used.



GL Distribution

Click ***GL Distribution*** to assign the General Ledger Account # applicable to the adjustment transaction.



Field Name	Description
Div #	Enter or select Division from drop-down options.
Account #	Enter or select the General Ledger Account # applicable to the adjustment.
Description	Auto populates the Vendor Name.
Amount	Enter the amount to be recorded to the selected General Ledger Account #.
Batch #	Once Adjustment has been updated the system will assign the Batch #.
Posting Date	Once Adjustment has been updated the system will populate the date.
GL Tran #	Once Adjustment has been updated the system will populate the transaction #.

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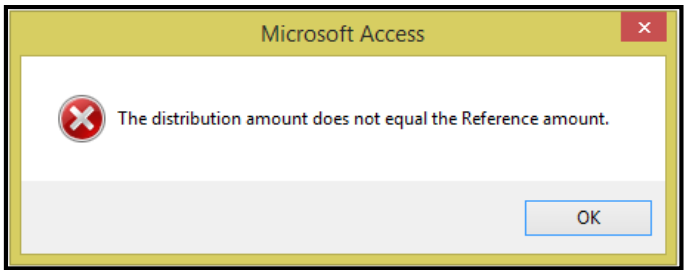
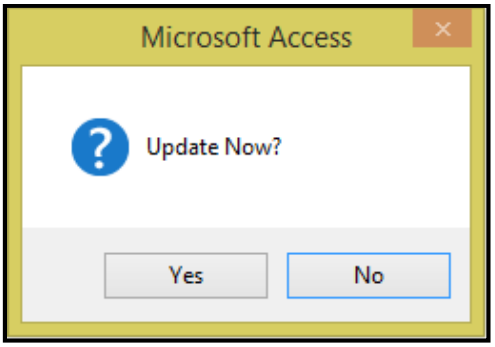
Field Name	Description
Distribution Code	Enter or select a Distribution Code to allow for reports to be generated to further define subcategories within the selected General Ledger Account #. If Distribution code needs to be added. Click ***Green Checkmark*** add a new code.
Total	Auto populates based on the amount of the adjustment.
Distribution	Calculates the total amount distributed as amounts are entered by General Ledger Account #'s.
Variance	System takes Adjustment Total against the Distribution amount to generate the variance amount.

Once Variance equals $0.00, close the GL Distribution form by Xing out. Record will be saved. If entry is out of balance the following message displays and correcting entries will need to be made.



GL Update

Click ***GL Update*** to do a quick update for the Adjustment entered. This option will not generate any Audit Reports. Recommendation: Utilize the ***Pending*** option when updating adjustment records to create an Audit Report for the credit memo transaction. If this option is selected the following message displays.

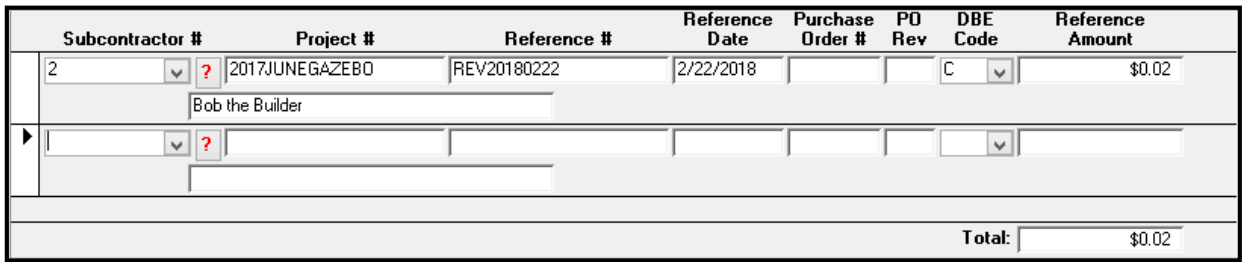


Click ***Yes*** to update the adjustment to the Accounts Payable subsidiary journal or ***No*** to cancel.

Subcontractor

Click **Subcontractor** to enter the amount the Vendor will pay the subcontractor. This function is only available when a Project has been setup as the Project must be selected before subcontractor information can be entered.

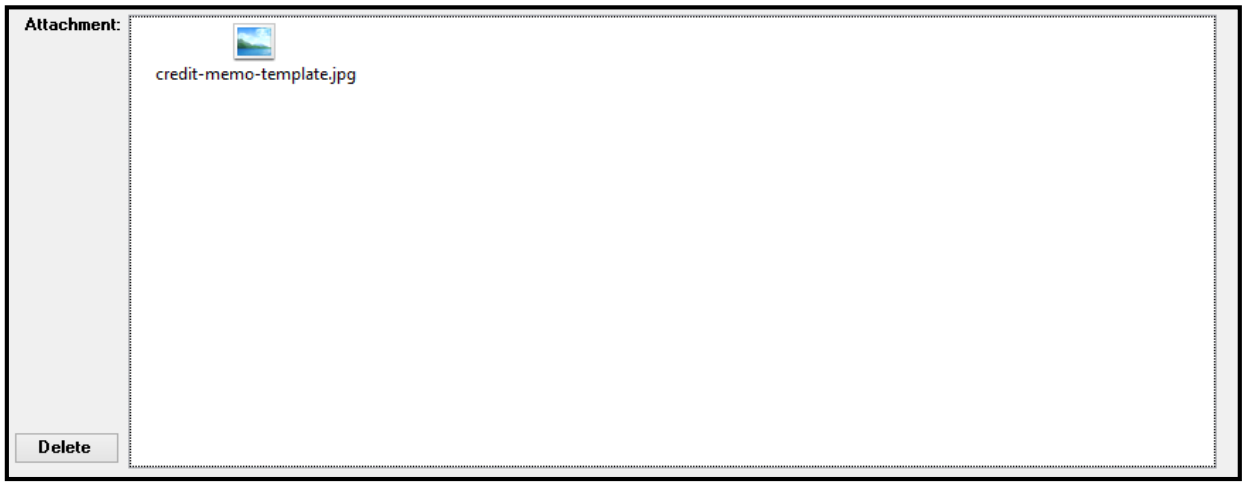
The following form displays:



Field Name	Description
Subcontractor #	Enter or select the subcontractor from the drop-down options.
Project #	Auto populates based on the subcontractor selected.
Reference #	Auto populates for the reference # assigned to the transaction.
Reference Date	Auto populates the Adjustment date.
Purchase Order #	Auto populates from the transaction entry form, if a Purchase Order # was used to secure the product or services.
PO Rev	Auto populates if Purchase Order as a revision #.
DBE Code	Auto populates based on vendor setup. Can be modified at this type by selecting options available in the drop-down options.
Reference Amount	Auto populates the amount entered for the adjustment. Amount can be modified at this time.

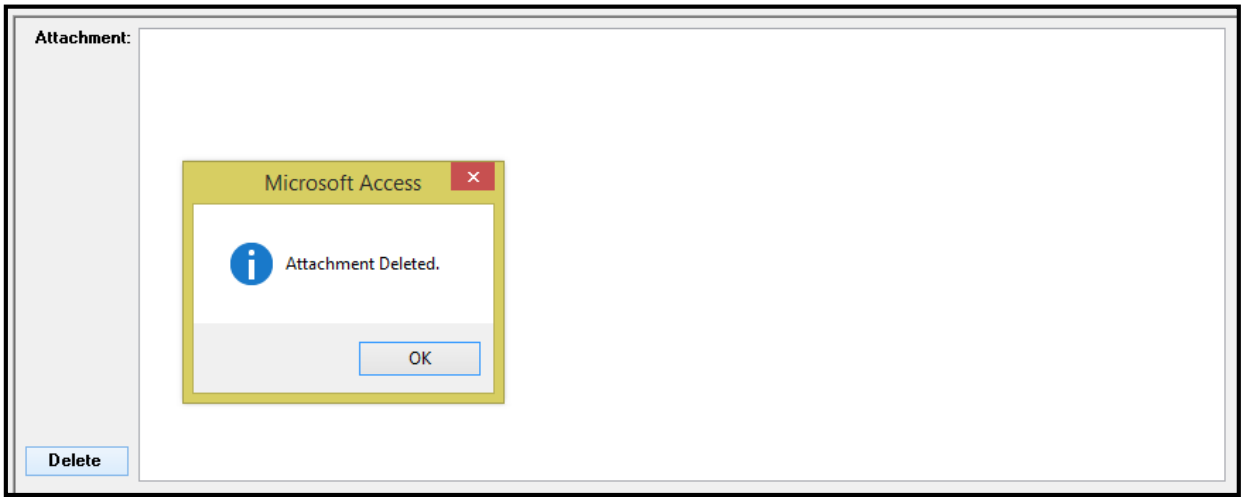
Attachment

Click ***Attachment*** to attach a scanned image to the transaction. Paperless Option. The following form displays.



Delete

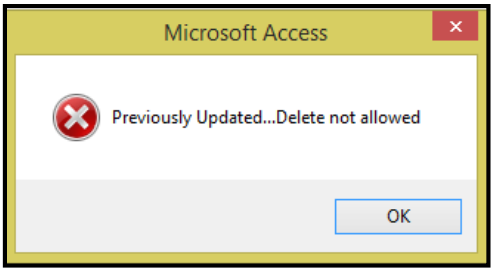
Click ***Delete*** to remove the attachment. The following message displays.



Click ***OK***.

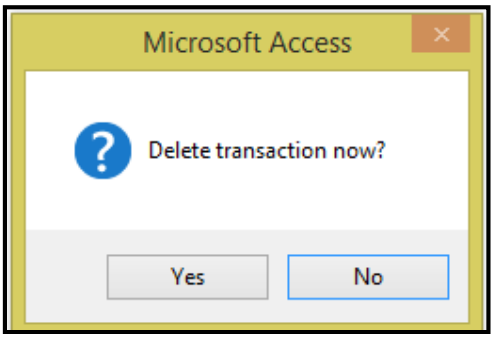
Delete

Click ***Delete*** to delete a transaction that has not been updated. Once transaction has been updated it cannot be deleted. If record has been updated the following message displays.



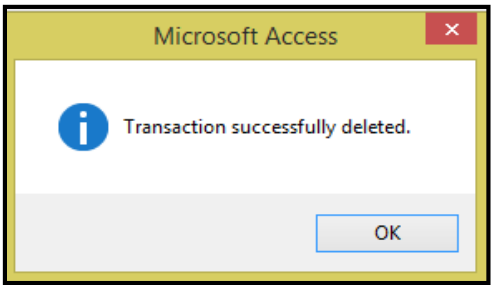
Click ***OK***.

If record has not been updated and the delete option is selected. The following message displays.



Click ***Yes*** to continue or ***No*** to cancel.

Once transaction is deleted the following message displays.



Click ***OK.***

Updating Transactions

Pending

Click ***Pending*** to view all A/P items (Invoices, Debit Memos, Credit memos, and Adjustments) that have not been updated to the Accounts Payable subsidiary journals. This form allows batch update of all or a selection of transactions to update.

Entry of the correct GL Posting and Update Dates is required.

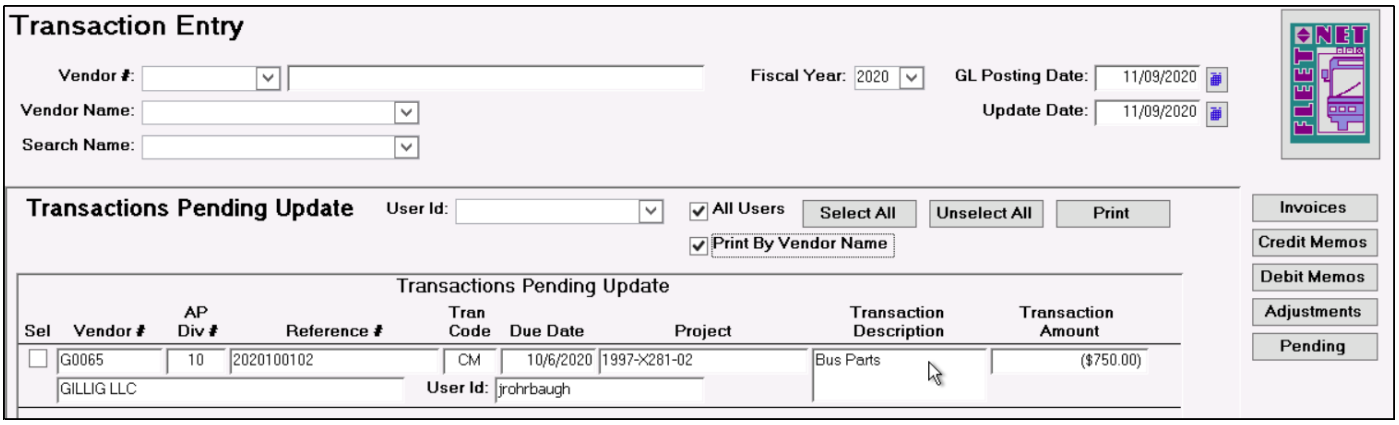
All transactions selected will post to the General Ledger on the date entered in the GL Posting Date field.

All transactions prior to and including the date entered in the Update Date field will be updated. Any transactions with an invoice date later than the update date will remain pending for a future batch update.

All transactions will display and the default is ***Select All*** for updating.

The following are available to limit the transactions to be updated:

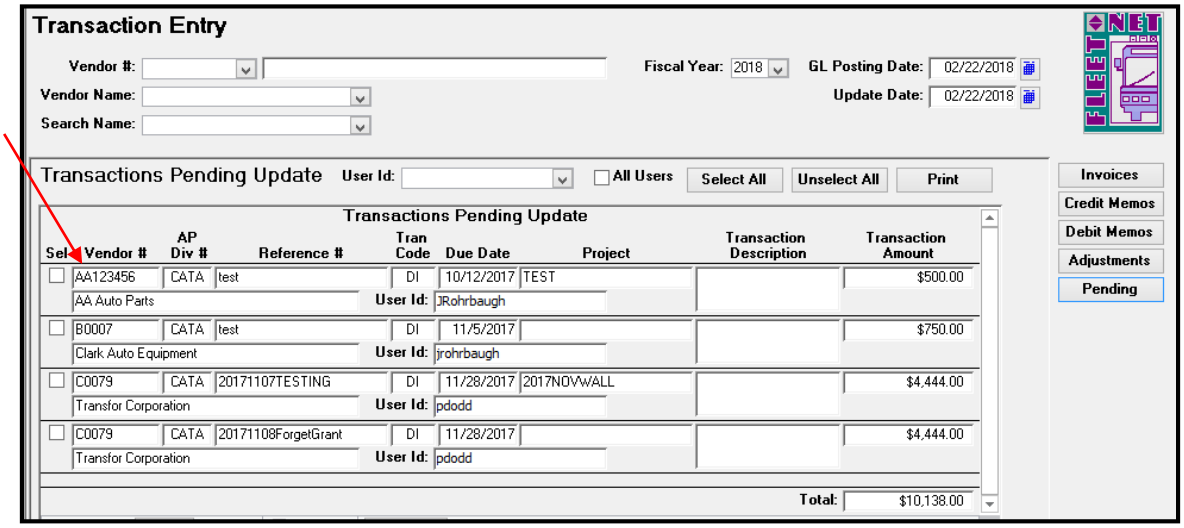
- Change the Update Date to limit the transactions.
- User Id – select only 1 user (the user that generated the transaction).
- Print By Vendor Name (the default sort is Vendor Number)
- Click ***Unselect All*** and manually check the Sel box to the left of the Vendor #



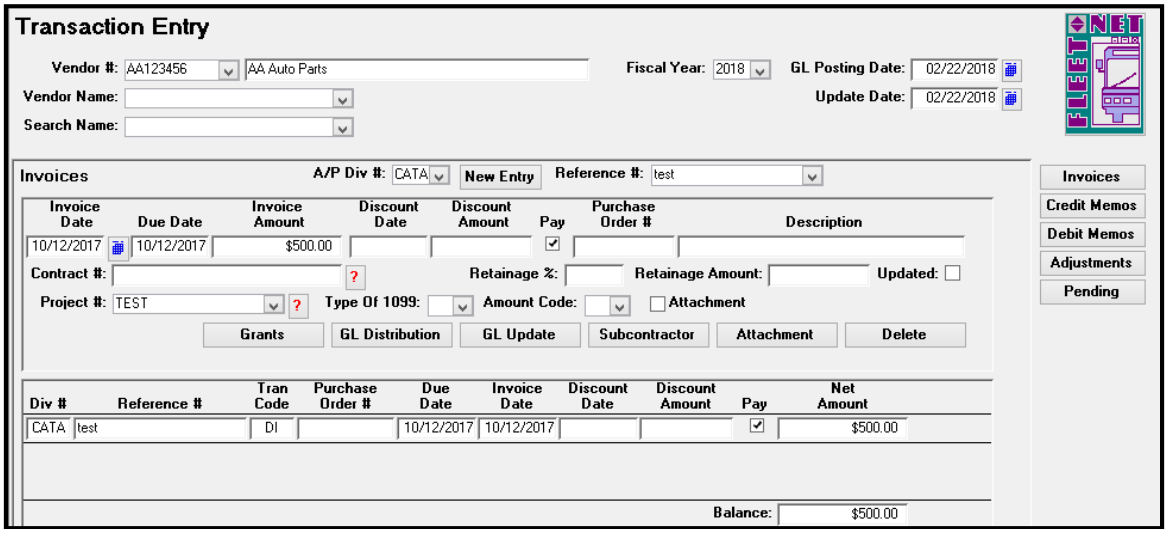
Once reports are printed and transactions are updated no changes can be made to the transactions.

Review Transactions

Double Click ***Vendor Number*** for the selected transaction to review or make corrections to the data prior to printing the audit reports and updating the pending transactions. The Transaction Entry form displays:



Make any required changes. Click ***Pending*** to return to the Pending Transaction Entry form.



Print

Click ***Print*** to view/print/save the AP Transaction Audit Report. The report lists all items AP items awaiting updating.

Transaction Audit Report

Accounts Payable Transaction Audit Report

Fiscal Year: 2018 Posting Date: 02/22/2018 Update Date: 02/22/2018
Division: CATA

B00019 Drinker Biddle & Reath LLP

Reference #	Description	Tran Code	Tran #	Contract # \ Project #	Pay	Invoice Date	Due Date	Discount Date	Discount Amount	Amount Due
CM20180212	Shipping Charges Credit	CM	15862	2017JUNEGAZEBO	Yes	2/12/2018	2/12/2018			($50.00)

Journal Entries

Div #	Account #	Title	Description	Amount
CATA	1020650100	Accounts Receivable - Capital Grants - Federal	Drinker Biddle & Reath LLP CST	($50.00)

Src	Grant #	Line Item	Year	Src	Line Item Grant #	Amount Allocated
F	2017-06-GROUNDSF	00.00.01	2017	F	2017-06-GROUNDSF	($50.00)
					Total:	($50.00)

Sub #	Subcontractor Name	Amount	Dbe
2	Bob the Builder	($50.00)	C

DM20180222	Shipping Charges Reversal	DM	15864	2017JUNEGAZEBO	Yes	2/22/2018	2/22/2018			$50.00

Journal Entries

Div #	Account #	Title	Description	Amount
CATA	1020650100	Accounts Receivable - Capital Grants - Federal	Drinker Biddle & Reath LLP CST	$50.00

Src	Grant #	Line Item	Year	Src	Line Item Grant #	Amount Allocated
F	2017-06-GROUNDSF	00.00.01	2017	F	2017-06-GROUNDSF	$50.00
					Total:	$50.00

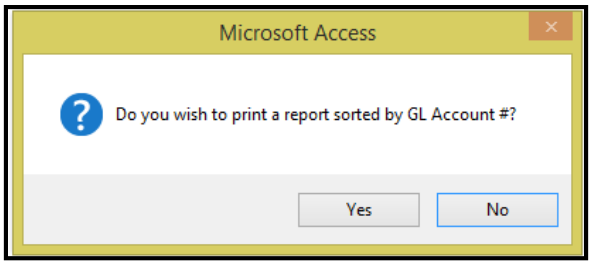
REV20180222	Adjustment	AJ	15866	2017JUNEGAZEBO	Yes	2/22/2018	2/22/2018			$0.02

Journal Entries

Div #	Account #	Title	Description	Amount
CATA	1020650100	Accounts Receivable - Capital Grants - Federal	Drinker Biddle & Reath LLP CST	$0.02

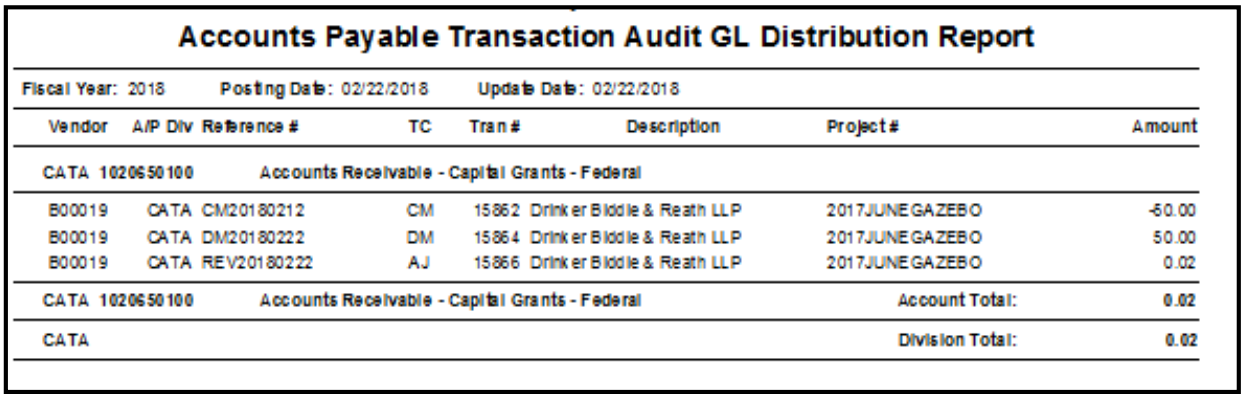
Src	Grant #	Line Item	Year	Src	Line Item Grant #	Amount Allocated
F	2017-06-GROUNDSF	00.00.01	2017	F	2017-06-GROUNDSF	$0.02

After printing/saving the report. Click ***Close Print Preview*** the follow message displays.



Click ***yes*** to view/print/save the GL Distribution report. The report lists each division on a separate page.

GL Distribution Report

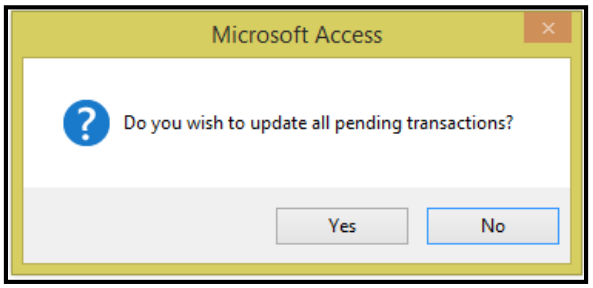


Accounts Payable Transaction Audit GL Distribution Report

Fiscal Year: 2018 Posting Date: 02/22/2018 Update Date: 02/22/2018

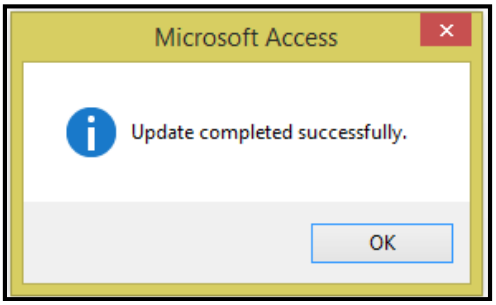
Vendor	A/P Div	Reference #	TC	Tran #	Description	Project #	Amount
CATA 1020650100		Accounts Receivable - Capital Grants - Federal					
B00019	CATA	CM20180212	CM	15862	Drinker Biddle & Reath LLP	2017JUNEGAZEBO	-50.00
B00019	CATA	DM20180222	DM	15864	Drinker Biddle & Reath LLP	2017JUNEGAZEBO	50.00
B00019	CATA	REV20180222	AJ	15866	Drinker Biddle & Reath LLP	2017JUNEGAZEBO	0.02
CATA 1020650100		Accounts Receivable - Capital Grants - Federal				Account Total:	0.02
CATA						Division Total:	0.02

Review the reports for accuracy prior to continuing with the update. When the report is closed the following prompt displays:



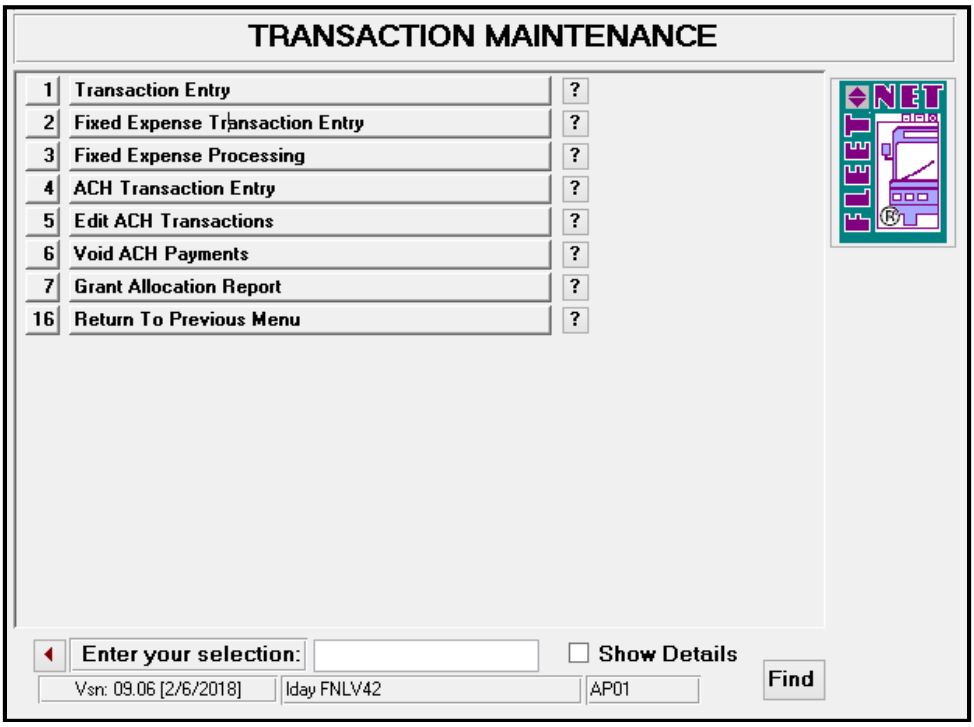
Click ***yes*** to update pending transactions or if the reports are incorrect click ***No*** to be returned to the pending items listing.

If ***Yes*** is selected the following message displays once update is completed.



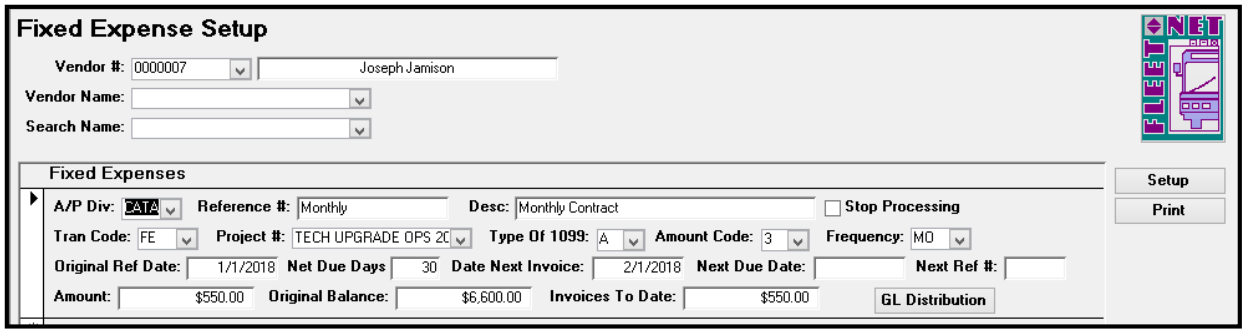
Fixed Expense Transaction Entry

Click ***Fixed Expense Transaction Entry*** to setup fixed expenses. Fixed Expense transactions can also be setup utilizing the Vendor Master ***Fixed Exp*** option.



Setup

Click ***Setup*** to set up the Fixed Expense transaction that will be processed by the selected frequency.



Field Name	Max Field Size	Field Type	Description
A/P Division		Numeric	Select applicable A/P Division from the drop-down list.
Reference #	20	Alpha/Numeric	Enter a user defined reference number.
Desc	30	Alpha/Numeric	Enter a user defined description.
Stop Processing		Yes/No	Check box to suspend further payment from being processed. To reactivate the payment uncheck the box.
Tran Code		Alpha/Numeric	Select DI (Invoice) or FE (Fixed Expense).
Project #			Select project from the drop-down box if applicable.

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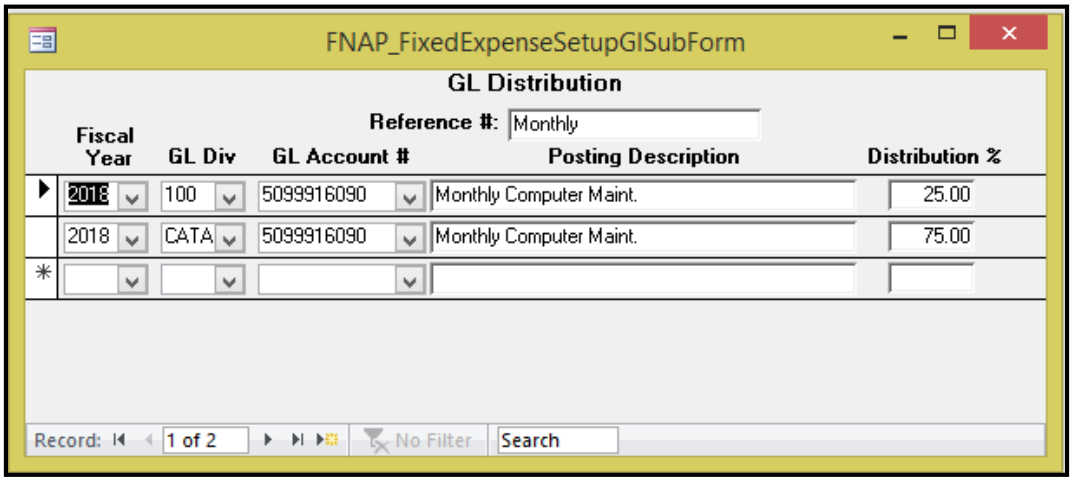
Field Name	Max Field Size	Field Type	Description
Type of 1099		Alpha/Numeric	Select the Type of 1099. "A" is required selection at this time.
Amount Code		Alpha/Numeric	Select the code applicable to the expense from the drop-down options.
Frequency	2	Alpha	Select the frequency of the payment for the fixed expense. (W=Weekly, BW=Bi-Weekly, SM=Semi-Monthly, MO=Monthly, QT=Quarterly, SA=Semi-Annually, AN=Annually or MD=Same Date Each Month).
Original Ref Date		Date	Enter original date for the fixed expense (optional field).
Net Due Days		Numeric	Enter number of days from the invoice date to payment due date.
Date of Next Invoice		Date	Enter date of the first invoice that will be processed using Fixed Expenses.
Next Due Date		Date	If the number of Net Due Days is entered, system will calculate the due date based on the Date of Next Invoice plus the number entered in Net Due Days.
Amount		Currency	Enter the amount of the expense.
Original Balance		Currency	Enter the original total amount for this expense. If fixed expense is being set up for a contracted amount, that amount should be entered in this field. Once the total payments processed through Fixed Expenses equal the amount of the Original Balance, system will stop processing payments for this expense.
Payments to Date		Currency	If Original Balance is being used as outlined above and payments have been made against the contract prior to setting up the Fixed Expense, enter the dollar amount of payments in Payments to Date. System will compute the Original Balance, less Payments to Date, less payments processed through Fixed Expenses in order to determine when to stop processing payments.

GL Distribution

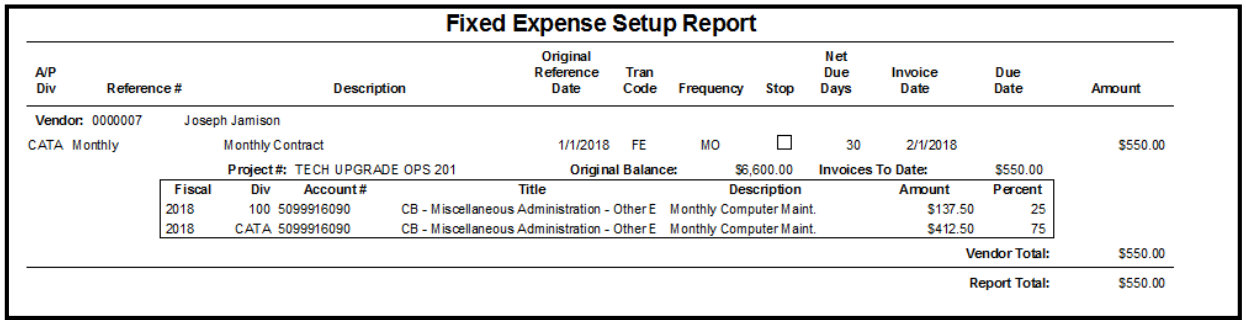
Click ***GL Distribution*** to enter the General Ledger Account #'s and percentages as applicable to the fixed expense entry.



Field Name	Description
Fiscal Year	Select the fiscal year from the drop-down list.
GL Division	Select the GL division for posting the expense from the drop-down list.
GL Account #	Select the GL account number for posting the expense from the drop-down list.
Posting Description	Enter a description of the transaction.
Distribution %	Enter the percentage of the expense to be applied to each account. If the distribution does not equal 100%, the remaining balance will be applied to the last GL account on the list.

Print

Click ***Print*** to generate the Fixed Expense Setup Report.



Fixed Expense Setup Report

A/P Div	Reference #	Description	Original Reference Date	Tran Code	Frequency	Stop	Net Due Days	Invoice Date	Due Date	Amount
Vendor: 0000007	Joseph Jamison									
CATA Monthly		Monthly Contract	1/1/2018	FE	MO	☐	30	2/1/2018		$550.00
	Project #: TECH UPGRADE OPS 201		**Original Balance:**		$6,600.00		**Invoices To Date:**		$550.00	

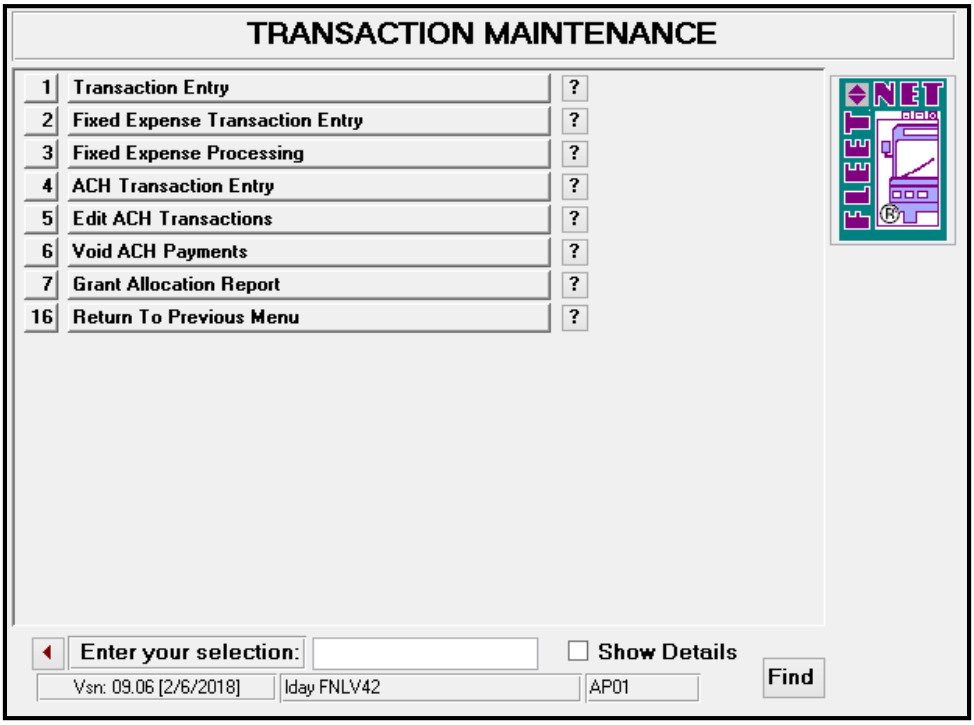
Fiscal	Div	Account #	Title	Description	Amount	Percent
2018	100	5099916090	CB - Miscellaneous Administration - Other E	Monthly Computer Maint.	$137.50	25
2018	CATA	5099916090	CB - Miscellaneous Administration - Other E	Monthly Computer Maint.	$412.50	75

Vendor Total: $550.00

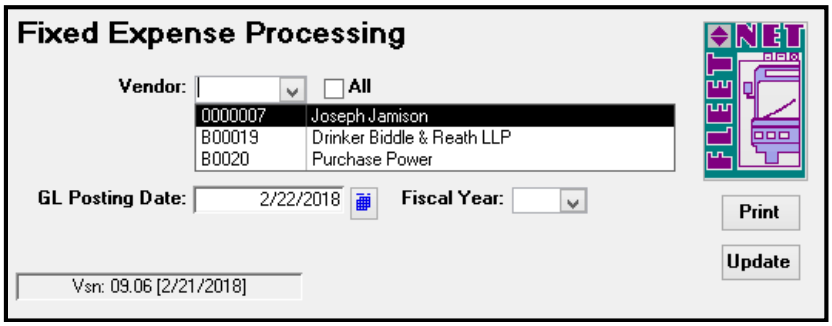
Report Total: $550.00

Fixed Expense Processing

Click ***Fixed Expense Processing*** to process payments for vendors that have been previously set up with fixed expenses.



Enter or select the Vendor from the drop-down option or check the all box for all Vendors.



Field Name	Description
Vendor	Select the vendor from the drop-down list.
All	To select all vendors setup with Fixed Expense transaction check the ***All*** box.
Reference #	Select the reference number from the drop-down list if a specific vendor was selected. This field is not available if ***All*** is checked.
Due Date	If All is selected enter due date from the drop-down list. This field is not available if a specific vendor and reference was selected.
GL Posting Date	Enter the GL Posting date. **SEE THE NOTE BELOW.**
Fiscal Year	Select the fiscal year from the drop-down list.
Print	Click to print an audit report. See samples below.
Update	Click to update the selected fixed expenses.

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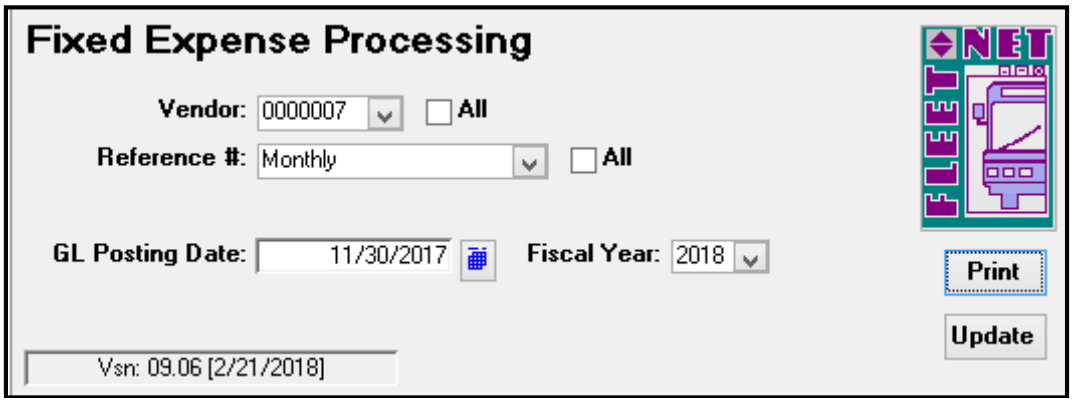
GL Posting Date

It is very important that during the month end cut off period that fixed expenses processing is done in two batches if items are being processed that are due in different months.

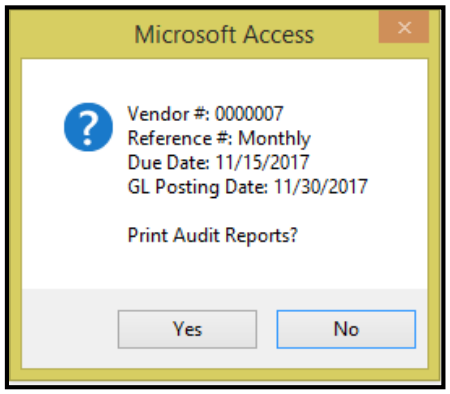
***Example:** On May 31st fixed expenses are being processed with dates through June 3rd; one fixed expense batch should be processed with a 5/31Due Date and a GL Posting Date of 5/31, and the other batch processed with a 06/03 Due Date and a 06/03 GL Posting Date*.

Print

Once Vendor option has been selected and Reference or Due Date is entered.
Click ***Print*** to generate Audit Reports.

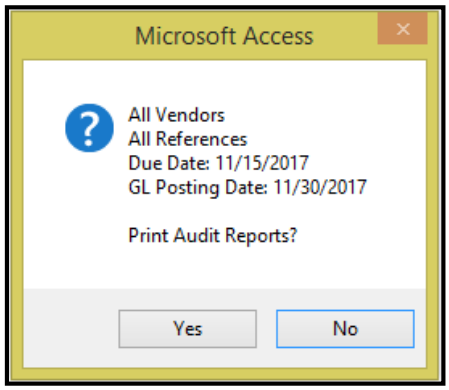


If individual vendor was selected the following message displays.

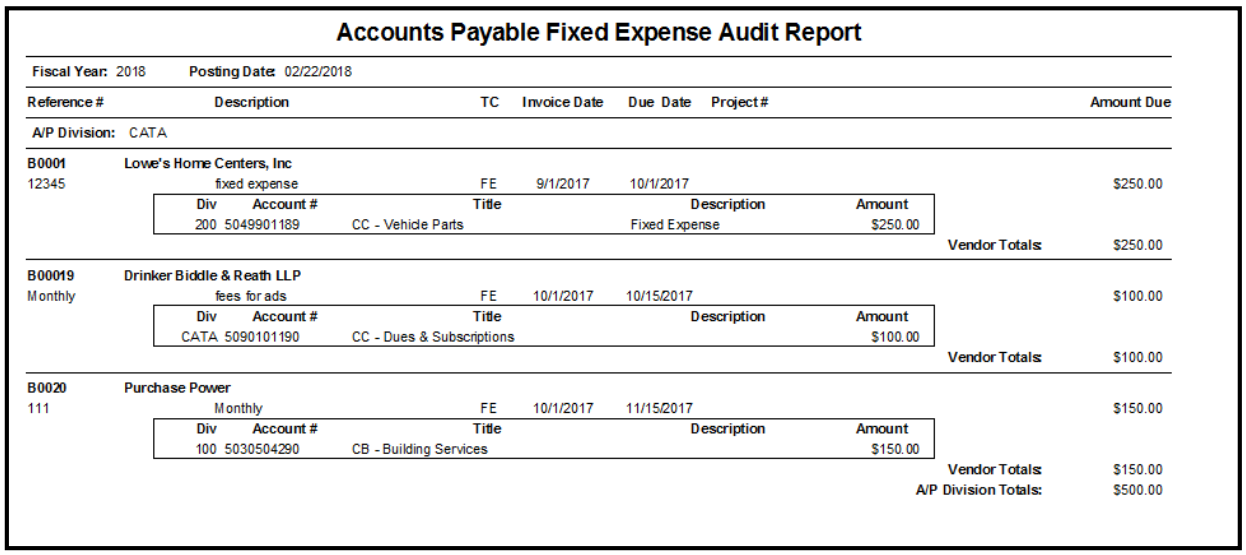


Click ***Yes*** to continue or ***No*** to cancel. If ***Yes*** is selected the following reports will be generated.

If All is selected the following message will display.



Click ***Yes*** to continue or ***No*** to cancel. If ***Yes*** is selected the following reports will be generated.

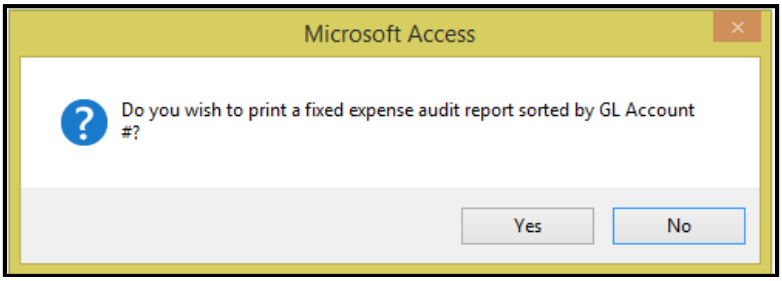


Accounts Payable Fixed Expense Audit Report

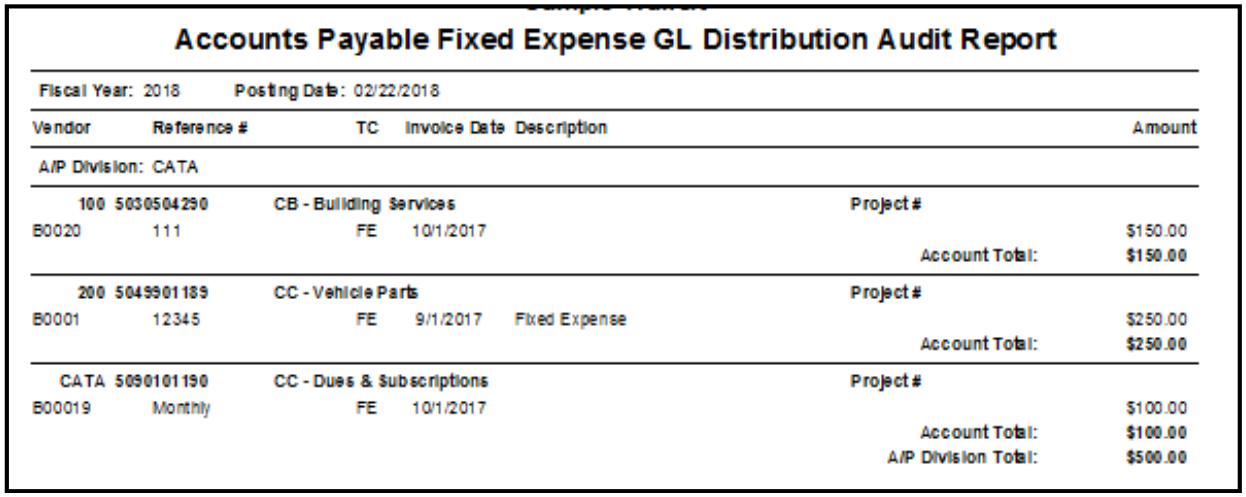
Fiscal Year: 2018 **Posting Date:** 02/22/2018

Reference #	Description	TC	Invoice Date	Due Date	Project #	Amount Due
A/P Division: CATA						
B0001	**Lowe's Home Centers, Inc**					
12345	fixed expense	FE	9/1/2017	10/1/2017		$250.00
	Div 200 Account # 5049901189 Title CC - Vehicle Parts Description Fixed Expense Amount $250.00					
					Vendor Totals:	$250.00
B00019	**Drinker Biddle & Reath LLP**					
Monthly	fees for ads	FE	10/1/2017	10/15/2017		$100.00
	Div CATA Account # 5090101190 Title CC - Dues & Subscriptions Description Amount $100.00					
					Vendor Totals:	$100.00
B0020	**Purchase Power**					
111	Monthly	FE	10/1/2017	11/15/2017		$150.00
	Div 100 Account # 5030504290 Title CB - Building Services Description Amount $150.00					
					Vendor Totals:	$150.00
					A/P Division Totals:	$500.00

Click ***Close Print Preview*** the following message displays.



Click ***Yes*** to print the reports or ***No*** to cancel.



Accounts Payable Fixed Expense GL Distribution Audit Report

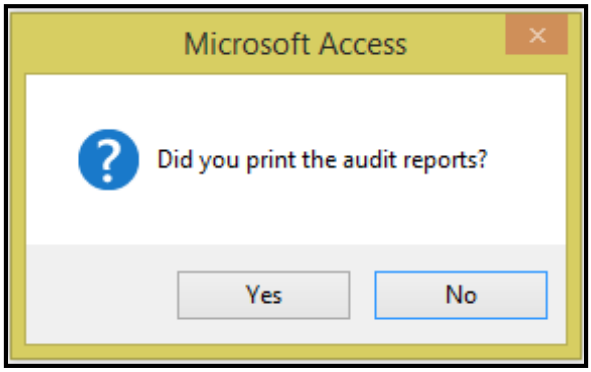
Fiscal Year: 2018 Posting Date: 02/22/2018

Vendor	Reference #	TC	Invoice Date	Description		Amount
A/P Division: CATA						
100 5030504290	CB - Building Services				Project #	
B0020	111	FE	10/1/2017			$150.00
					Account Total:	$150.00
200 5049901189	CC - Vehicle Parts				Project #	
B0001	12345	FE	9/1/2017	Fixed Expense		$250.00
					Account Total:	$250.00
CATA 5090101190	CC - Dues & Subscriptions				Project #	
B00019	Monthly	FE	10/1/2017			$100.00
					Account Total:	$100.00
					A/P Division Total:	$500.00

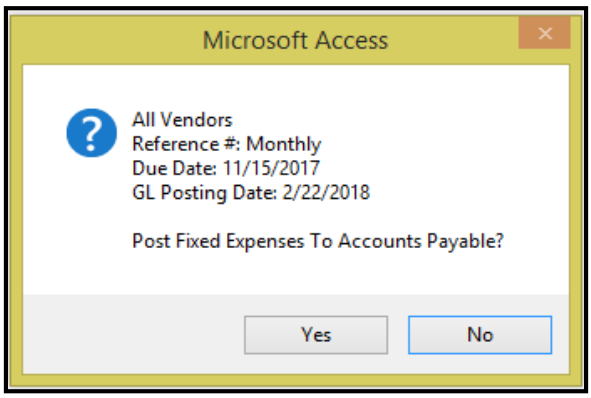
Click ***Close Print Preview*** system returns to the Fixed Expense Processing form.

Update

Click ***Update*** to update the transactions to pending status. The following message displays.



Click ***yes*** to continue, ***No*** to cancel. The following message displays.



Click ***yes*** to process Fixed Expenses or ***No*** to cancel the update. If ***Yes*** is selected, the Fixed Expenses are sent to the AP holding file for processing and check issuance. The vendor master is now updated during the Fixed Expense update.

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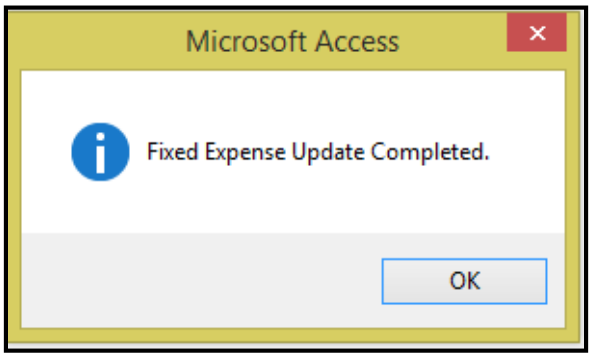
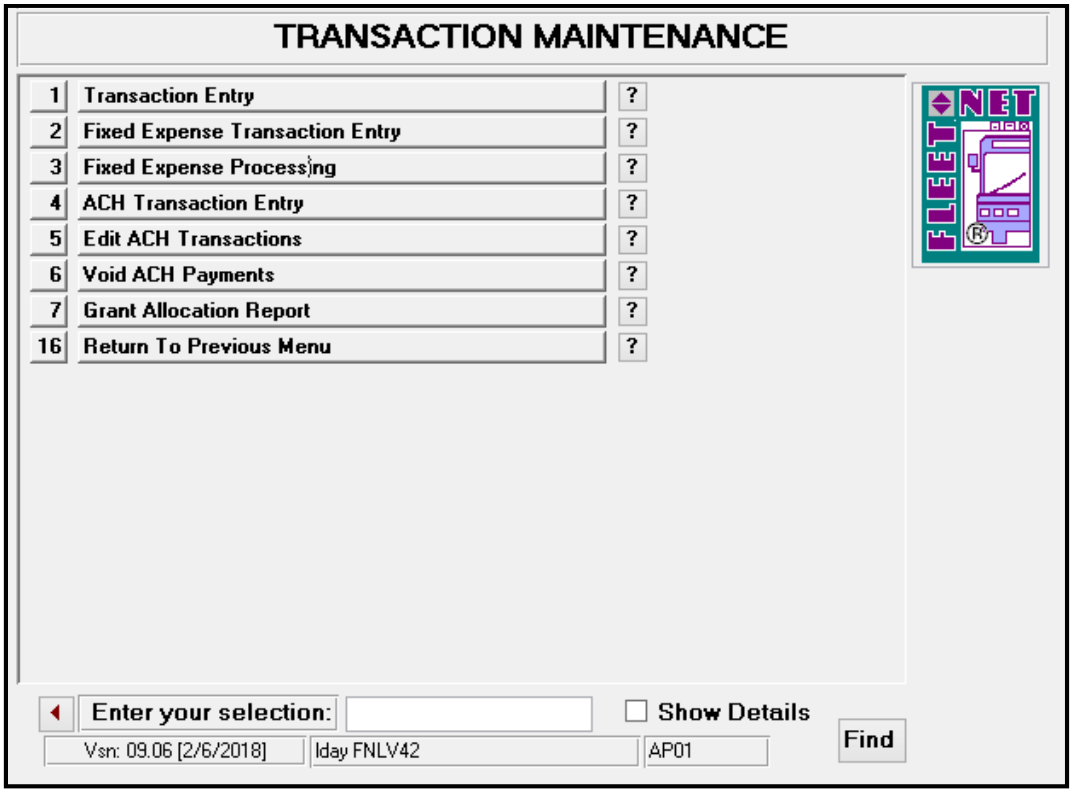


Click ***OK*.**

ACH Transaction Entry

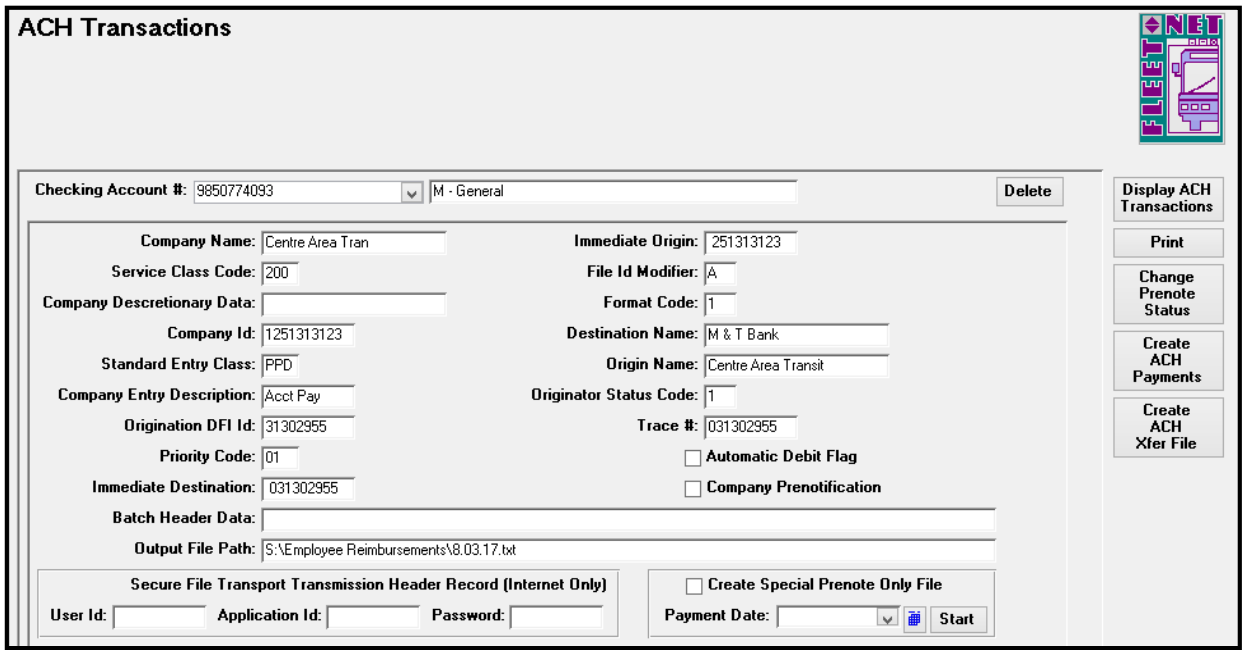
Click ***ACH Transaction Entry*** to process payments to vendors and/or create a NACHA batch file for processing by the Agency's bank.



Create ACH Xfer File

Click ***Create ACH Xfer File*** to complete a one-time setup of the agency's bank information. This form will also be used when processing ACH Payments. The following form displays.

Select Bank Account from drop-down options that ACH Payments will be withdrawn from.

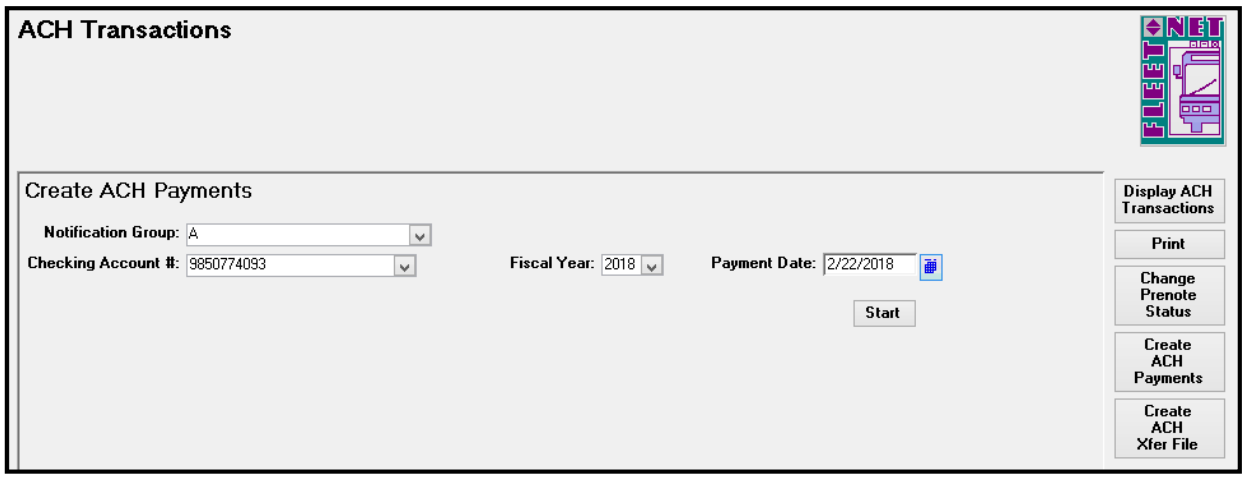


Field Name	Description
One Time Setup Items	
Company Name	Enter the name that appears on the selected bank account.
Service Class Code	Enter the applicable service class code: 200 = ACH Entries Mixed Debits and Credits; 220 – ACH Credits only; 225 – ACH Debits Only; 290 – Reserved for Magnetic Tape with Clearing Entries.
Company Discretionary Data	For Transit's internal use, if desired. No specific format is required.
Company Id	Companies are identified by a unique identification number. ANSI standard identifiers should be used where feasible and formatted with the nine-digit identification number preceded by the ANSI one digit Identification Code Designator (ICD). The most frequently used ANSI Identification Numbers and related ICD's for companies are: 1 - IRS Employer Identification Number (EIN) 3 - DUNS Data Universal Numbering System 9 - User Assigned Number The first digit in the ANSI format is always ICD followed by appropriate nine-digit number (1NNNNNNNNN).
Standard Entry Class	Enter: PPD = Prearranged Payments and Deposits.
Company Entry Description	The Transit Agency establishes the value of this field to provide a description of the purpose of the entry to be displayed back to the Individual; for example, ACCT PAY.

Field Name	Description
Origination DFI Id	Transit Routing Number used to identify the DFI's originating entries within a given batch.
Priority Code	Enter 01.
Immediate Destination	Enter the ACH or Receiving Point Identification Number, preceded by a blank.
Immediate Origin	ACH or Receiving Point Identification Number.
File Id Modifier	Enter A to identify the file as the first file being sent.
Format Code	Enter 1.
Destination Name	Enter the name of the recipient financial institution for the selected bank account.
Origin Name	Enter the name of the transit.
Originator Status Code	Enter 1 – Originating DFI.
Trace #	TTTTAAAA - Transit & Routing Number of Originating DFI (usually Head Office) plus ABA Number of Originating DFI.
Automatic Debit Flag	Check box for ***Yes*** or leave blank for ***No***. This will determine whether or not to include the debit side of the transaction. This may or may not be required by your banking institution.
Company Pre-notification	Check box for ***Yes*** if transfer is a first time pre-note or leave blank for ***No***.
Batch Header Data	If your banking institution requires a heading for the transaction file, please enter the title here. This will be at the top of the file each time it is created and sent.
Output File Path	Enter the path to the location and file name where the ACH text file will be saved (Note: .txt is required)
User Id	For Internet transmission only – If the bank requires this, they will provide the Id number.
Application Id	For Internet transmission only – If the bank requires this, they will provide the Id number.
Password	For Internet transmission only – If the bank requires this, they will provide the password.
	Entries Done for each ACH submission
Create Special Pre-note File	Check box to create an ACH file for pre-notes only.
Payment Date	Enter or select the payment date from calendar.

Create ACH Payments

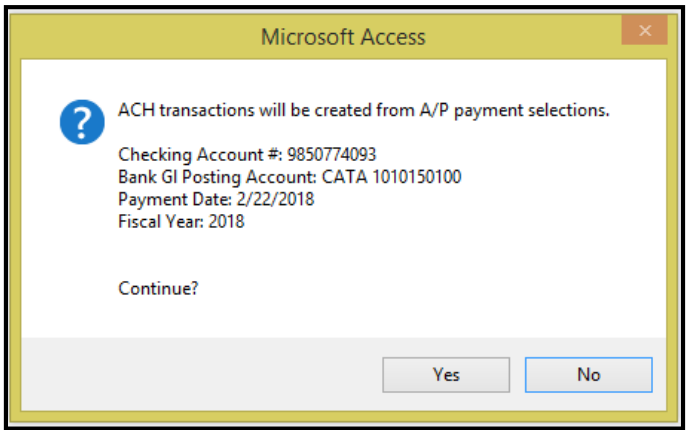
Click ***Create ACH Payment*** to update the ACH payments for the vendors selected in Vendor Payment Selection. The following form displays.



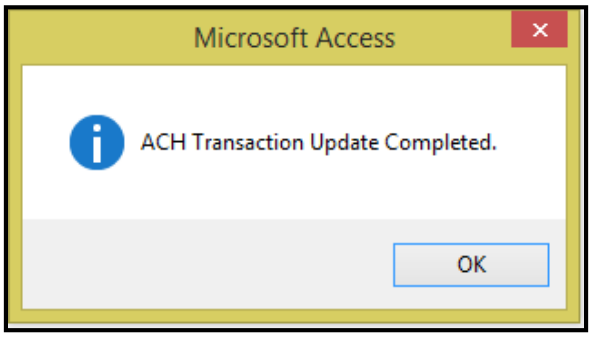
Field Name	Description
Notification Group	Select the internal group that will be sent emails when ACH Payment are processed.
Checking Account #	Select the checking account from the drop-down list where ACH Payments will be made from.
Fiscal Year	Select the fiscal year from the drop-down list.
Payment Date	Enter a payment date. All payments in the cash requirements from Vendor Payment selection will have this payment date.

Start

Click ***Start*** the following message displays.



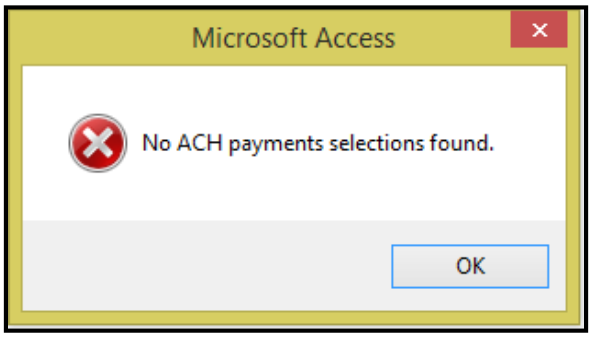
Click ***yes*** to continue with the update or ***No*** to cancel. The following message display:



The update process writes the general ledger entries to the Accounts Payable subsidiary journal and updates the vendor master files.

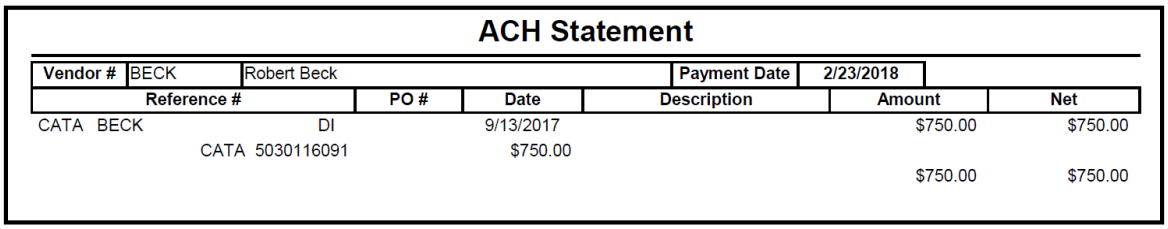
Click ***OK.***

If no ACH Payments have been selected for payment the following message will display.



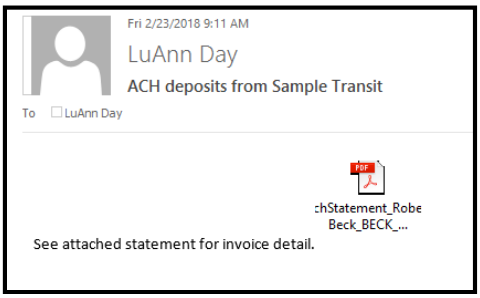
Click ***OK.***

An ACH statement is exported to the directory specified and emailed to address setup in the Vendor Master.

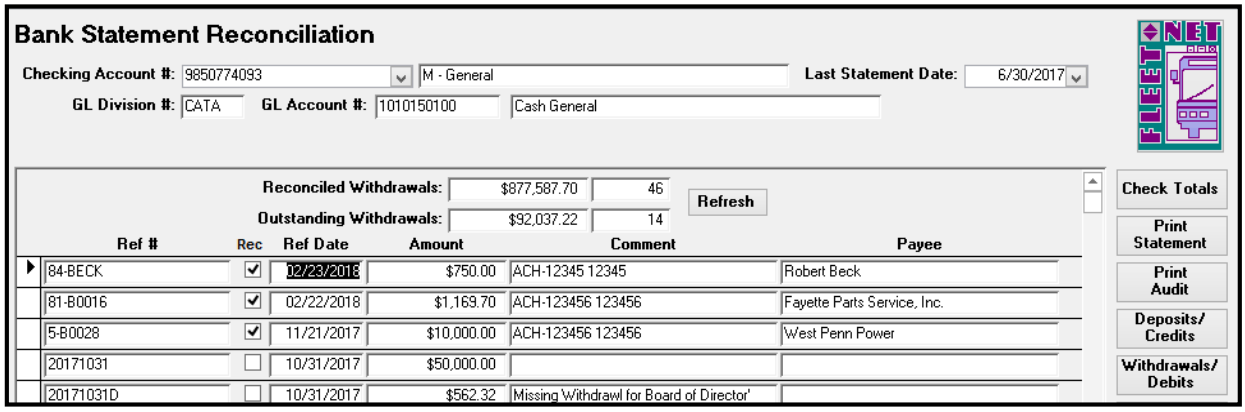


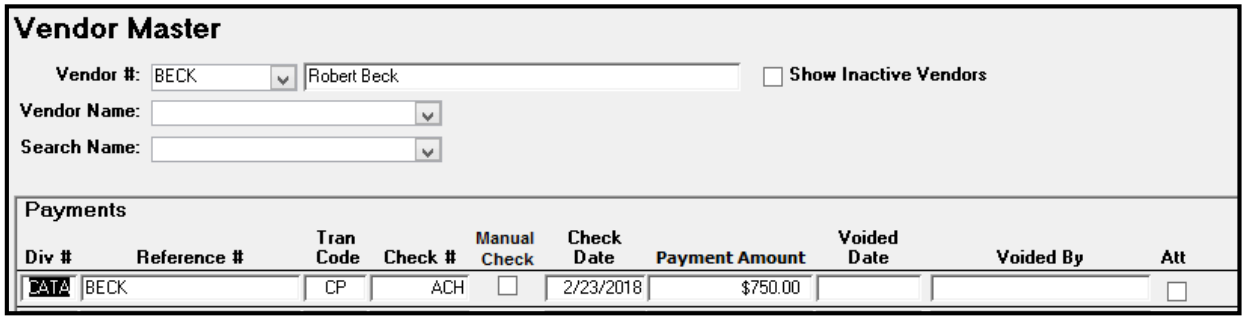
ACH Statement

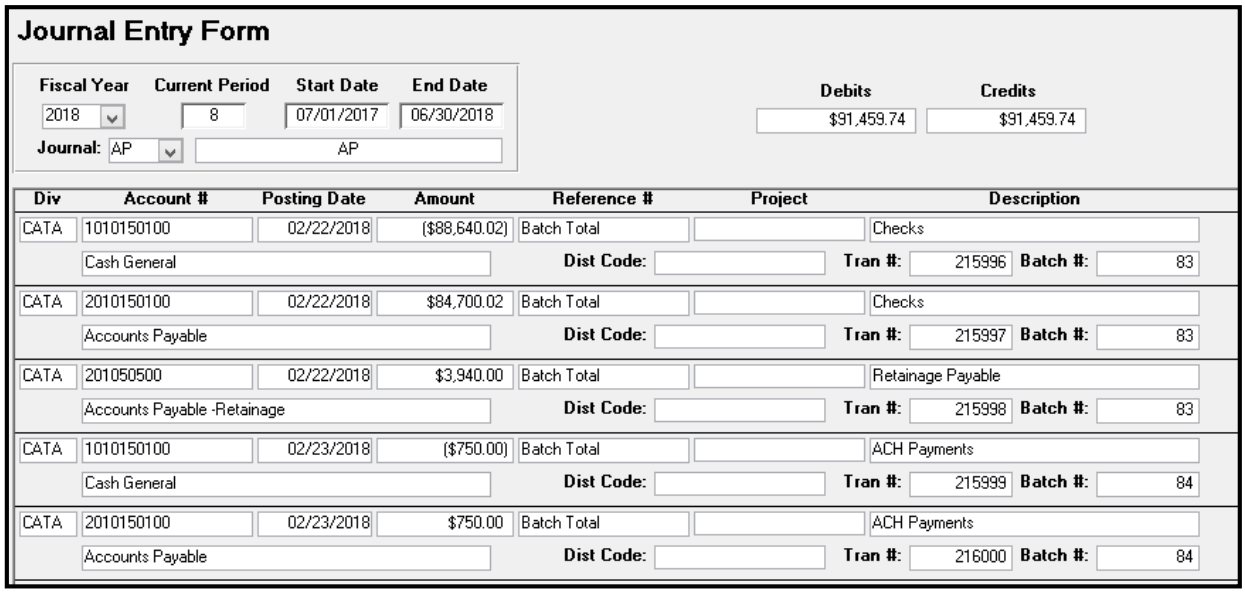
Vendor #	BECK	Robert Beck		Payment Date	2/23/2018	
Reference #		PO #	Date	Description	Amount	Net
CATA BECK	DI		9/13/2017		$750.00	$750.00
CATA 5030116091			$750.00			
					$750.00	$750.00



Once ACH Payments have been created the selected Checking account will be updated to reflect the Withdrawal/Debit in the Bank Statement Reconciliation form, Vendor Master Payment option will reflect the payment and the General Ledger subsidiary journal will display reflect ACH Payment in the description field.

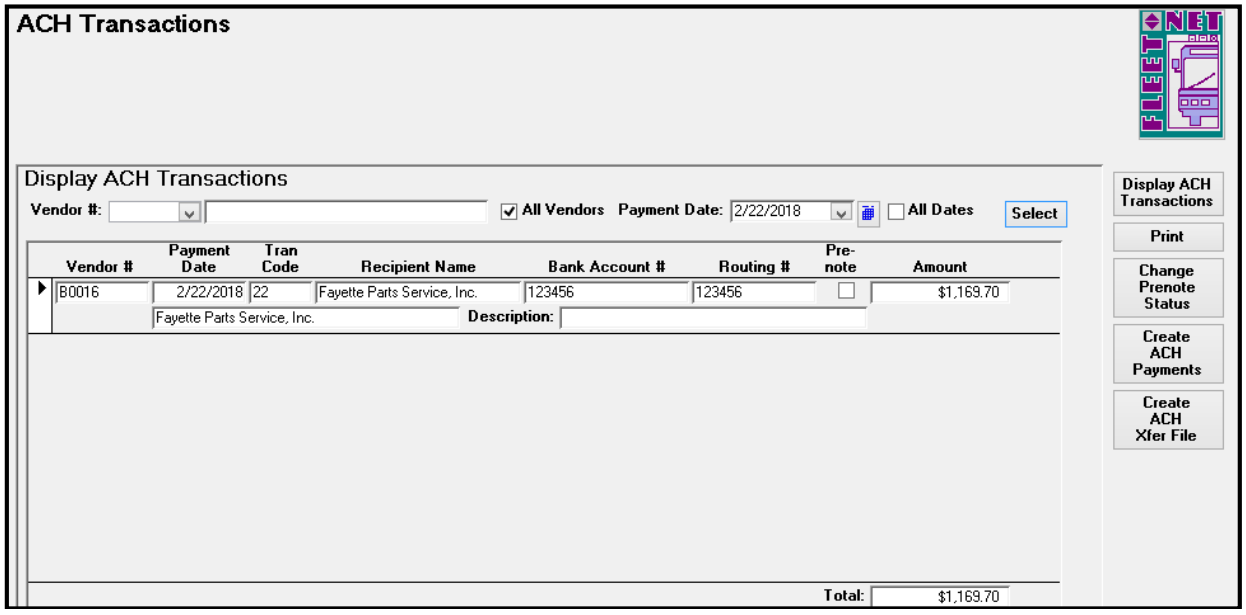






Display ACH Transactions

Click ***Display ACH Transactions*** to review all transaction for the selected payment date.



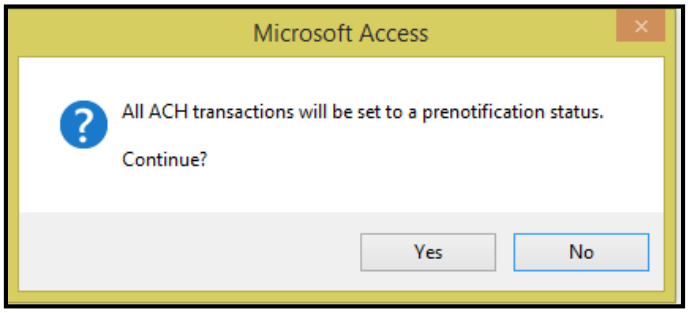
Enter a Payment Date or check box for All Dates. Click ***Select*** to display the results.

Print

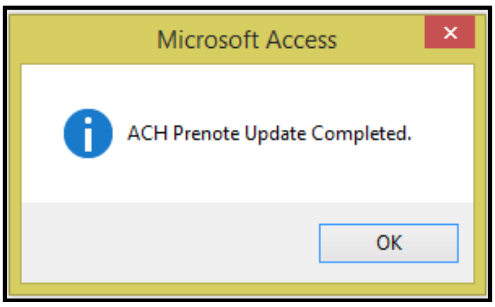
Click ***Print*** to generate a printable report for the selected Payment Date. Once date is entered or selected Click ***Start***.

Change Prenote Status

Click ***Change Prenote Status*** to change the pre-note status on all pending transactions.



Click ***Yes*** to continue or ***No*** to cancel.



Click ***OK.***

Create ACH Xfer File

Click ***Create ACH Xfer File*** to create a text file (NACHA) for processing by the Agency's bank. The text file will be saved in the location as designated on the Create ACH Xfer form.

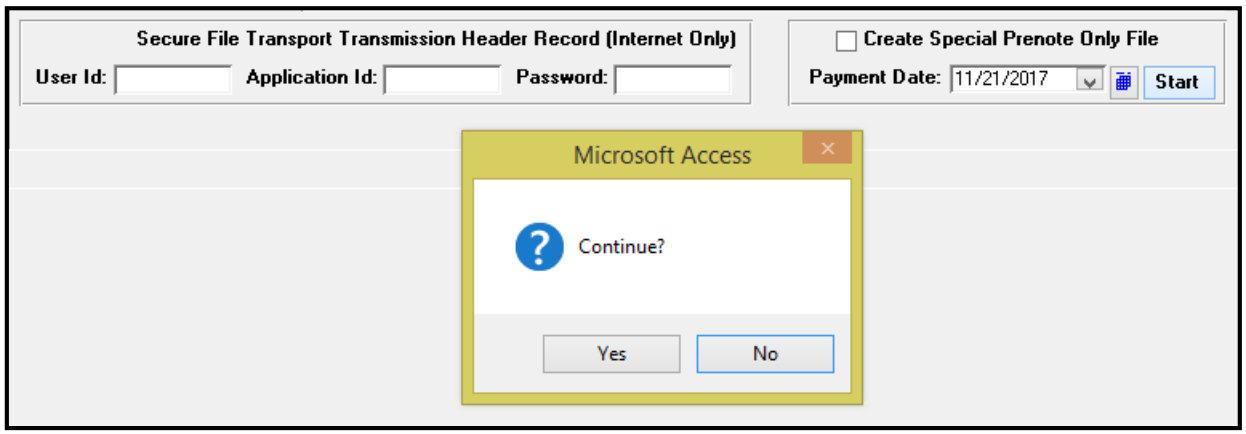
This step is not necessary if the ACH Transaction Processing is being used to record electronic payments to vendors via automatic withdrawals from the Agency's bank account or via on line payment processing to vendors.

If creating a pre-note file only check the Create Special Pre-note Only File box.

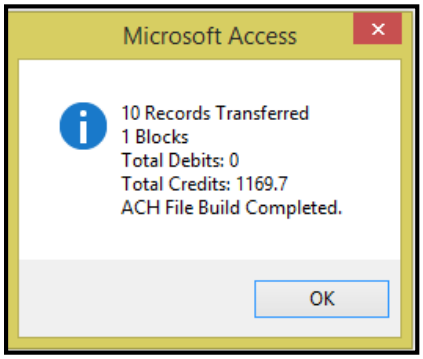
Select Payment Date from drop-down option.

Start

Click ***Start*** to generate the ACHfile with/without pre notes for the selected Payment Date. The message below displays.

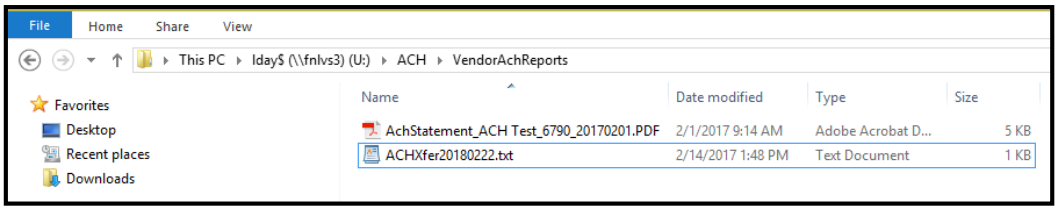


Click ***Yes*** to continue or ***No*** to cancel.



Click ***OK***.

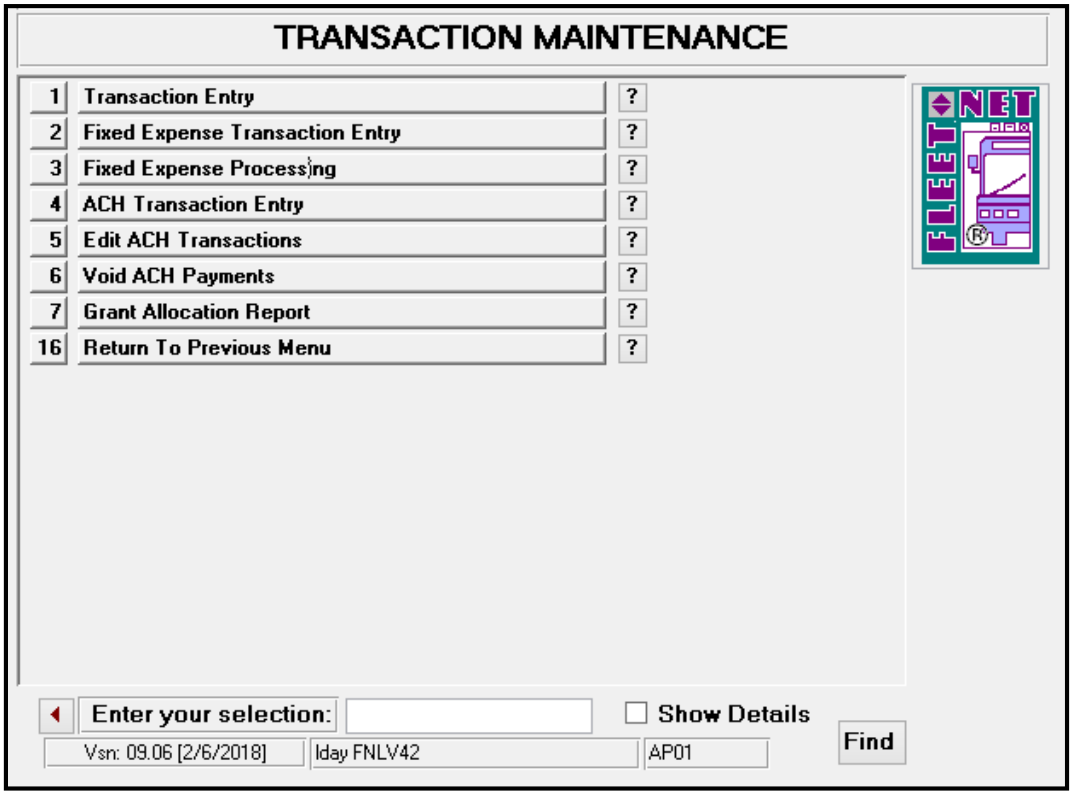
Once Transfer file has been created the system will generate the report to be submitted to the Financial Institution for the Checking Account that will be paying the ACH payments. The file will be in the Output File Path setup during the one time setup.



Edit ACH Transaction

Note: Since this form allows editing and purging ACH transactions, access rights to this form should be restricted to management.

Click ***Edit Ach Transaction Entry*** to modify or purge transactions.



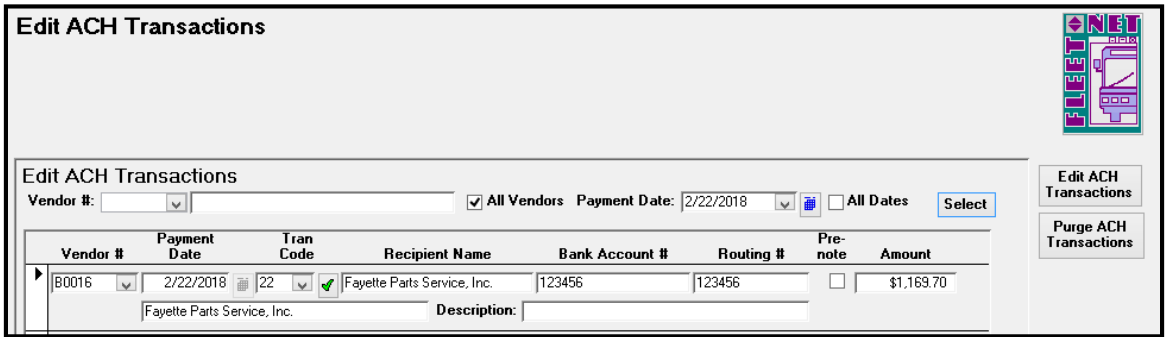
Edit ACH Transaction

Click ***Edit ACH Transaction*** to make changes to ACH Payment that have been processed for payment. The following form display.

Select Payment Date or All Dates.

Select

Click ***Select*** to view transaction for editing.

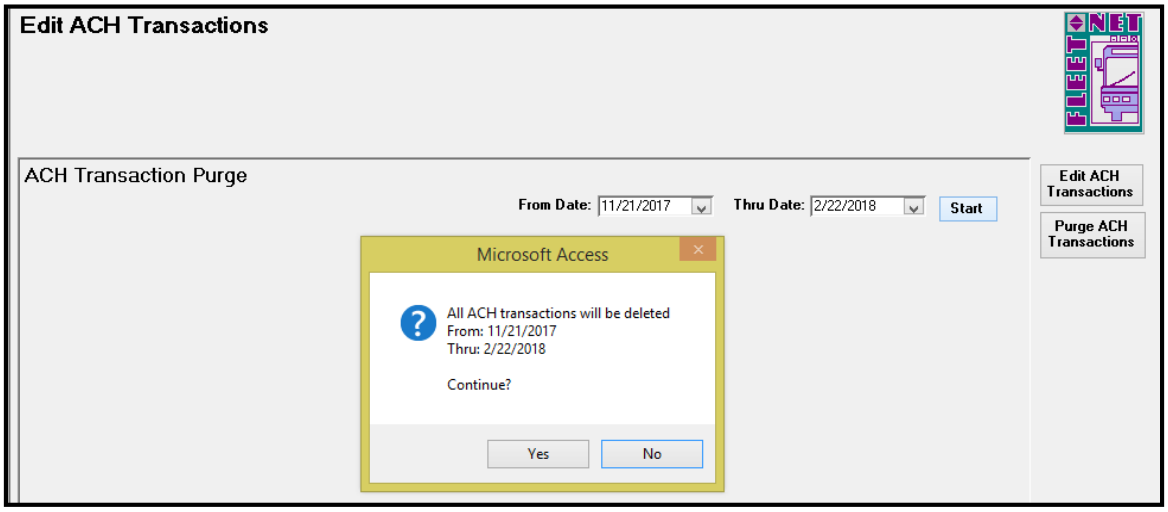


Purge ACH Transactions

Click ***Purge ACH Transactions*** to clear records from the ACH file. This will have no impact on the general ledger entries or the data stored in the vendor master file.

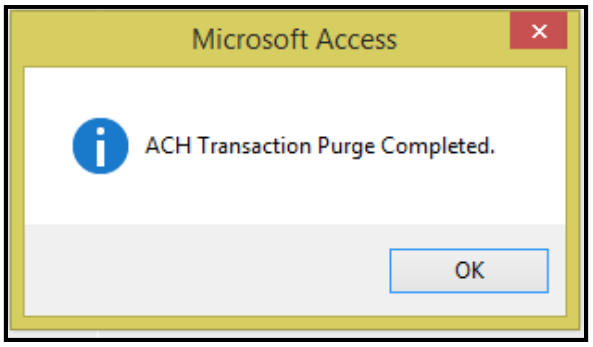
Start

Select the From Date and Thru Date. Click ***Start***.



Click ***Yes*** to continue or **No** to cancel.

A confirmation message displays when the purge is completed.



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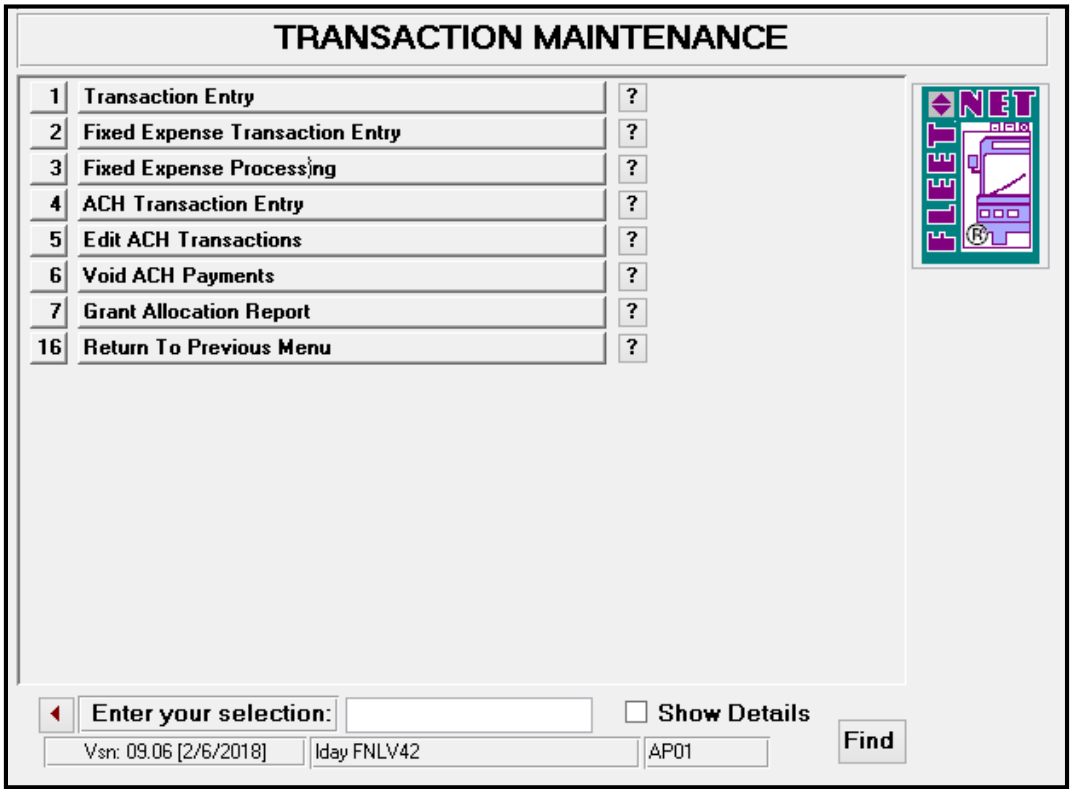
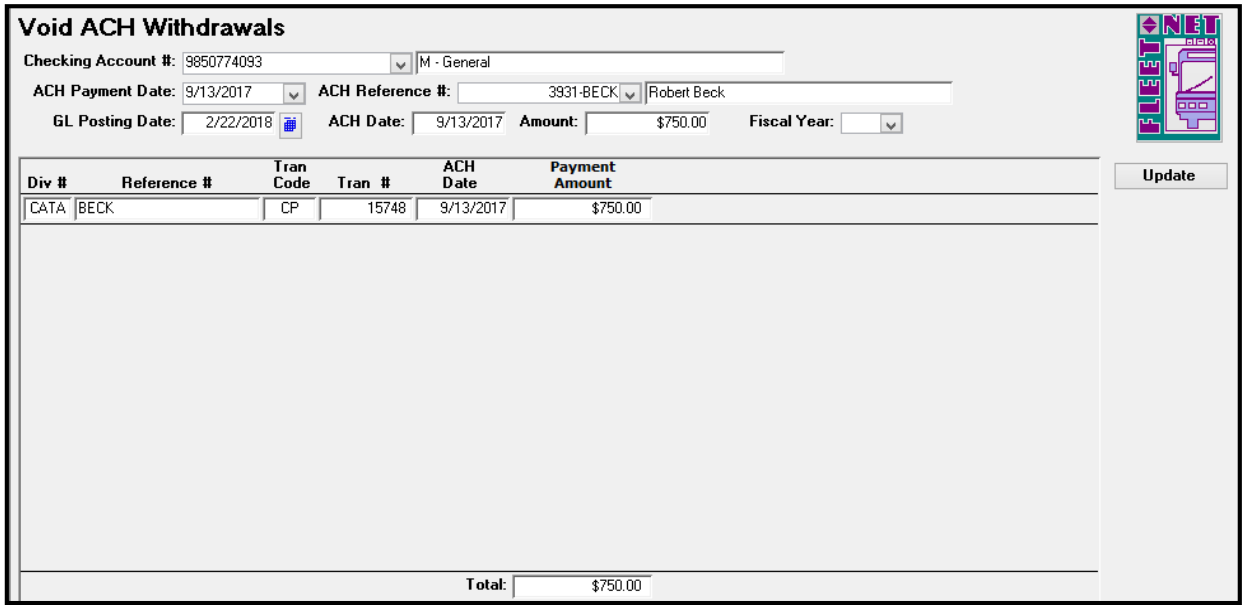
Void ACH Payments

Click ***Void ACH Payments*** to void an ACH payment that has NOT been sent as text file (NACHA) to the bank.

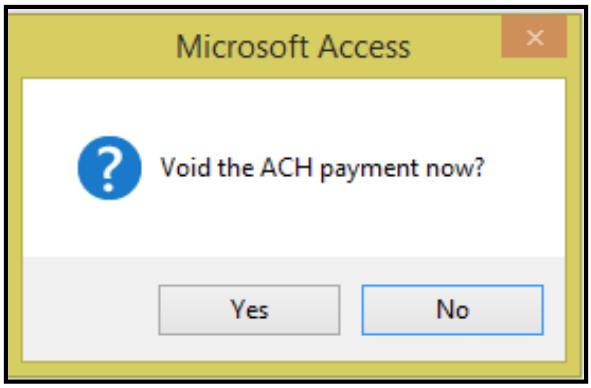


Only non-reconciled ACH Transactions are available for this process. When ACH transactions are created, the program automatically 'flags' them as reconciled. Prior to voiding the ACH transaction it must be marked as unreconciled in the Banking Maintenance menu. Voiding an ACH transaction allows for a paper check to be issued or the invoice can be cancelled to remove from Accounts Payable open invoices. Complete the form for the specific ACH Payment to be voided.



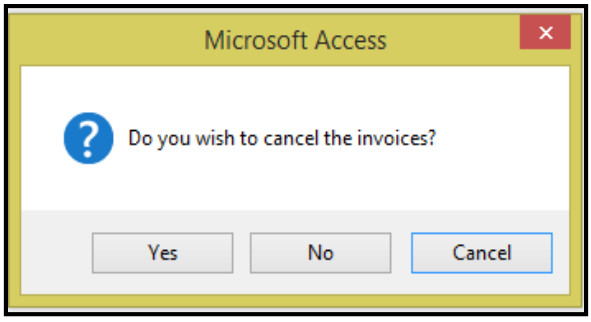
Update

Click ***Update*** to complete the Void process. The following message displays.

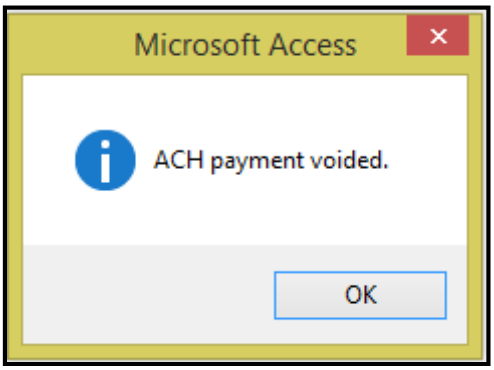


Click ***yes*** to void payment or ***No*** to cancel.

If Yes is selected the following message displays.

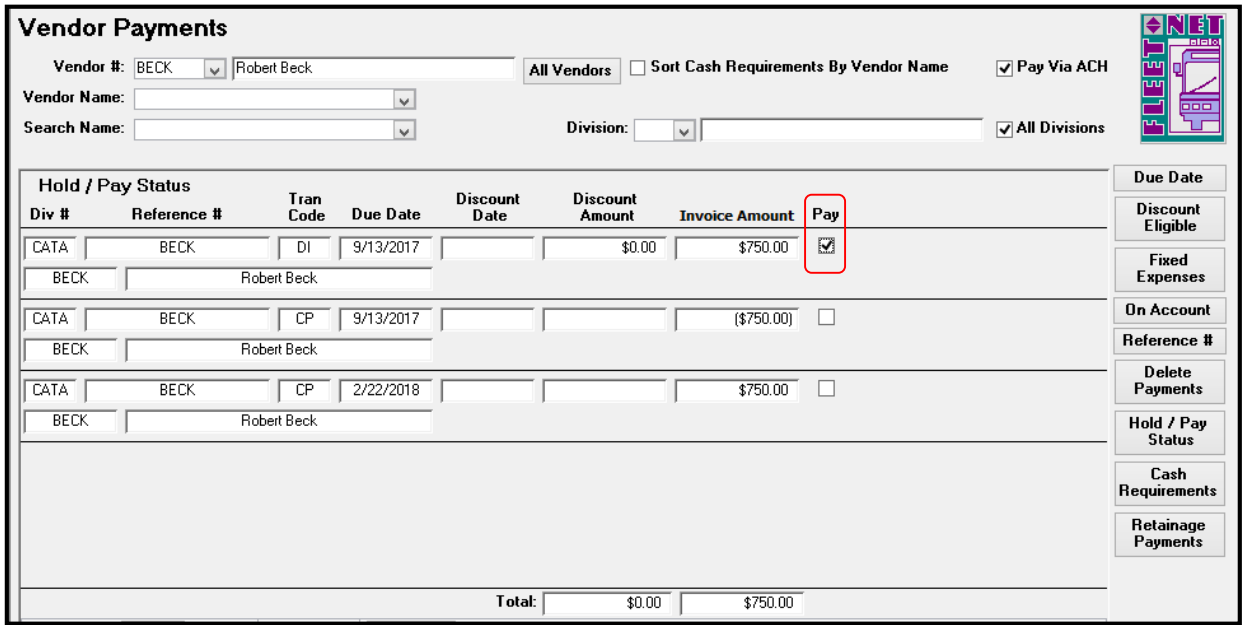


Click ***yes*** if the invoice is being cancelled or ***No*** if the invoice is not being cancelled or ***Cancel*** to return to the Void ACH Withdrawal form. The following message displays.



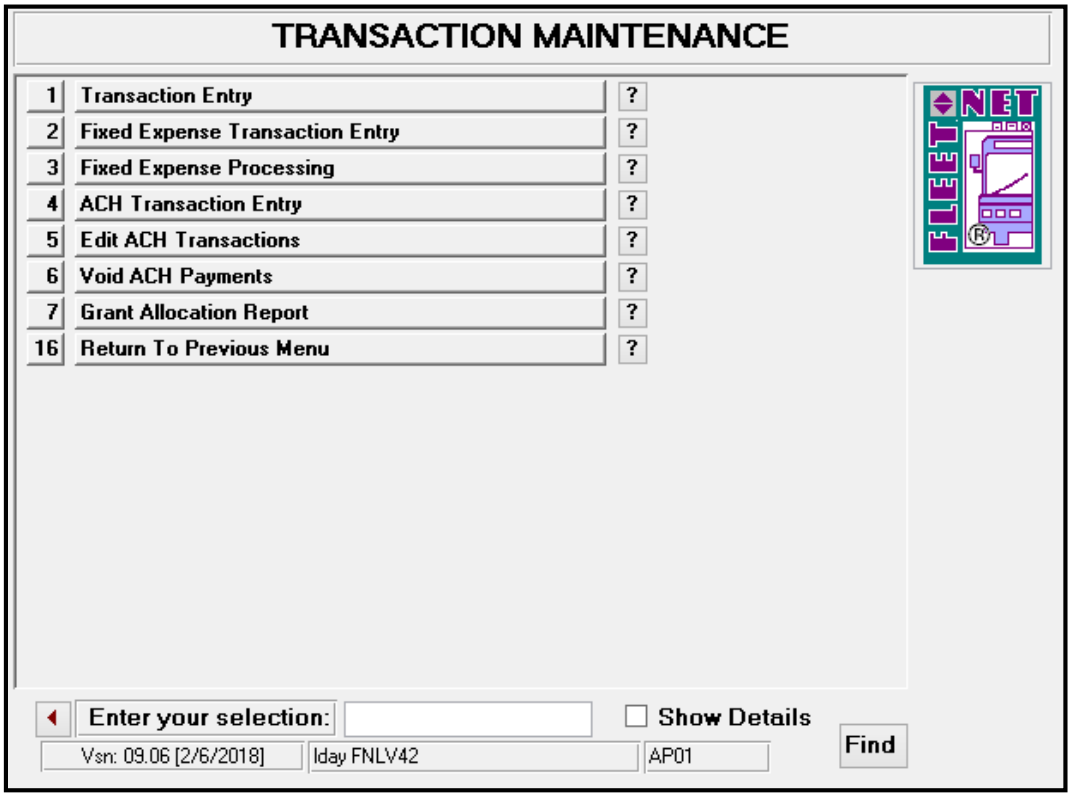
Click ***OK.***

If invoice has not been cancelled, it is required that in Vendor Payment Selection the ***Hold/Pay status*** is changed to ***Pay*** when the invoice is not cancelled.



Grant Allocation Report

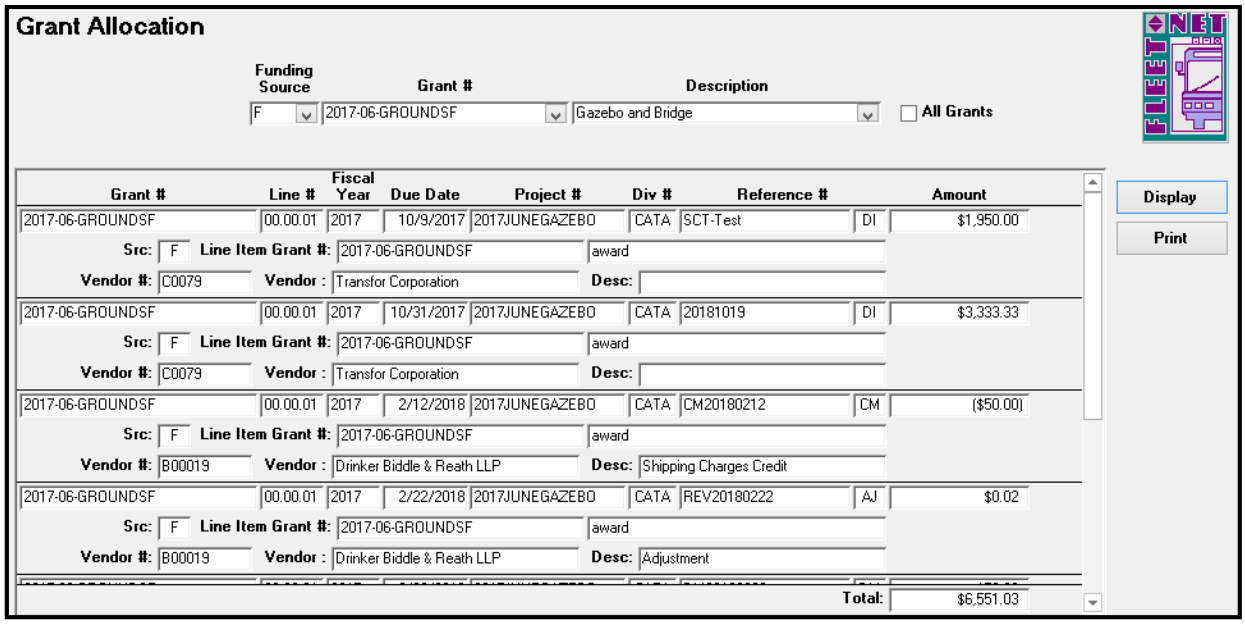
Click ***Grant Allocation Report*** to display and print transaction reports for selected Grant Funding.



Select the Funding Source, Grant # or Check the All Grants box.

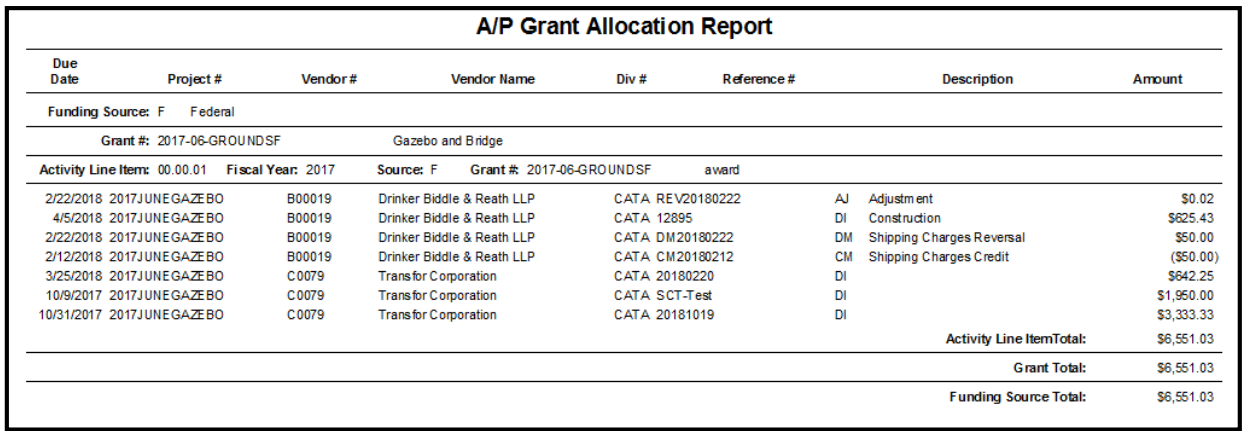
Display

Click ***Display*** to populate the transaction on the screen.



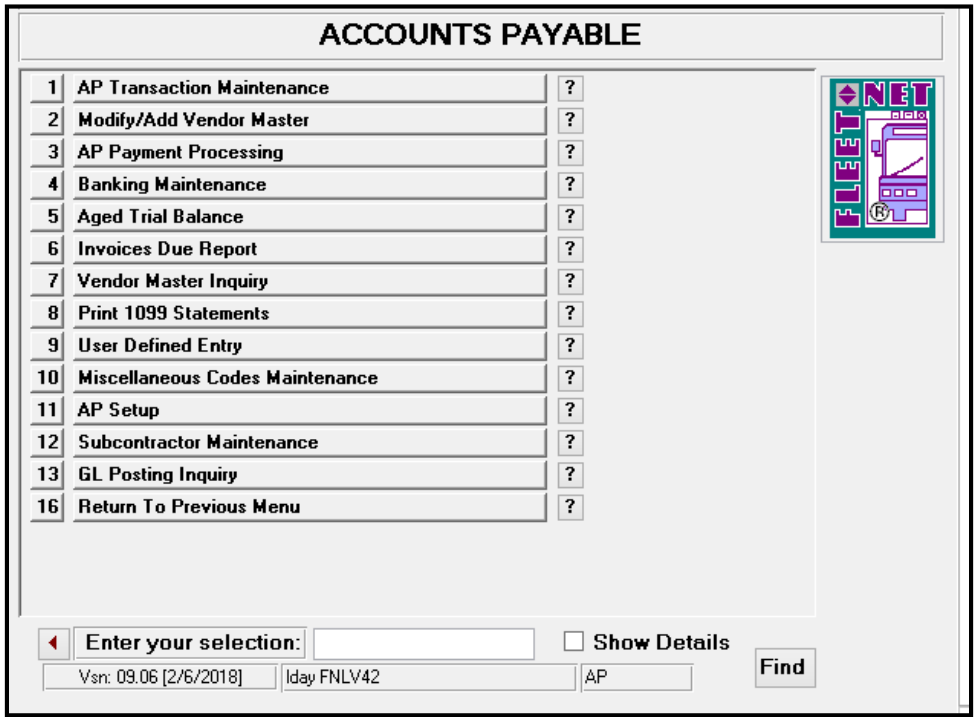
Print

Click ***Print*** to generate a report for all transactions for the selected options.
Transaction Maintenance…..*continued*



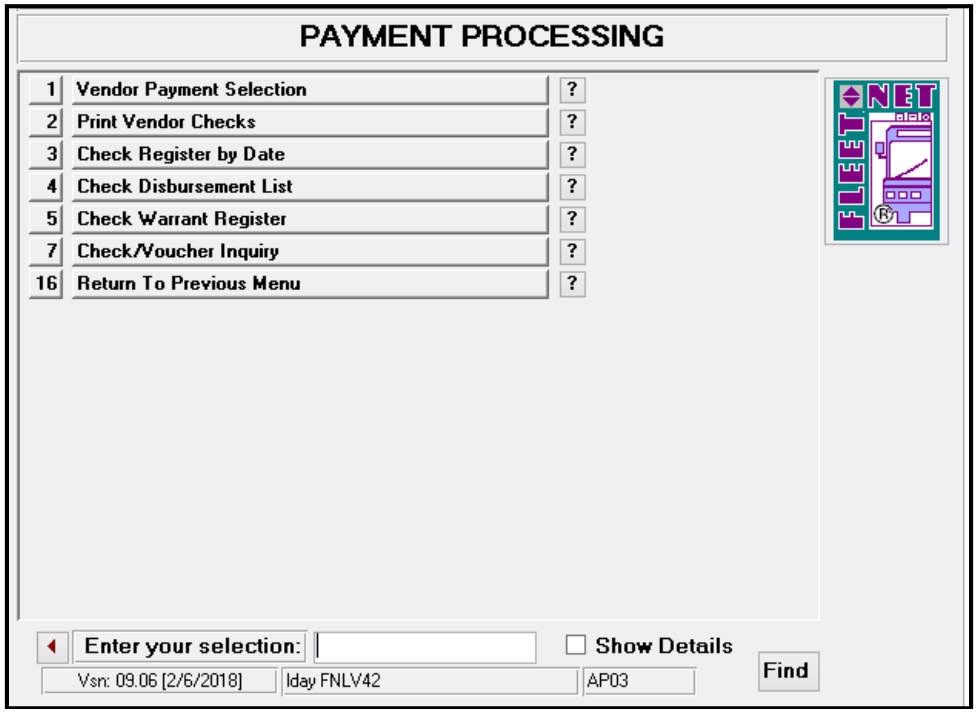
AP Payment Processing

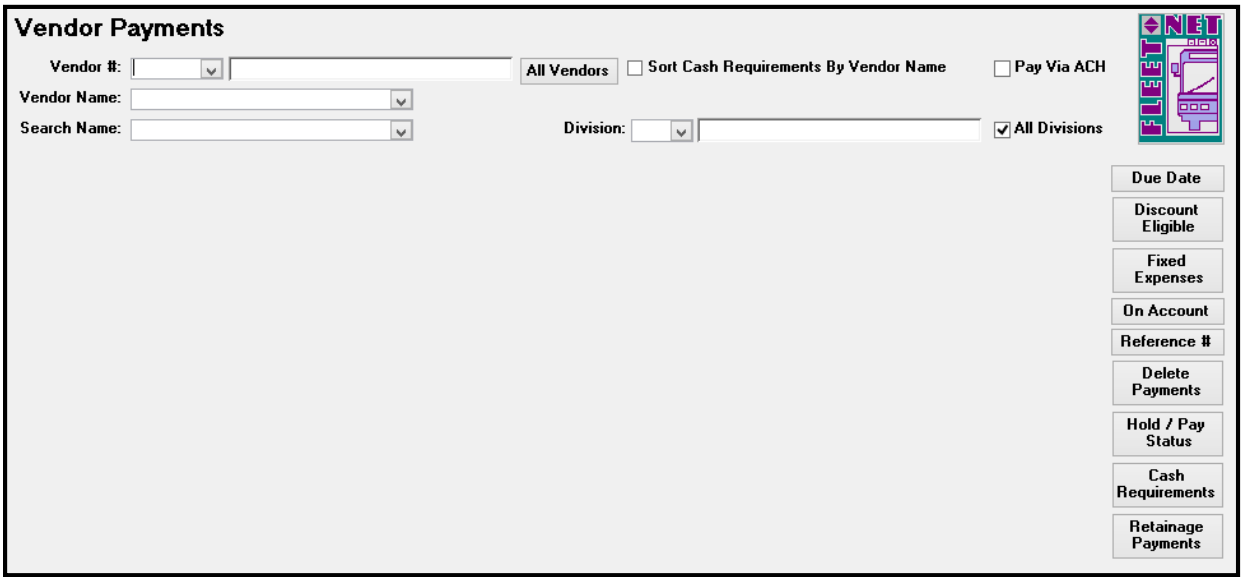
Click ***AP Payment Processing*** to select transactions for payments.



Vendor Payment Selection

Click ***Vendor Payment Selection*** to sort and select the invoices to be paid. Invoices can be selected by invoice due date, invoices that are eligible for a discount, fixed expenses only, on account or by reference number.



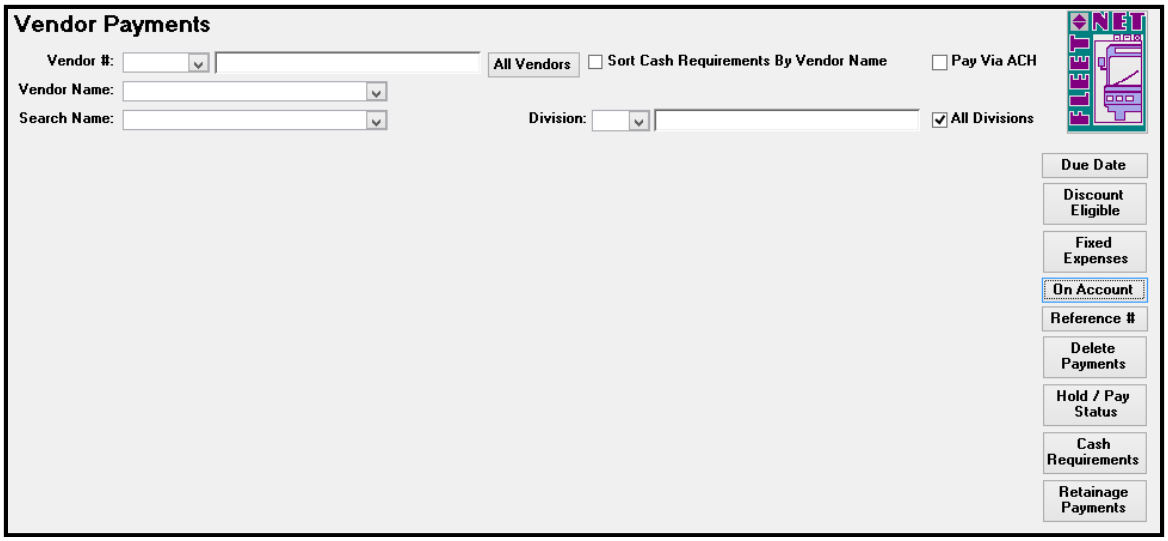


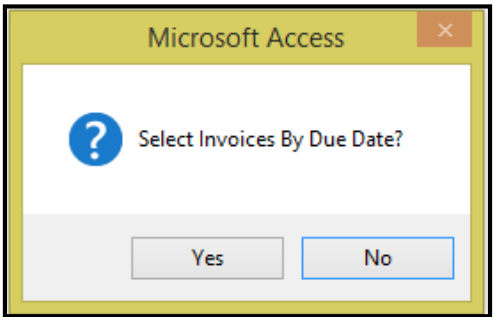
Field Name	Description
Vendor #	Select the vendor number from the drop-down list or enter the vendor number
Vendor Name	To search by vendor name, select the vendor name from the drop-down list or enter the vendor name. Once the vendor is selected, the vendor number field will populate and the vendor name will display in the field to the right of the vendor number. This field (vendor name) will be blank
Search Name	To search by vendor search name, select the vendor search name from the drop-down list or enter the vendor search name. Once the vendor is selected, the vendor number field populates, and the vendor name will display in the field to the right of the vendor number. This field (vendor search name) will be blank
All Vendors	Click to select all vendors
Sort Cash Requirements by Vendor Name	Check the box for a vendor listing in name order rather than vendor number order
Pay Via ACH	Check the box to process vendors being paid via ACH. Only invoices for those vendors set up as ACH recipients will be listed when this box is checked. This feature can be used to process all electronic withdrawals paid to a vendor
Division	Select the A/P division from the drop-down list to process payments for one division at a time
All Divisions	Click to select all A/P divisions

Invoice selection can be done by Due Date, by Discount Eligible only, by Fixed Expense only, by Retainage Payments only or by Reference Number only. Note: all vendors to be paid with checks must be done separately from ACH vendors. If the Pay Via ACH is not checked, the system only looks for “checks” vendors. If checked, only vendors with ACH indicated on their Master will be returned.

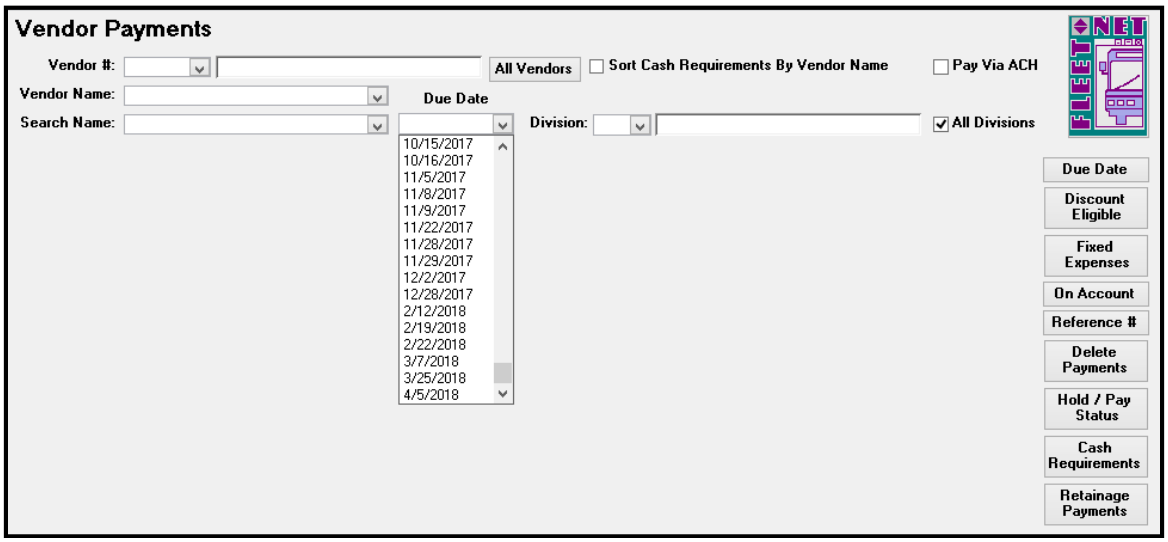
Due Date

Click ***Due Date*** to select all invoices to be paid by the invoice due date the following prompt displays. This can be for a single vendor or all vendors.

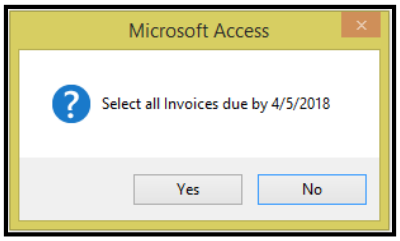




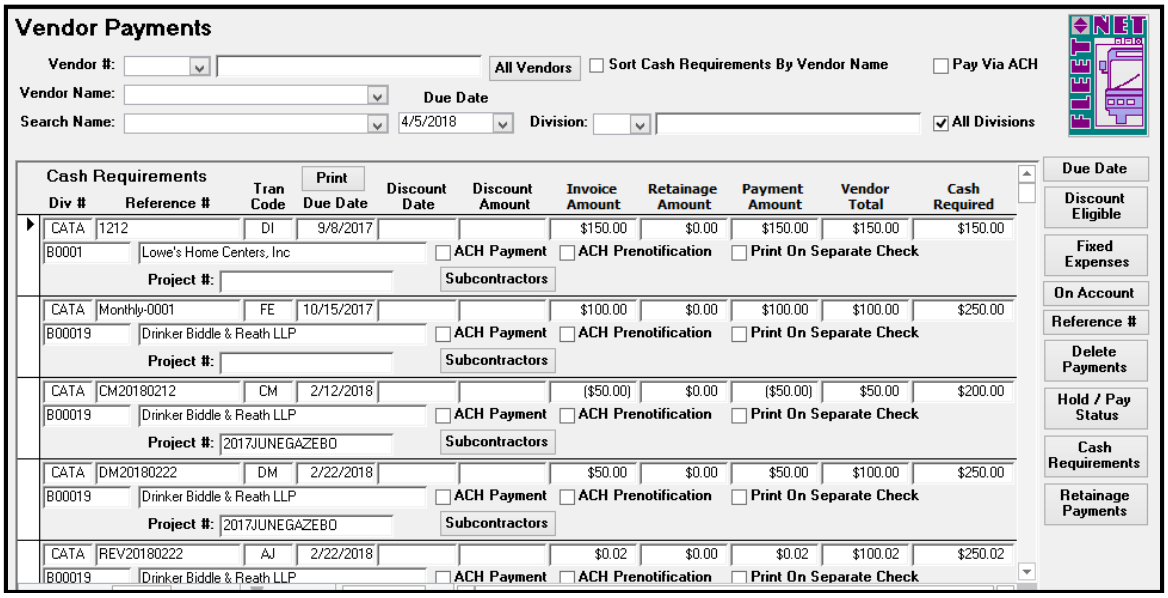
Click ***Yes*** to continue or ***No*** to cancel. If ***Yes*** is selected, the *Due Date* field will now be available. Select the invoice due date from the drop-down list. All invoices with a due date equal to or prior to this date will be selected for payment.



Once the due date is selected from the drop-down list, the following prompt displays.

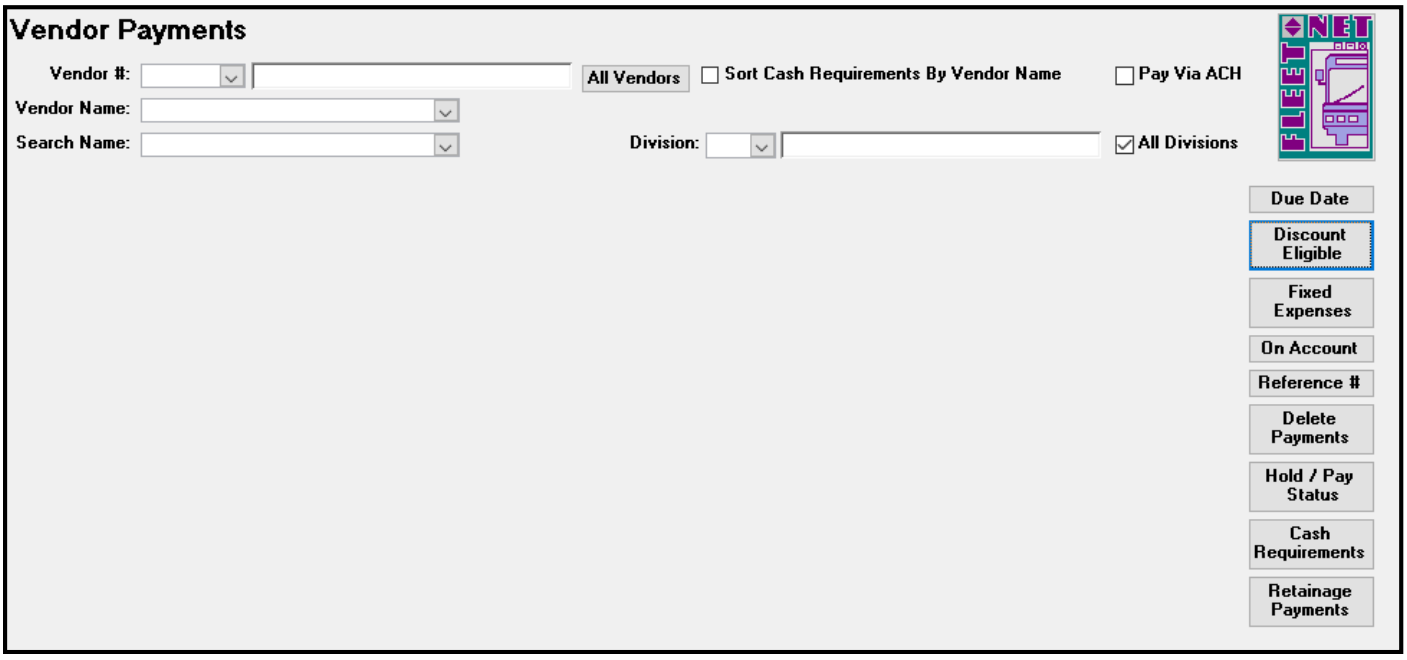


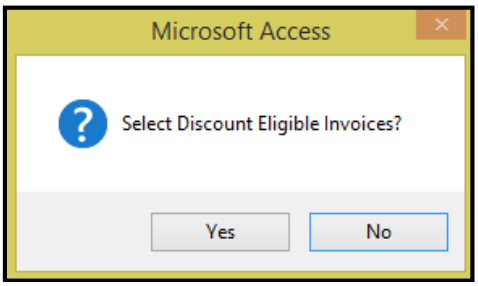
Click ***Yes*** to continue or ***No*** to cancel.



Discount Eligible

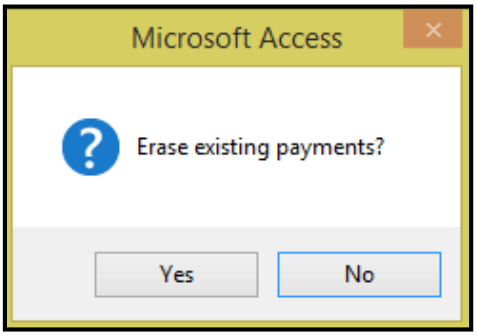
Click ***Discount Eligible*** to select **only** invoices that are eligible for a discount, the following prompt displays.





Click ***Yes*** to continue or ***No*** to cancel.

If payments already have been selected, the follow message will display.

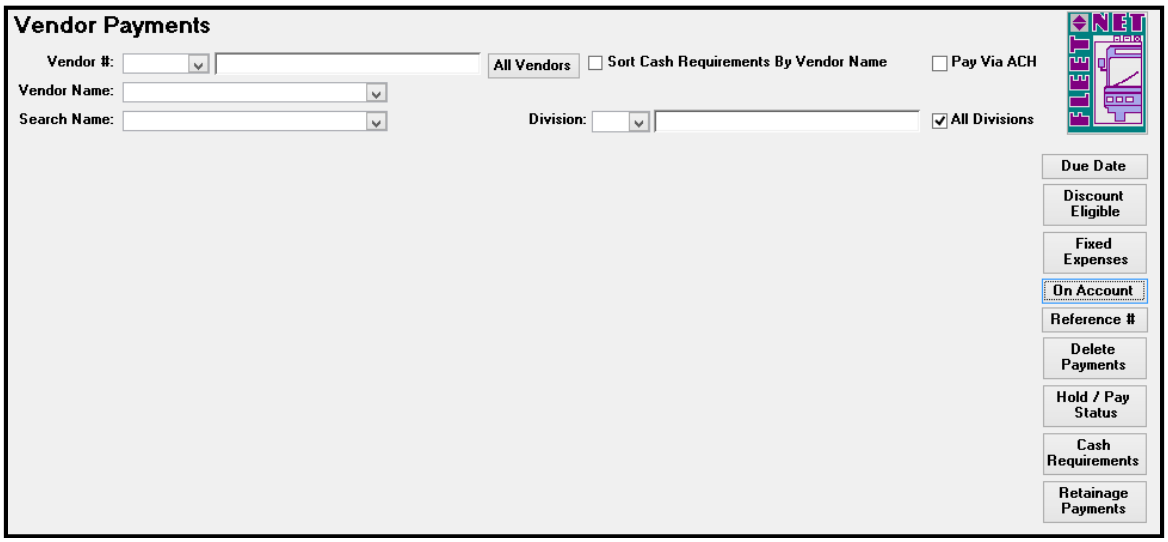


Click ***Yes*** to continue or ***No*** to cancel.

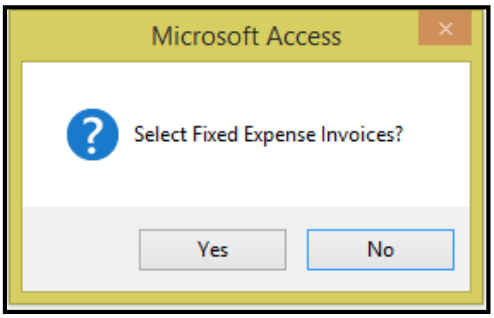
Note: If invoices are selected by due date, any Discount Eligible invoices eligible for payment will be included in the list. It is not necessary to run the Discount Eligible separately.

Fixed Expenses

Click ***Fixed Expenses*** to select **only** fixed expense invoices, the following prompt displays.



Payment Processing…..*continued*

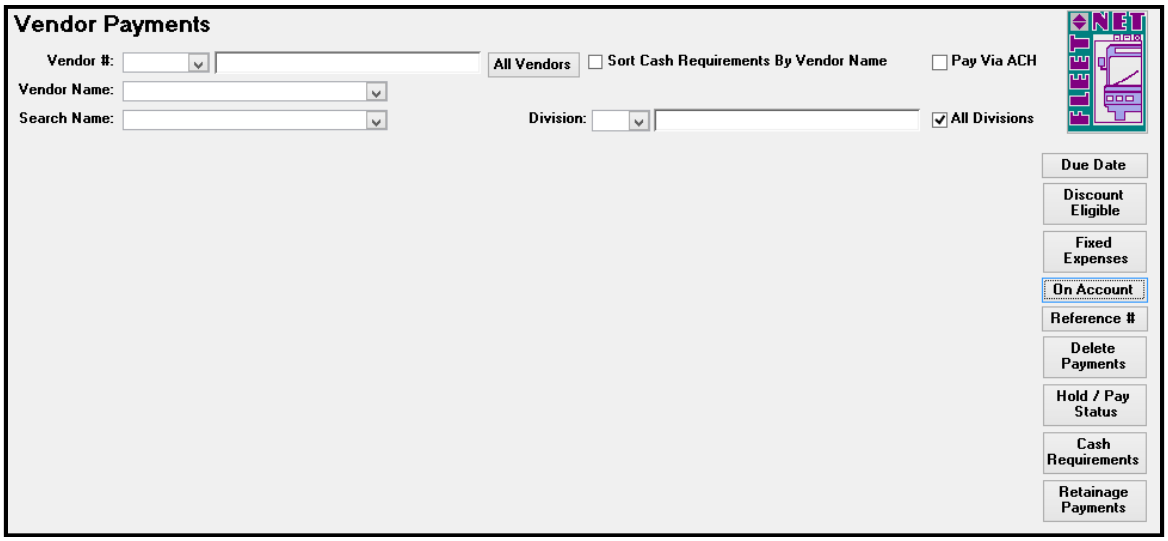


Click ***Yes*** to continue, ***No*** to cancel.

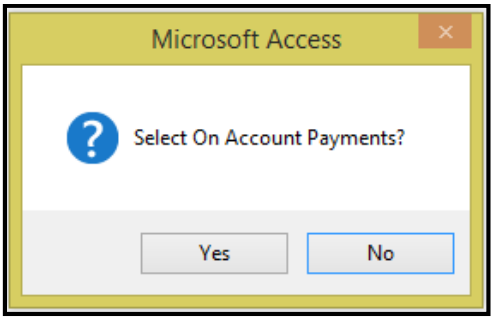
Note: If invoices are selected by due date, any Fixed Expense invoices eligible for payment will be included in the list. It is not necessary to run the Fixed Expenses separately.

On Account

Enter or select Vendor from drop-down option.

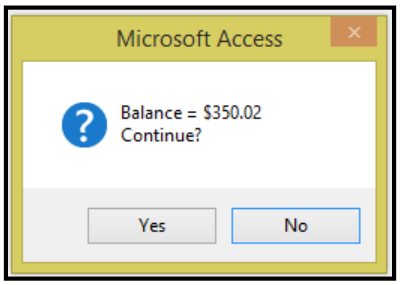


Click ***On Account*** to select invoices for partial payment, the following prompt displays.

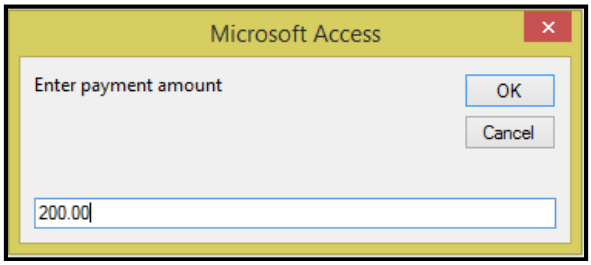


If ***Yes*** is selected, the following prompt displays.

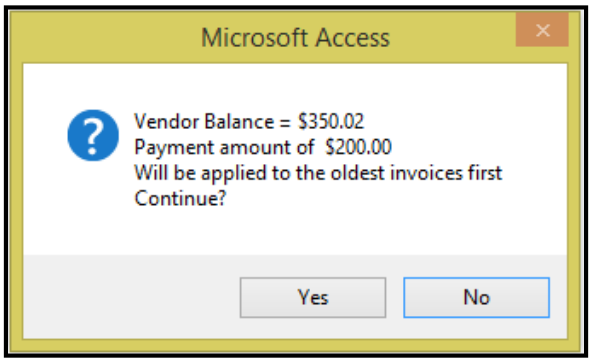
Payment Processing… *continued*



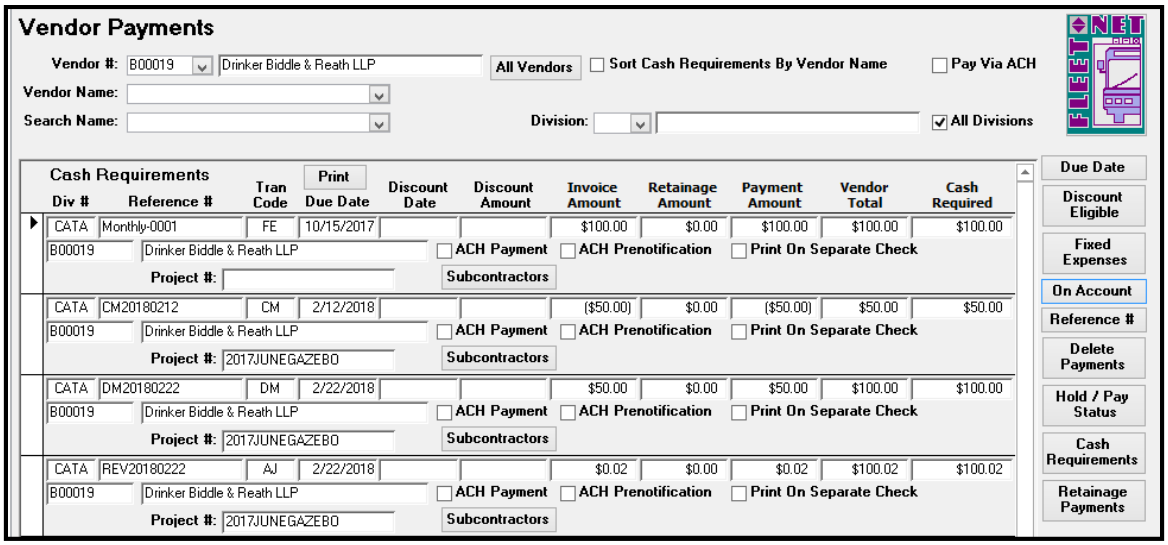
If ***Yes*** is selected, the following prompt displays. Enter the amount of the payment



Click ***OK*** to continue or ***Cancel*** to cancel. The following message displays.



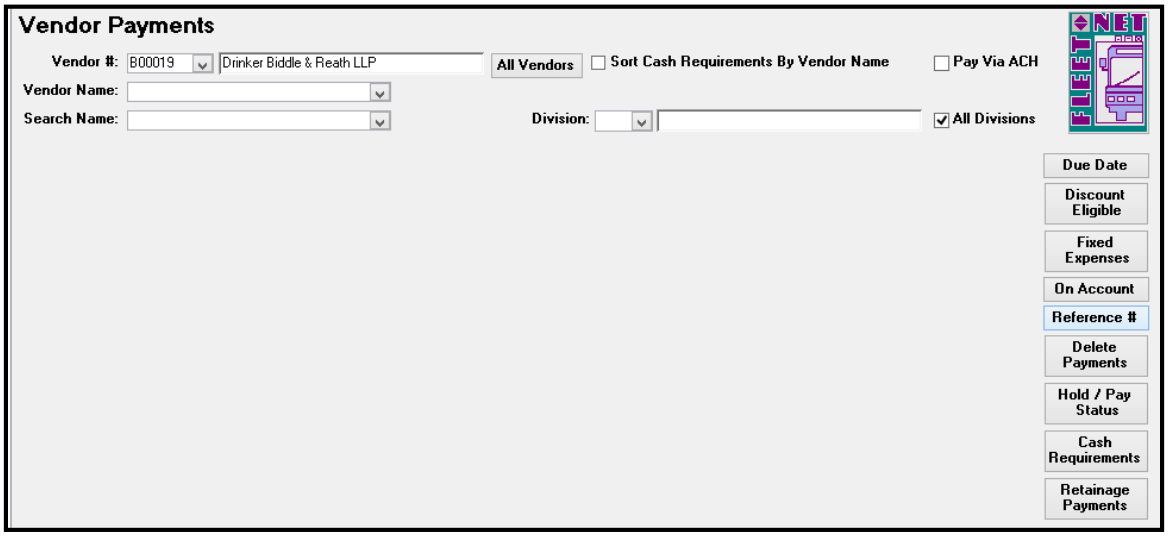
Please note that the payment amount will go to the OLDEST invoice when using this option. If ***Yes*** is selected, the cash requirements for this vendor will display.



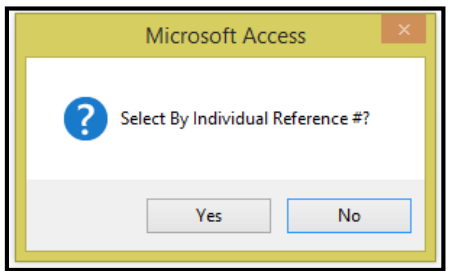
Reference

Enter or select a vendor from drop-down options.

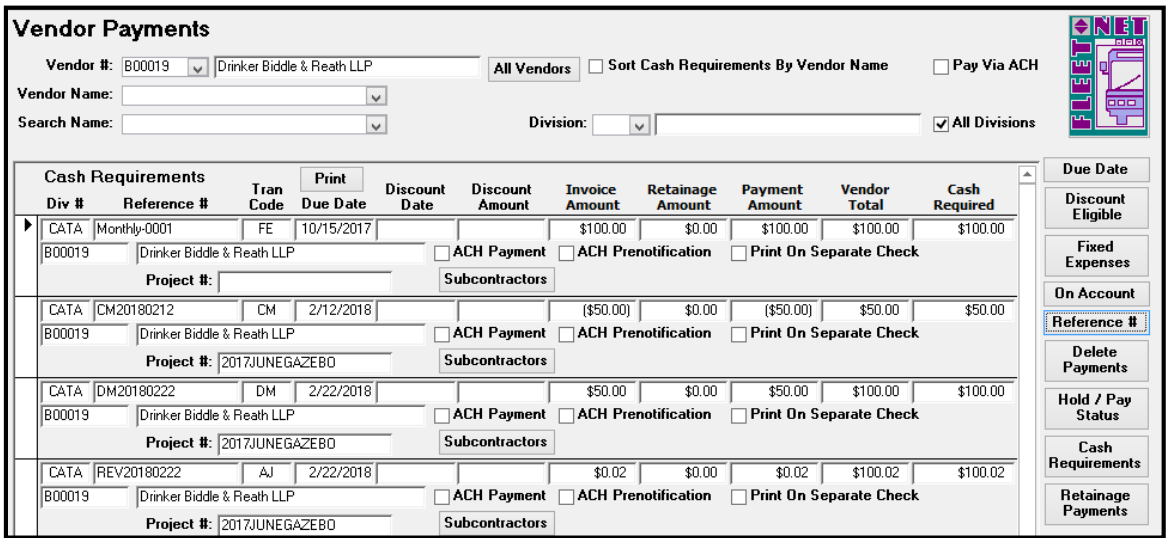
Click ***Reference #*** to select only the invoices based on a specific reference number; the following message will appear.



Note: In order to select invoices by a specific reference number, a vendor must be selected first.

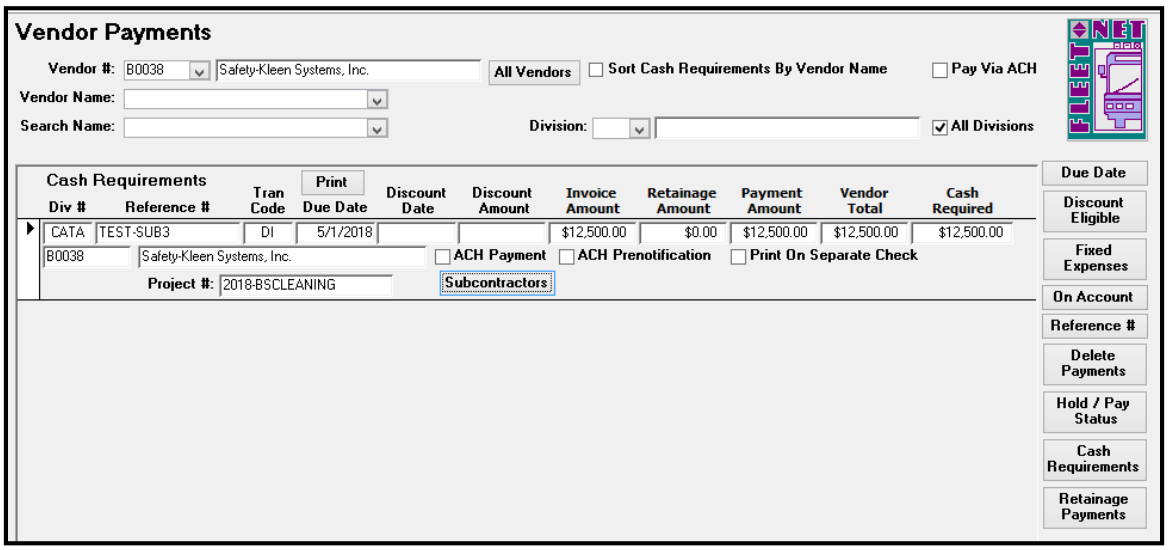


Click ***Yes*** to continue or ***No*** to cancel. If ***Yes*** is selected, the cash requirements for this vendor will display.

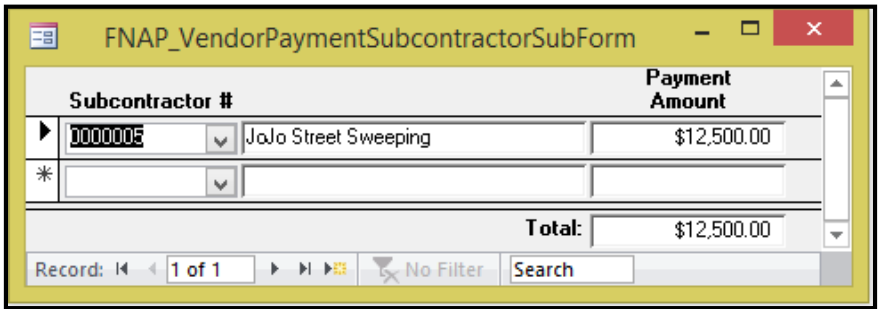


Subcontractors

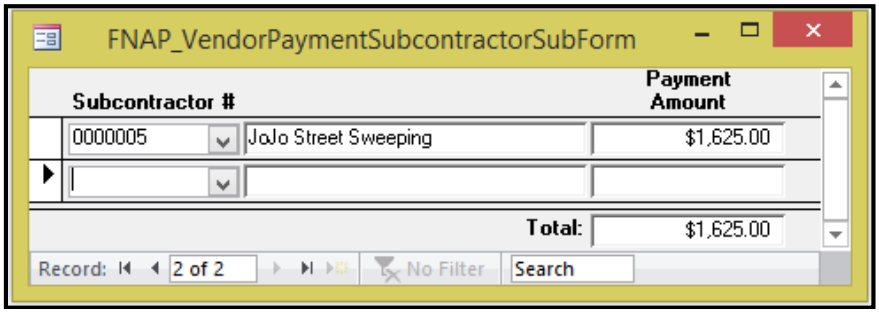
Click ***Subcontractors*** to identify the amount being paid to a subcontractor for the selected invoice. This information is required if tracking invoices & payments in Contract Management.



The following form displays. *Note: The amount of the payment equals the total amount for the selected invoice. This amount needs to be changed to reflect the actual amount being applied to the subcontractor payment records.*

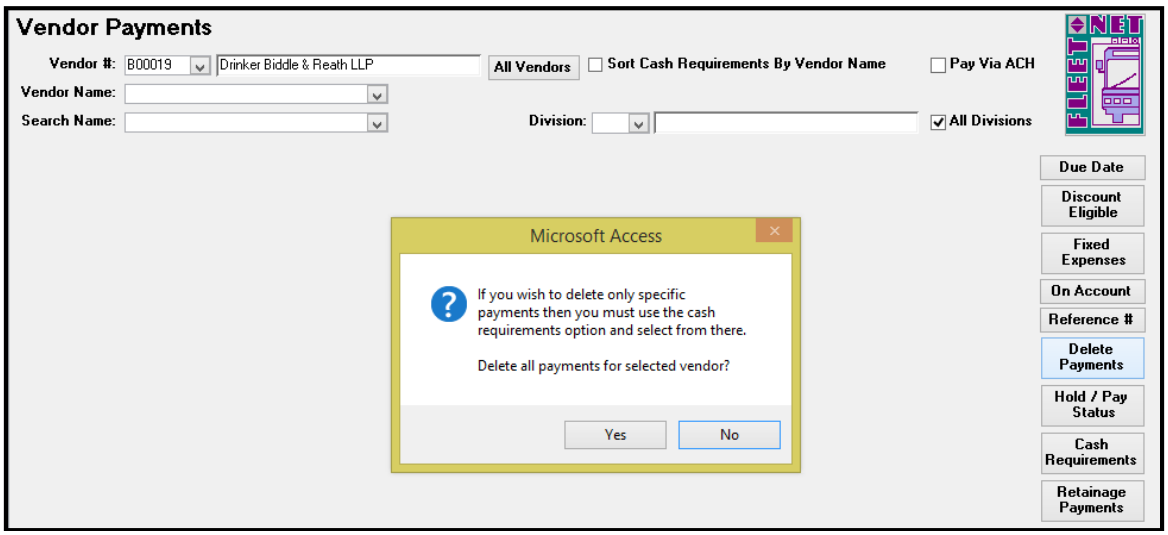


Adjust the amount being paid and X out to save the changes. *Note: Once this change has been made if the Subcontactor option is selected again the system will revert back to the total invoice amount.*

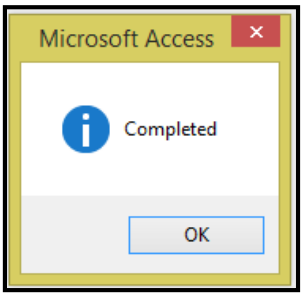


Delete Payments

Click ***Delete Payments*** to delete all previously selected invoices. This action deletes the invoices from the payment queue **only**.

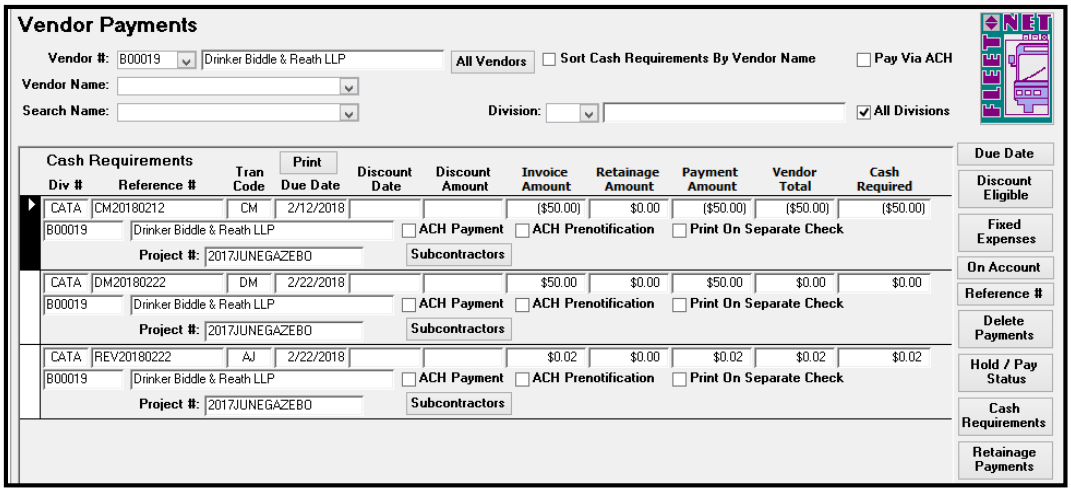


Click ***Yes*** to continue or ***No*** to cancel. The following message will display.



Click ***OK.***

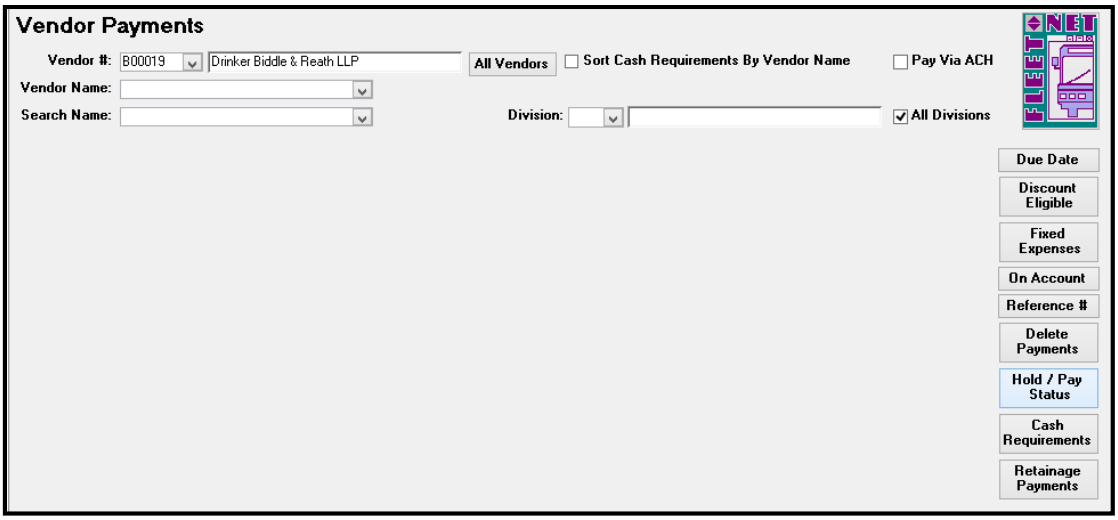
A single invoice can be deleted by clicking ***Cash Requirements***. The form will display all invoices in the payment queue. To delete a specific invoice from the selection. Right Click the field to the left of the invoice to be deleted, and press the *Delete* key on the keyboard. Click the Cash Requirements button to recalculate the running total.

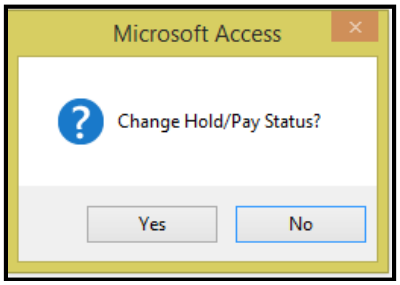


Hold/Pay Status

Enter or select Vendor from drop-down option to review the selected Vendors transactions/payments.

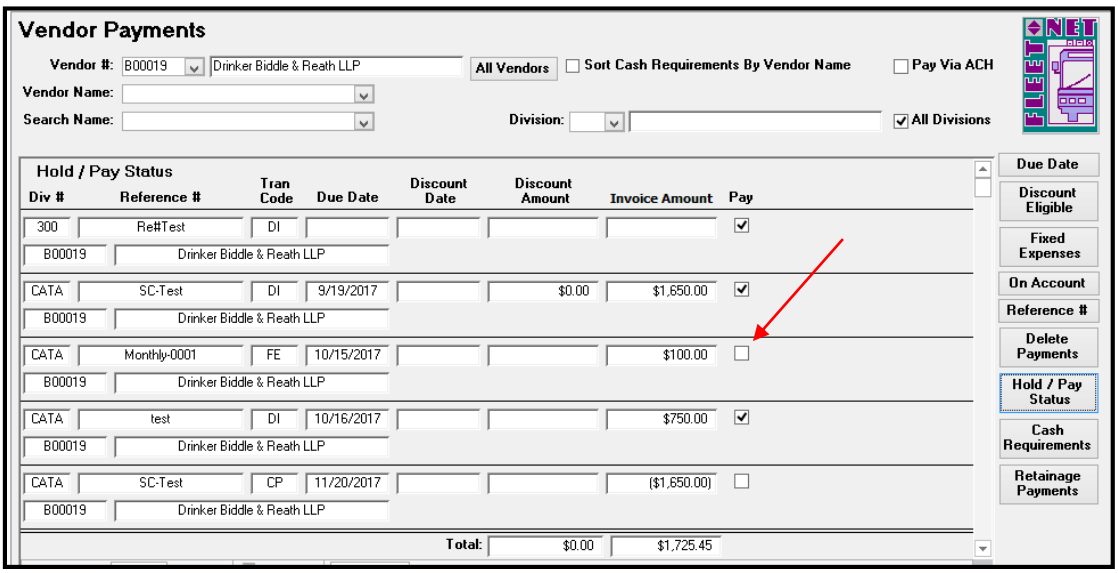
Click ***Hold/Pay Status*** to change the payment status of the invoices in the queue. The following message displays.





Click ***Yes*** to continue or ***No*** to cancel. The following form displays.

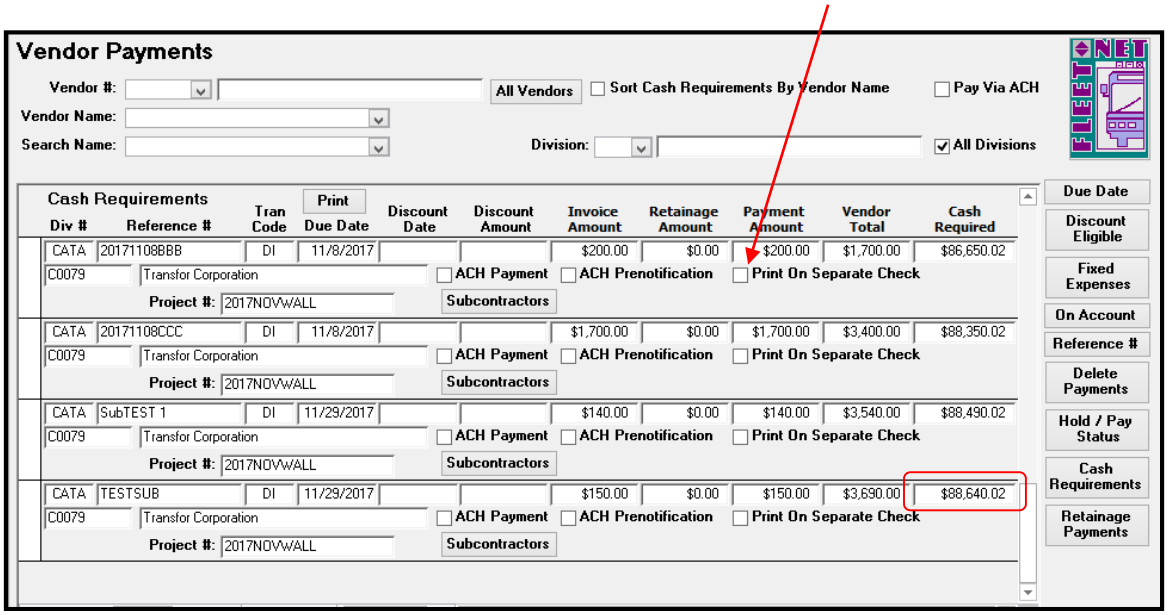
To change an invoice from a Pay status to a Hold status, remove the checkmark from the box labeled Pay.
If changing hold status to pay status check the Pay box.



Cash Requirements

Click ***Cash Requirements*** to view the invoices in the payment queue. If invoices are deleted from the queue click *Cash Requirements* to refresh the screen and recalculate the amounts being paid and the cash required for the check run.

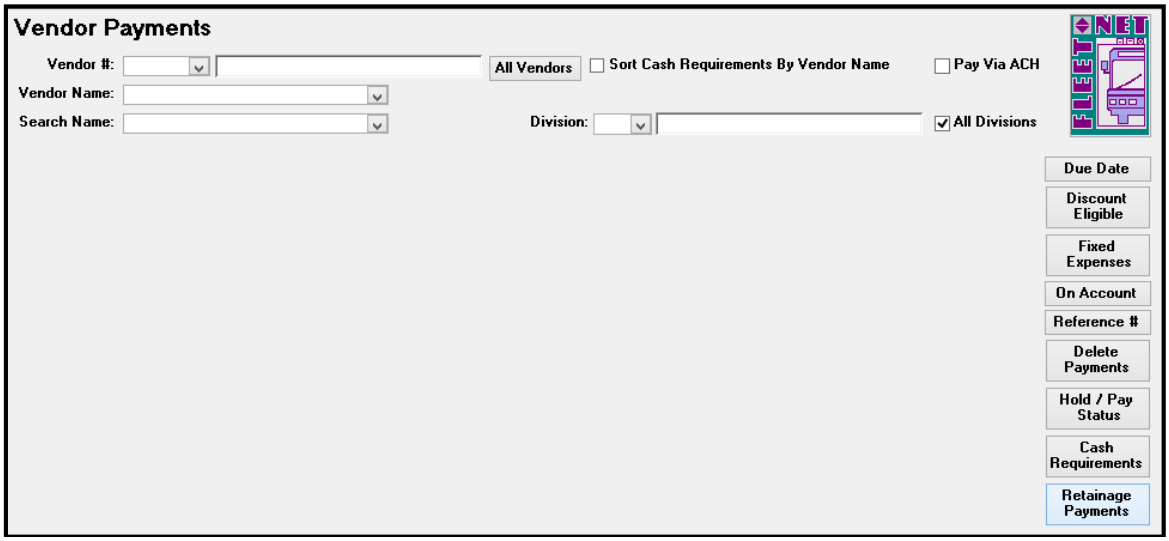
If separate checks are required for one vendor, check the box labeled **Print On Separate Check.**

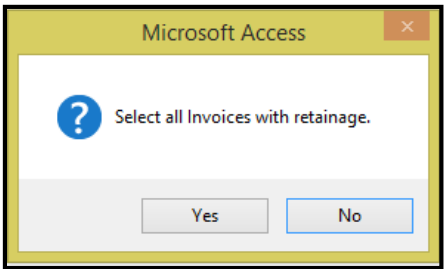


If this print option is used, carefully review the checks on screen prior to printing to verify that the invoices are being applied to separate checks correctly. A separate check will be issued for a vendor each time a checkmark is found in the ***Print on Separate Check*** field.

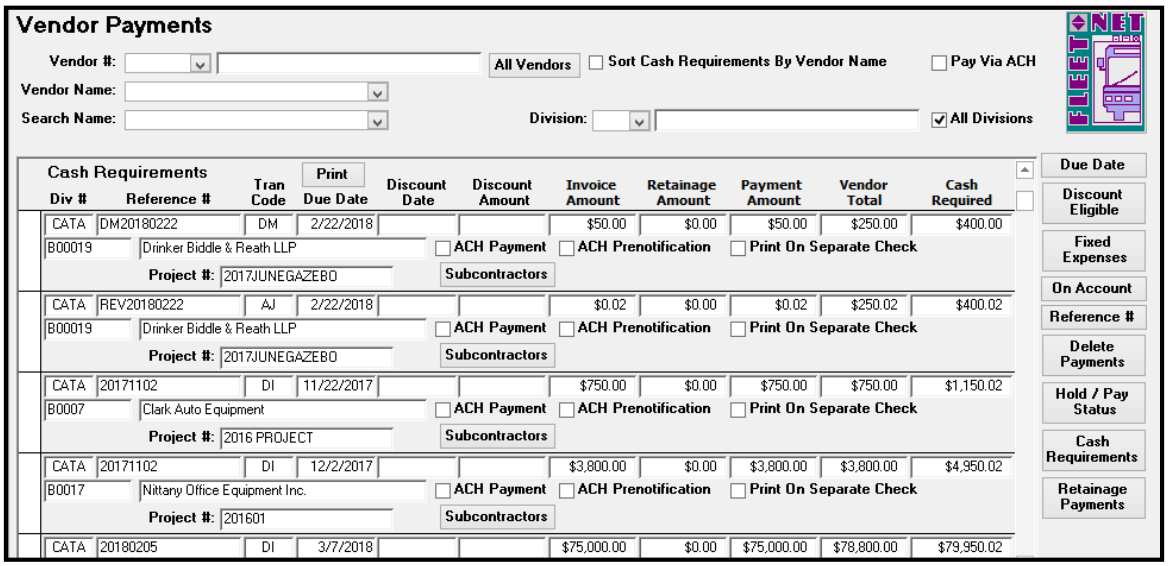
Retainage Payments

Click the ***Retainage Payments*** button to select all Invoices that have been paid with retainage amounts remaining.



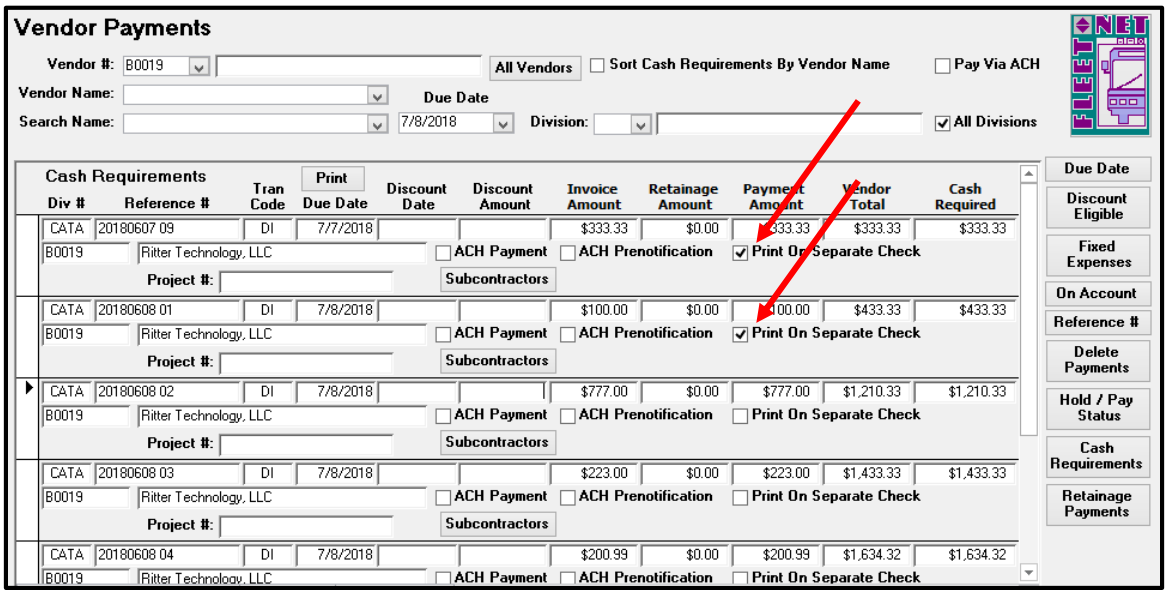


Click ***Yes*** to continue or ***No*** to cancel. Only those invoices that have been flagged with retainage will populate.



Print on Separate Check

When invoices need to be paid on separate checks the Print on Separate Check box needs to be checked. Now, the system will look at the invoices in numerical order. In the example below customer has 5 invoices, and they want to pay the first invoice 20180607 09 on check #1 and the remaining invoices need to be paid on check #2.



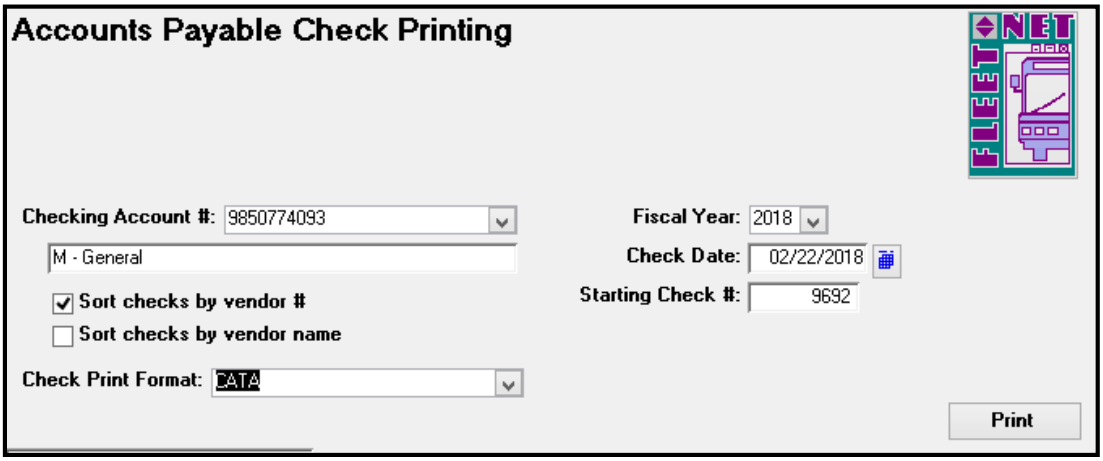
The user needs to check Print on Separate Check Box for **both** 20180607 09 and on #20180608 01.

This selection will print two checks: one for 2010607 09 and the next for the 4 remaining invoices starting with 20180608 001, ending with 20180608 04. *Note: Program will look for next checked box to split payments.*

In the same example above, if the user just wants to print the last invoice, they would only check Print on Separate Check Box on the last invoice 20180608 05. This selection will create one check for invoices 20180607 09 to 20180608 04 and a separate check for invoice 20180608 05.

Print Vendor Checks

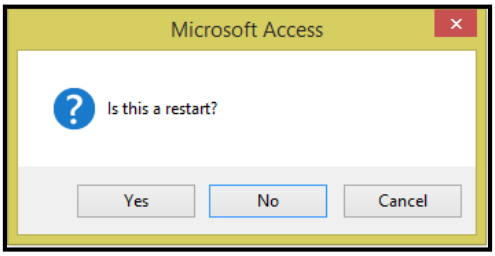
Click ***Print Vendor Checks*** to print checks for transactions selected in Vendor Payment Selection. The following form displays



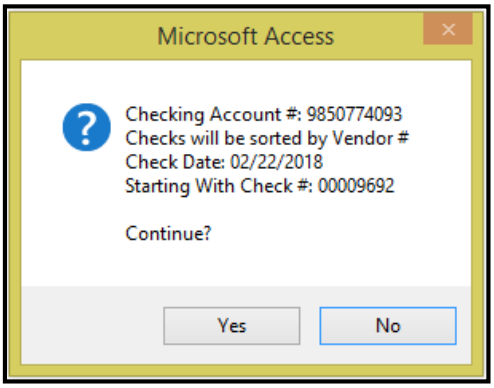
Field Name	Description
Checking Account #	Select the checking account number from the drop-down list.
Sort Checks by Vendor #	Check this box to sort the checks by vendor number.
Sort Checks by Vendor Name	Check this box to sort the checks by vendor name.
Check Print Format	Select the check print format from the drop-down list.
Fiscal Year	Select the fiscal year from the drop-down list.
Check Date	Defaults to the system date, but can be changed by typing in a new date or selecting a date using the calendar feature.
Starting Check Number	Automatically populates with the next check number. This field can be edited, if necessary.

Print

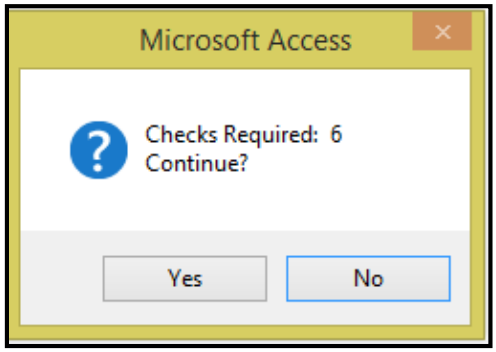
Click ***Print*** to print checks. The following message displays.



Click ***Yes*** if it is a restart (explained later) or ***No*** if it is not a restart or *Cancel* to cancel the check print run. If *No* is selected, the following verification message displays.



Click ***Yes*** to continue or ***No*** to cancel. If ***Yes*** is selected, the following message displays alerting user the required number of checks needed for the check run.



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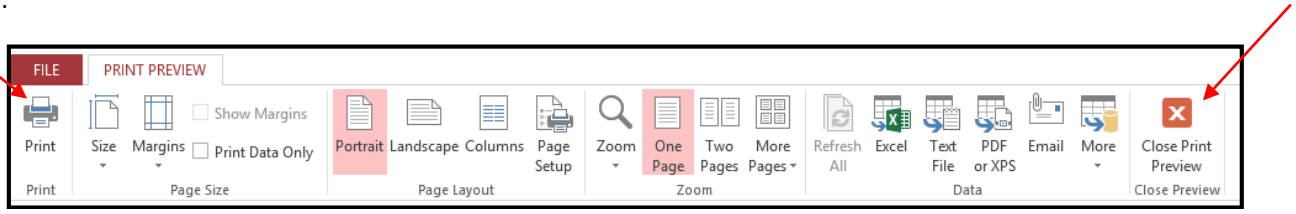
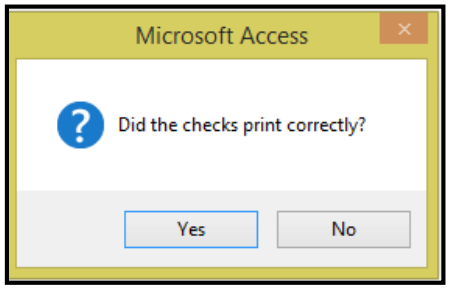
Click ***Yes*** to continue or ***No*** to cancel. If ***Yes*** is selected the checks will display on the screen for previewing.

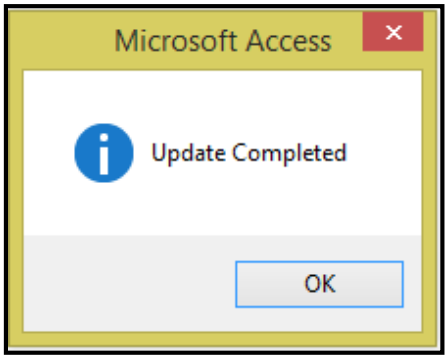
To send the checks to the printer. Click ***Print Icon*** on Tool Bar. When the print job finishes, the following message displays.



Once print is completed. Click the ***Close Print Preview*** Icon. The following message displays.

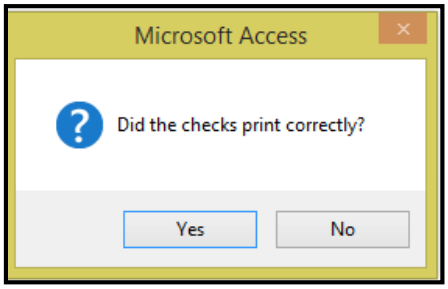


Click ***Yes*** if the checks printed correctly or ***No*** if they did not. If ***Yes*** is selected, the system ***will update*** the checks to the General Ledger; the following message displays.



Click ***OK***.

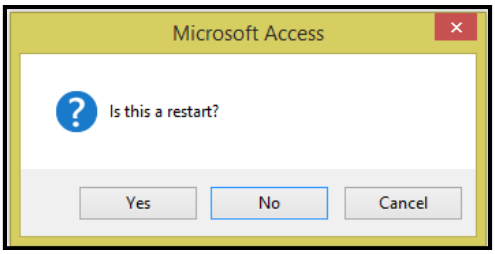
If after previewing the checks on the screen, it is determined that the checks should not be printed at this time, use the Windows *File/Close* function or click the X to close the preview screen. The following prompt displays.



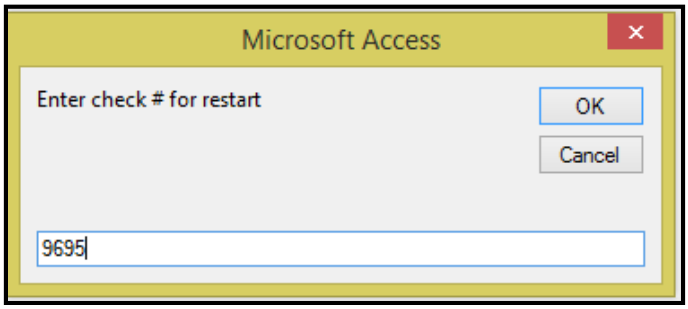
As the checks were not sent to the printer or printed incorrectly, click ***No*** to be returned to the Accounts Payable Check Printing Screen. No updates will be processed until ***Yes*** is selected at the prompt shown above.

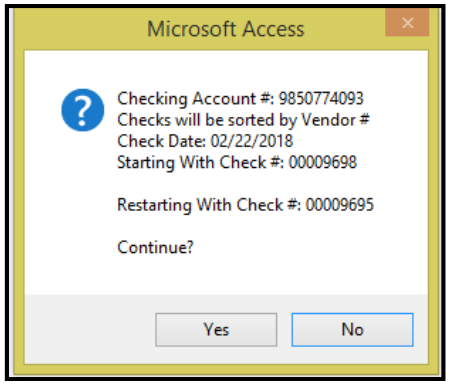
If the checks were printed, and some or all of them need to be reprinted, enter the new check starting number in the Starting Check # field.

select the Restart option.

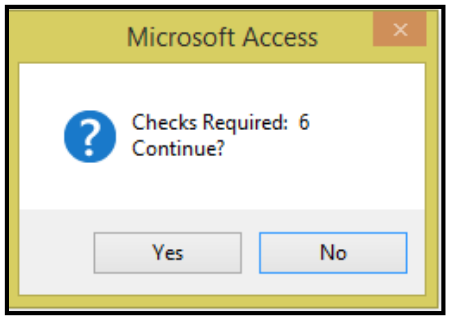


Click ***Yes*** to continue or Cancel to cancel. The following message displays.
Click ***OK*** to continue or ***Cancel*** to cancel. The following verification message displays.





Click ***Yes*** to continue or ***No*** to cancel. If ***Yes*** is selected, the following message displays alerting user the required number of checks needed for the check run.

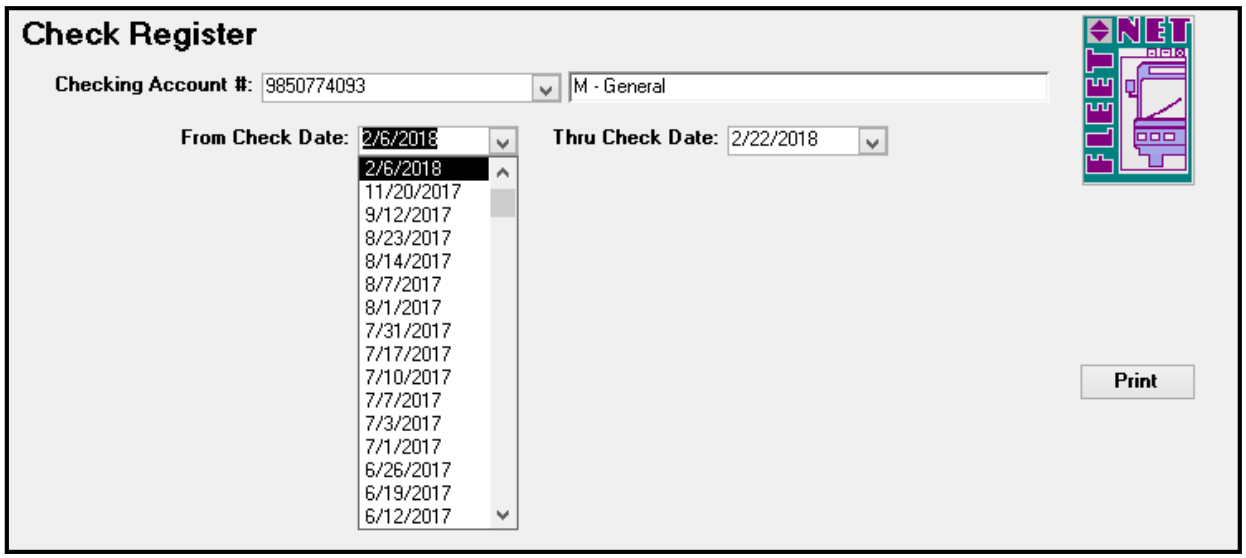


Click ***Yes*** to continue or ***No*** to cancel. If *Yes* is selected the new checks will appear on the screen with the new starting with check. (Refer back to page 121 for printing and updating instructions).

The **spoiled checks** must be manually entered into the check book in order to appear on reports. Please refer to the manual check entry in the ***Checkbook Maintenance*** portion of this manual for details on how to enter the spoiled checks.

Check Register By Date

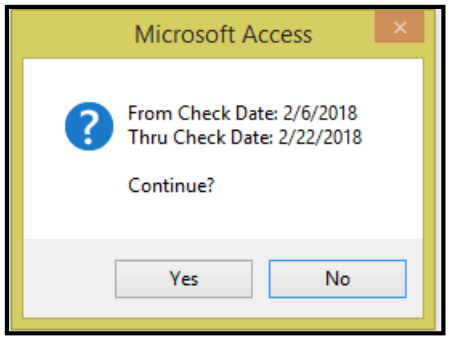
Click Check Register by Date to view and/or print a check register, the following form displays.



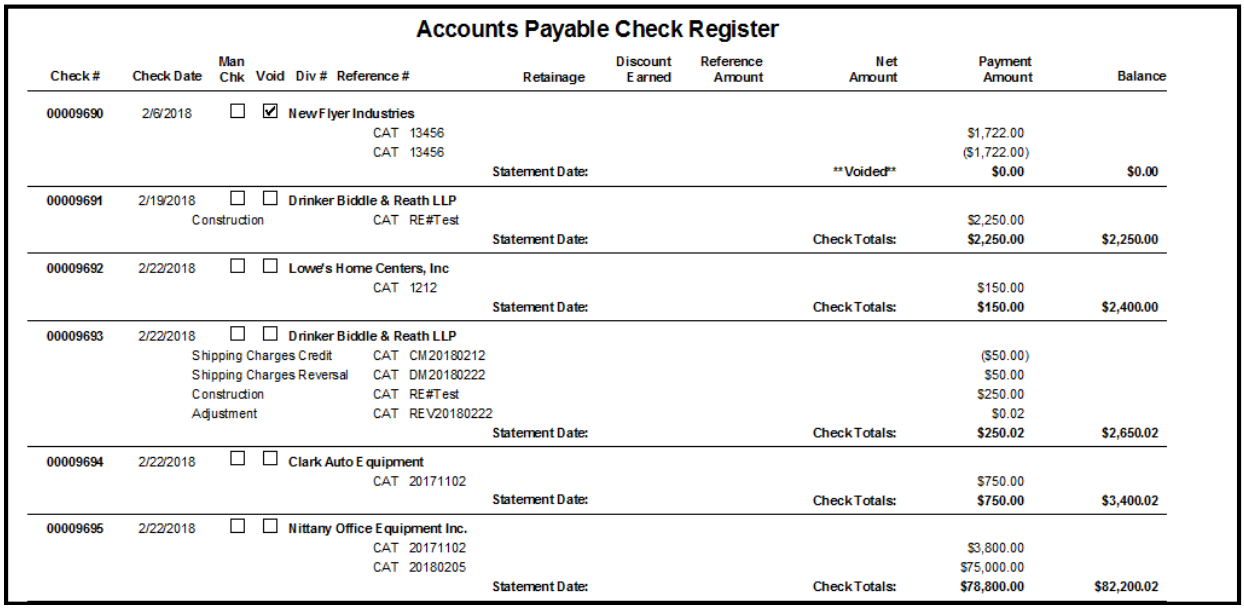
Field Name	Description
Checking Account #	Select the checking account number from the drop-down list.
From Check Date	Select from date from the drop-down list.
Thru Check Date	Select the through check date from the drop-down list.

Print

Click ***Print*** to generate an Accounts Payable Check Register. The following message displays.



Click ***Yes*** to continue or ***No*** to cancel.

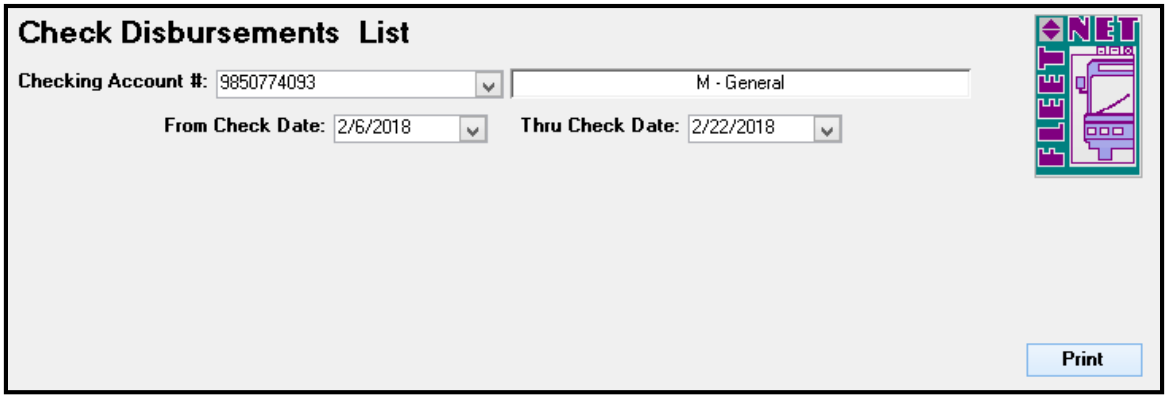


Accounts Payable Check Register

Check #	Check Date	Man Chk	Void	Div #	Reference #	Retainage	Discount Earned	Reference Amount	Net Amount	Payment Amount	Balance
00009690	2/6/2018	☐	☑		New Flyer Industries						
				CAT	13456					$1,722.00	
				CAT	13456					($1,722.00)	
						Statement Date:			**Voided**	$0.00	$0.00
00009691	2/19/2018	☐	☐		Drinker Biddle & Reath LLP						
	Construction			CAT	RE#Test					$2,250.00	
						Statement Date:			Check Totals:	$2,250.00	$2,250.00
00009692	2/22/2018	☐	☐		Lowe's Home Centers, Inc						
				CAT	1212					$150.00	
						Statement Date:			Check Totals:	$150.00	$2,400.00
00009693	2/22/2018	☐	☐		Drinker Biddle & Reath LLP						
	Shipping Charges Credit			CAT	CM20180212					($50.00)	
	Shipping Charges Reversal			CAT	DM20180222					$50.00	
	Construction			CAT	RE#Test					$250.00	
	Adjustment			CAT	REV20180222					$0.02	
						Statement Date:			Check Totals:	$250.02	$2,650.02
00009694	2/22/2018	☐	☐		Clark Auto Equipment						
				CAT	20171102					$750.00	
						Statement Date:			Check Totals:	$750.00	$3,400.02
00009695	2/22/2018	☐	☐		Nittany Office Equipment Inc.						
				CAT	20171102					$3,800.00	
				CAT	20180205					$75,000.00	
						Statement Date:			Check Totals:	$78,800.00	$82,200.02

Check Disbursement List

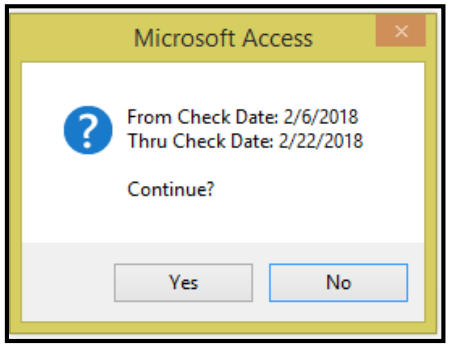
Click ***Check Disbursement List*** to view and/or print a check disbursement list. The following form displays.



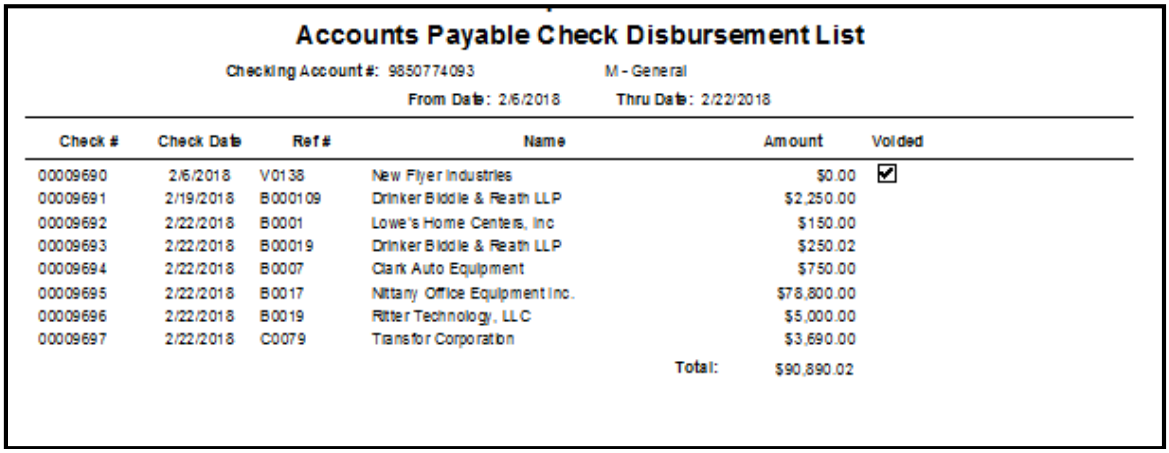
Field Name	Description
Checking Account #	Select the checking account number from the drop-down list.
From Check Date	Select from check date, from the drop-down list.
Thru Check Date	Select thru check date, from the drop-down list.

Print

Click ***Print*** to generate the distribution report to be reviewed/printed. The following message displays.



Click ***Yes*** to continue or ***No*** to cancel.



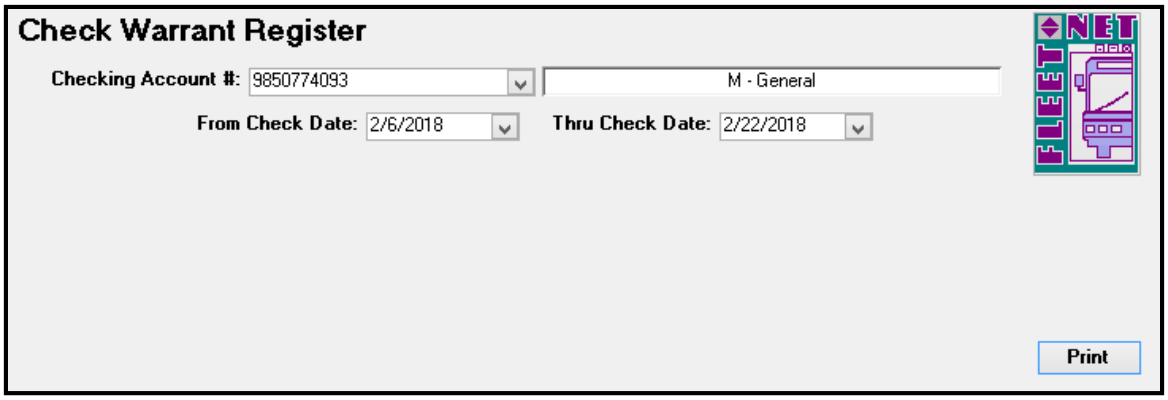
Accounts Payable Check Disbursement List

Checking Account #: 9850774093 M - General
From Date: 2/6/2018 Thru Date: 2/22/2018

Check #	Check Date	Ref #	Name	Amount	Voided
00009690	2/6/2018	V0138	New Flyer Industries	$0.00	☑
00009691	2/19/2018	B000109	Drinker Biddle & Reath LLP	$2,250.00	
00009692	2/22/2018	B0001	Lowe's Home Centers, Inc	$150.00	
00009693	2/22/2018	B00019	Drinker Biddle & Reath LLP	$250.02	
00009694	2/22/2018	B0007	Clark Auto Equipment	$750.00	
00009695	2/22/2018	B0017	Nittany Office Equipment Inc.	$78,800.00	
00009696	2/22/2018	B0019	Ritter Technology, LLC	$5,000.00	
00009697	2/22/2018	C0079	Transfor Corporation	$3,690.00	
			Total:	$90,890.02	

Check Warrant Register

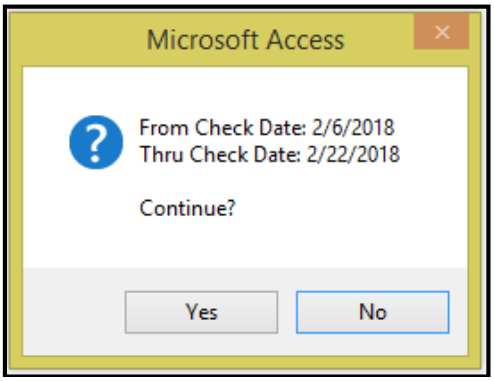
Click ***Check Warrant Register*** to view and/or print a check warrant register. The following form displays.



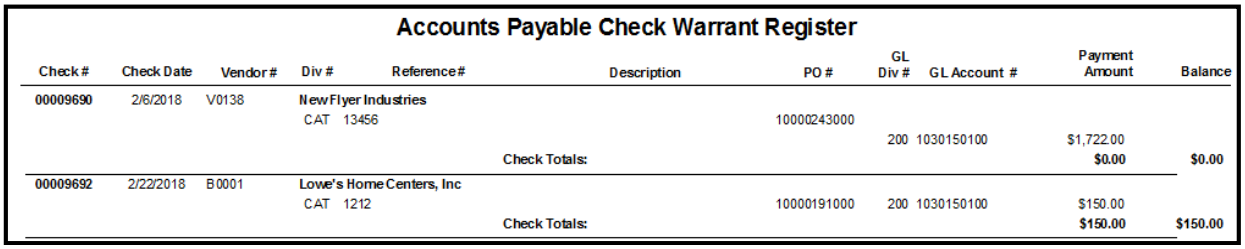
Field Name	Description
Checking Account #	Select the checking account number from the drop-down list.
From Check Date	Select the from date from the drop-down list.
Thru Check Date	Select the through check date from the drop-down list.

Print

Click Print to generate the distribution report to be reviewed/printed. The following message displays.



Click ***Yes*** to continue or ***No*** to cancel.

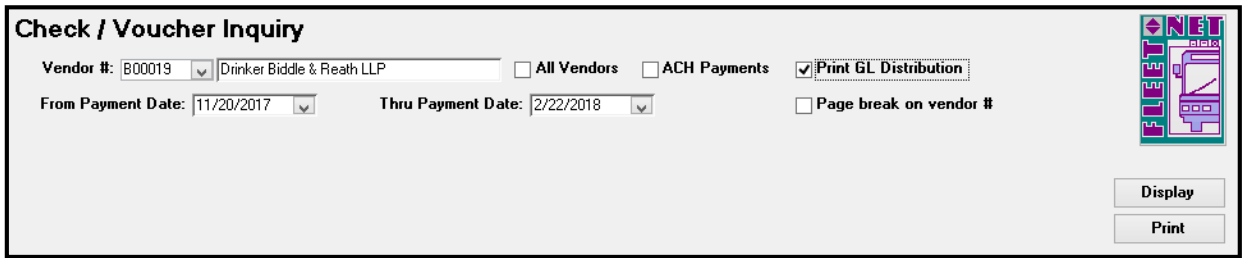


Accounts Payable Check Warrant Register

Check #	Check Date	Vendor #	Div #	Reference #	Description	PO #	GL Div #	GL Account #	Payment Amount	Balance
00009690	2/6/2018	V0138	New Flyer Industries							
			CAT 13456			10000243000				
							200	1030150100	$1,722.00	
					Check Totals:				$0.00	$0.00
00009692	2/22/2018	B0001	Lowe's Home Centers, Inc							
			CAT 1212			10000191000	200	1030150100	$150.00	
					Check Totals:				$150.00	$150.00

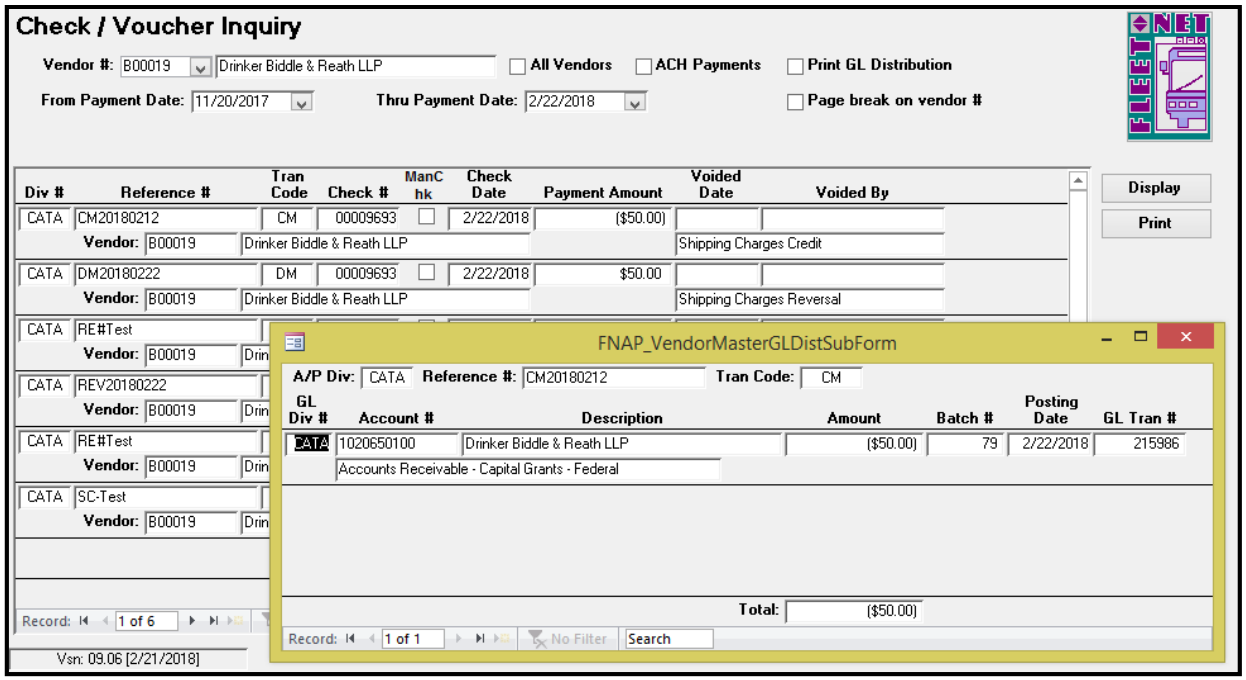
Check/Voucher Inquiry

Click ***Check/Voucher Inquiry*** to display or print a report of all checks/vouchers by payment date range. Select the criteria: One vendor or All Vendors, Only ACH Payments, Print GL Distribution.



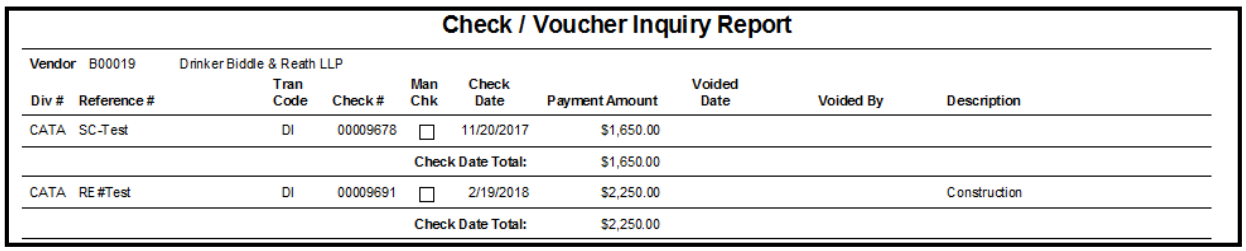
Display

Click ***Display*** to view on the form for the selected criteria. Double click ***Reference #*** to display the GL Distribution.



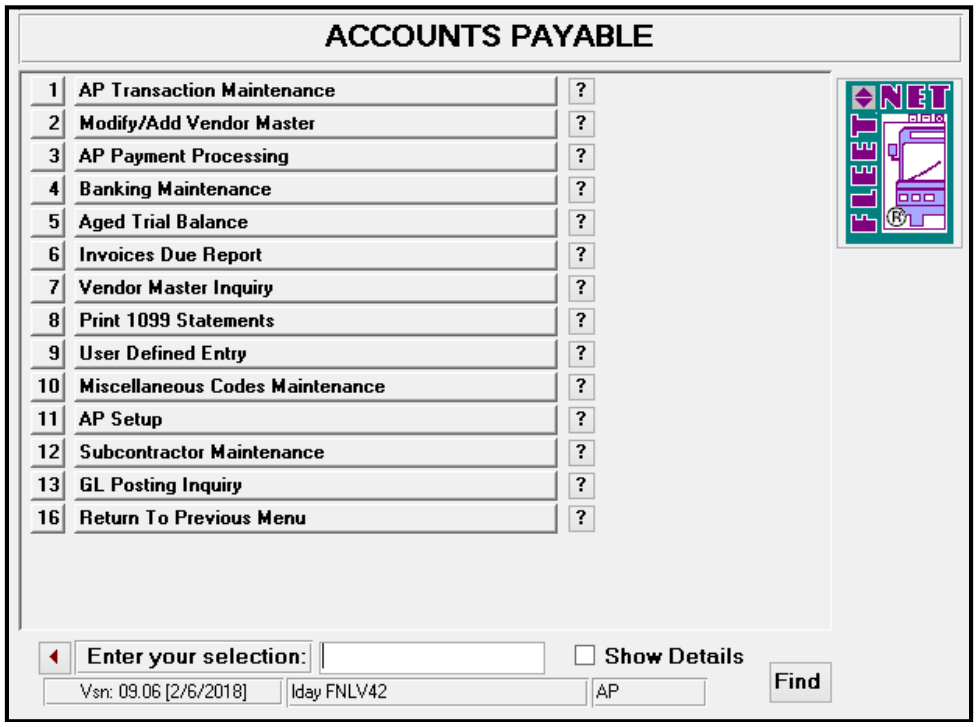
Print

Click the **Print** to print a report for the selected criteria.



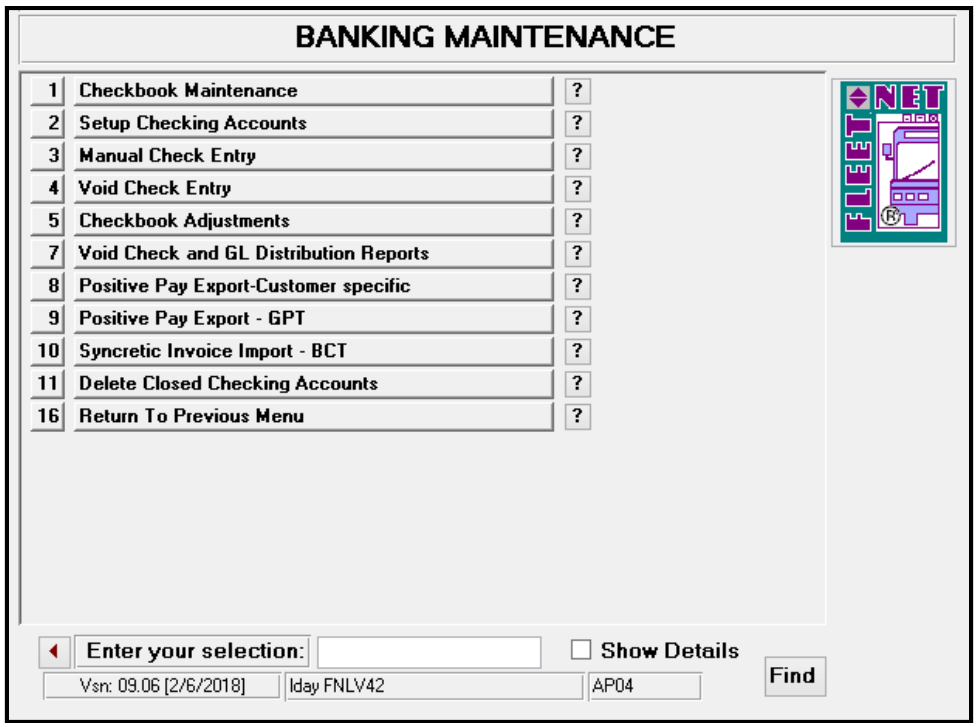
Banking Maintenance

Click ***Banking Maintenance*** to setup, reconcile, enter manual checks and void checks.



Set Up Checking Accounts

Click ***Setup Checking Accounts*** from the menu, the following form displays.



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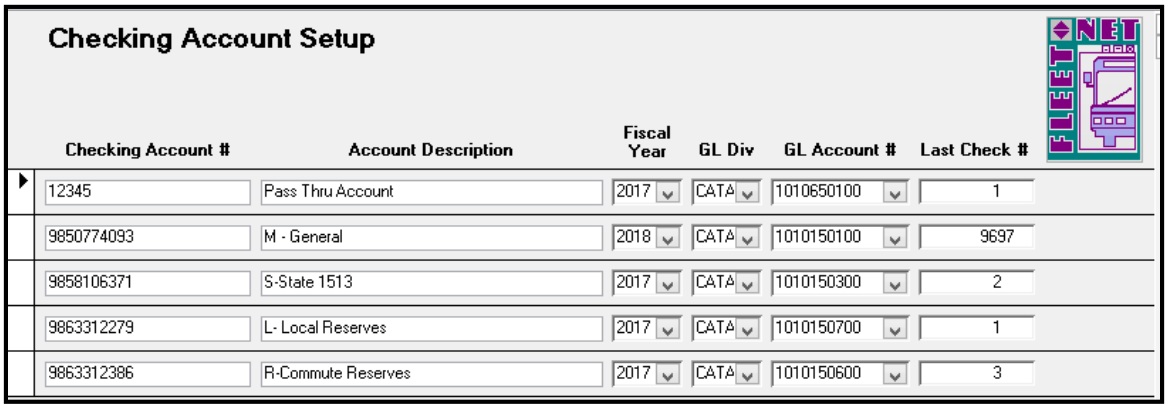
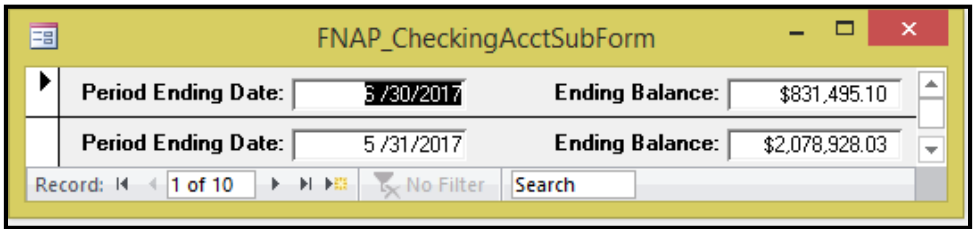


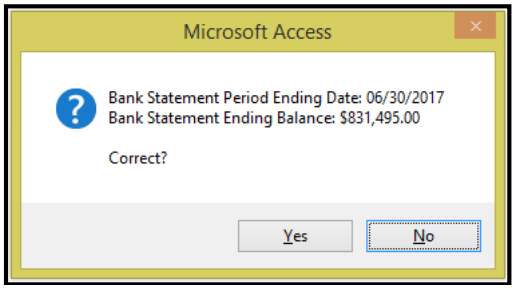
Field	Description
Checking Account #	Enter the bank account number.
Account Description	Enter a description for the bank account.
Fiscal Year	Select the current fiscal year from the drop-down list.
GL Division	Select the General Ledger division from the drop-down list.
GL Account #	Select the General Ledger account number associated with this bank account.
Last Check Number	Enter the last check number used for the bank account.

Double Click ***Checking Account #*** field to open the sub-form for entering beginning bank balances. Double Click option will also display ending balances by month once reconciliation has been performed on the selected Checking Account.



Field	Description
Period Ending Date	Enter the bank statement date of the last statement that was reconciled outside of Fleet-Net.
Ending Balance	Enter the account balance from the last bank statement that was reconciled outside of Fleet-Net.

Once date and balance have been entered the following confirmation message displays.

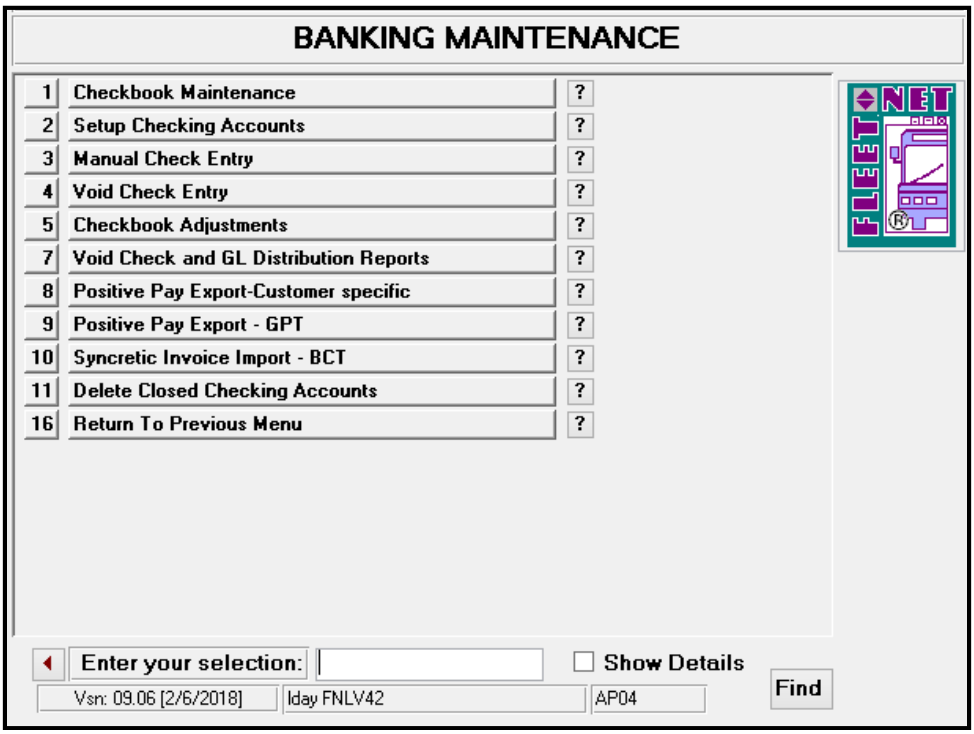


Click ***Yes*** to continue or ***No*** to cancel.

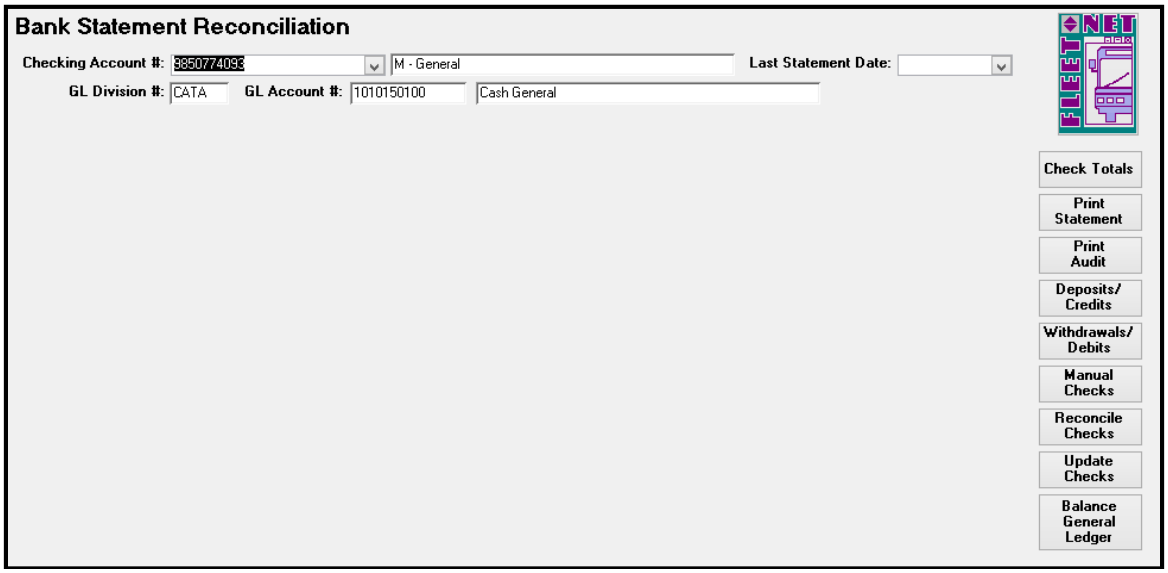
Close the sub-form by clicking the X in the upper right hand corner.

Checkbook Maintenance

Click ***Checkbook Maintenance*** to reconcile and maintain all Checking Accounts.

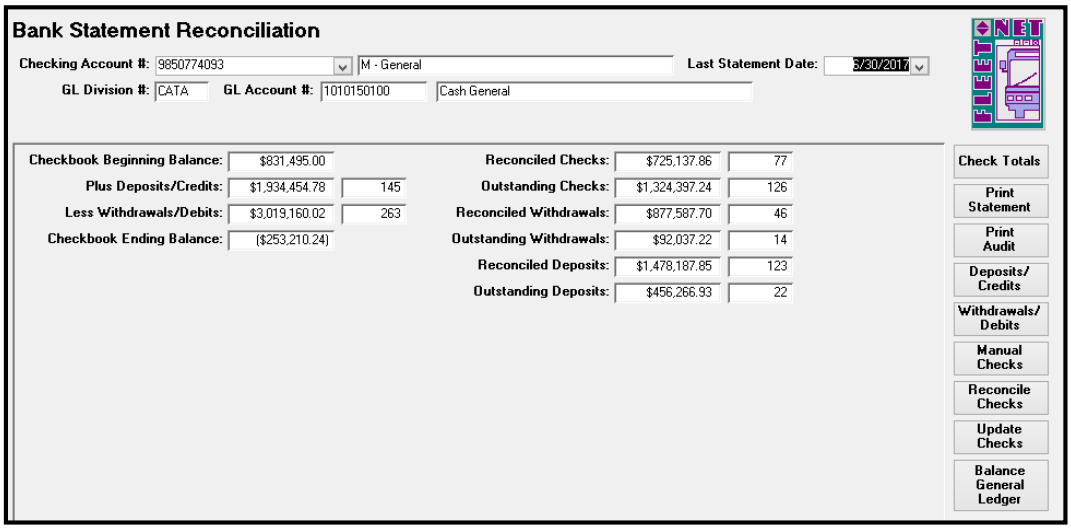


Enter or select Checking Account # & Last Statement Date.



Field	Description
Checking Account #	Select the checking account number from the drop-down list.
Last Statement Date	Select last bank statement date.

Once the Last Statement Date is selected the form will populate as shown above.

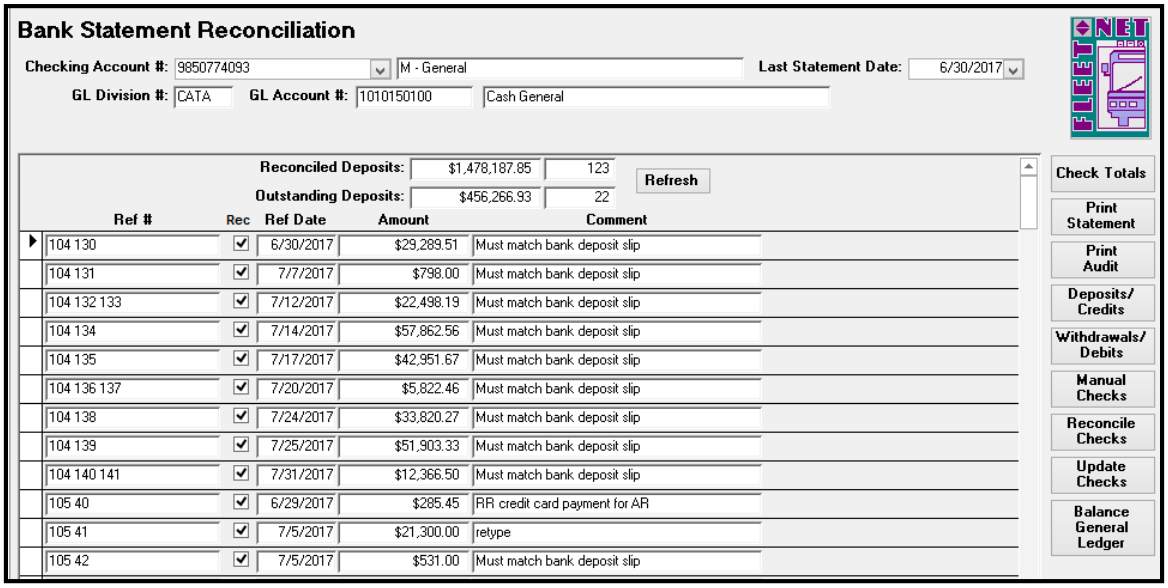


Note the *Checkbook Ending Balance* field on this form reflects the balance as of the date the form is being viewed, **not** the balance as of the date shown in the drop-down list.

If, Accounts Receivable module is being used, deposits will post to the bank reconciliation form automatically. If Accounts Receivable is not being used, deposits and other credits to the cash accounts must be manually entered. These transactions can be entered as they occur during the month or at the end of the month as part of the reconciliation process.

Deposits/Credits

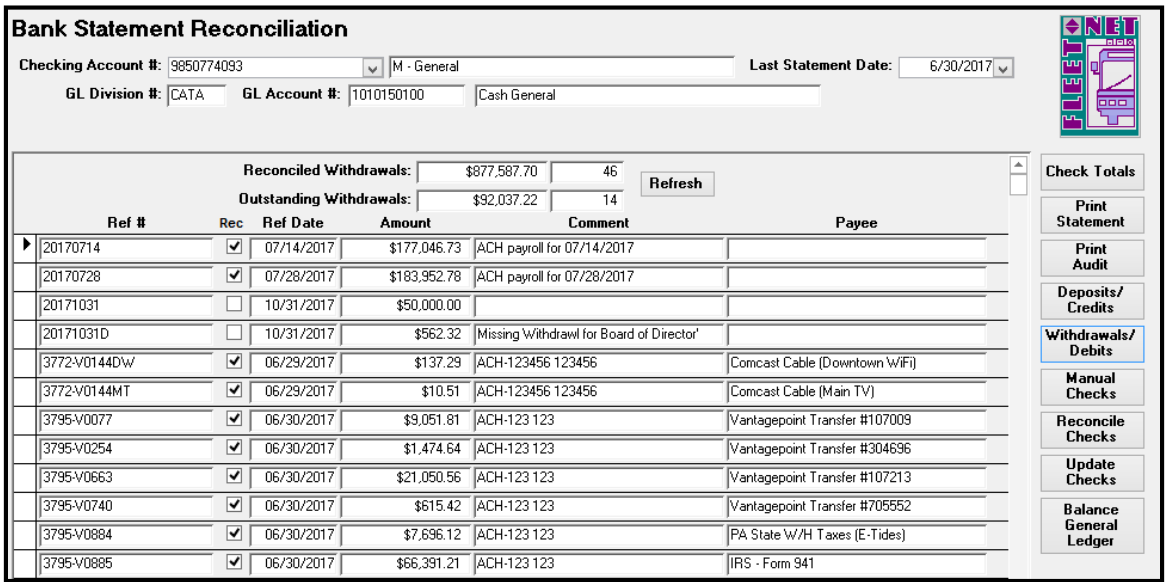
Click ***Deposits/Credits*** to enter deposits and/or credits to the selected Checkbook. The following form displays.



Field	Description
Reconciled Deposits	Automatically populates when form is refreshed.
Outstanding Deposits	Automatically populates when form is refreshed.
Refresh	Click to refresh form and populate calculated fields.
Ref #	Enter a user defined reference number for manual entries. Entries created in Accounts Receivable will display the deposit slip number.
Reconciled	Check this box during the reconciliation process if the transaction has cleared the bank.
Reference Date	Enter the date of the transaction for manual entries. Entries created in Accounts Receivable will display the deposit date entered when posting the payments.
Amount	Enter the amount of the deposit or credit for manual entries. Entries created in Accounts Receivable will display the amount of the deposit.
Comment	Enter a description of the transaction for manual entries. Entries created in Accounts Receivable will display "Must match bank deposit slip." This field can be edited.

Withdrawals/Debits

Click ***Withdrawals/Debits*** to enter manual withdrawals and/or debits to the selected checkbook. All A/P checks and ACH Payments issued will automatically post to the checkbook. The following form displays.

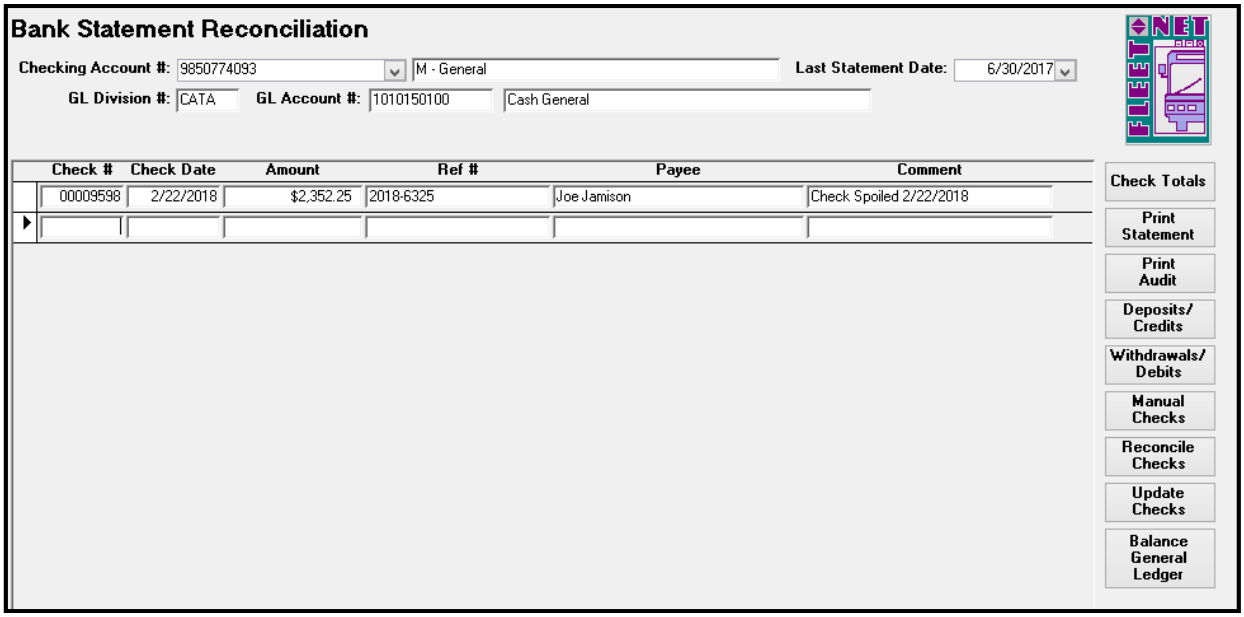


Field	Description
Reconciled Withdrawals	Automatically populates when form is refreshed.
Outstanding Withdrawals	Automatically populates when form is refreshed.
Refresh	Click to refresh form and populate calculated fields.
Ref #	Enter a user defined reference number for manual entries. Entries created through the Accounts Payable ACH process will display a reference number that's comprised of the vendor number and the processing date.
Reconciled	Check this box during the reconciliation process if the transaction has cleared the bank.

Field	Description
Reference Date	Enter the date of the transaction for manual entries. Entries created through the Accounts Payable ACH process will display the date that the ACH was processed.
Amount	Enter the amount of the withdrawal debit for manual entries. Entries created through the Accounts Payable ACH process will display the amount of the ACH.
Comment	Enter a description of the transaction for manual entries. Entries created through the Accounts Payable ACH process will display the vendor bank routing number and bank account number. This field can be edited.

Manual Checks

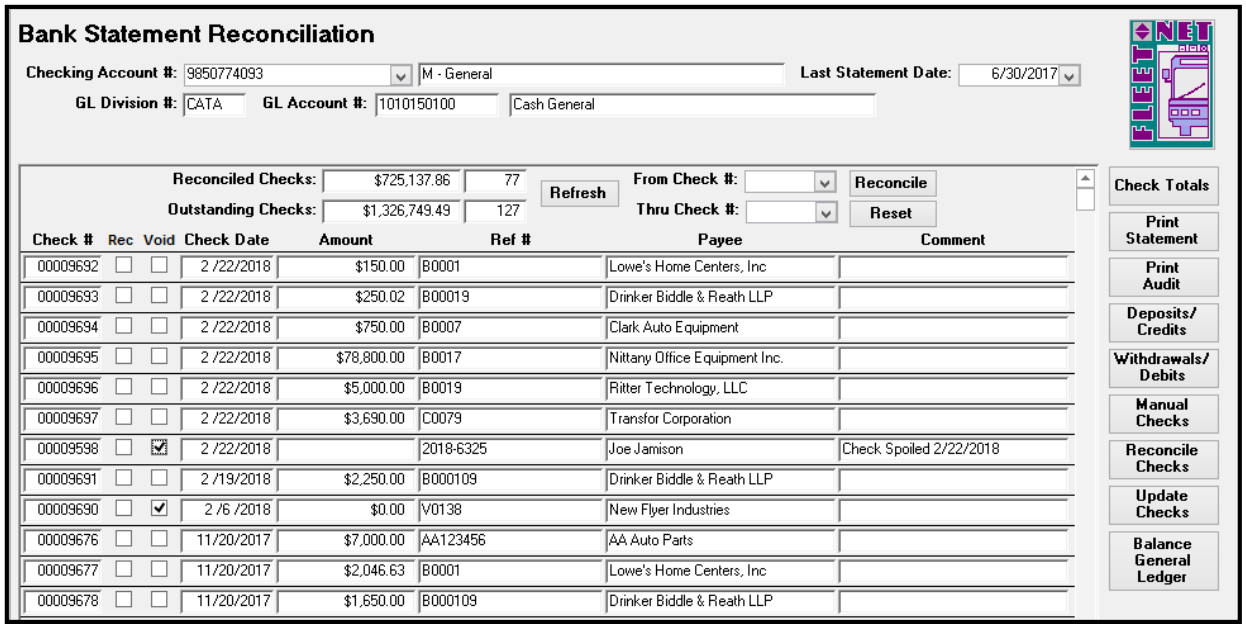
Click ***Manual Checks*** to record spoiled checks that were spoiled in a check run (See the *Print Vendor Checks* section in this manual). They must be manually entered in checkbook for tracking and audit purposes. Once the spoiled checks are entered they will no longer be in the *Manual Checks* form, they will now be included on the list of checks to be reconciled. Enter the spoiled checks as shown below.



Field	Description
Check Number	Enter the check number of the spoiled check.
Check Date	Enter the date the spoiled check was issued.
Amount	Enter the amount of the spoiled check.
Ref #	Enter a user defined reference number.
Payee	Enter the payee's name.
Comment	Enter a description of the transaction.

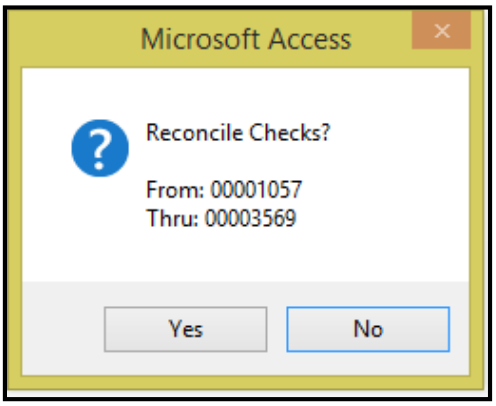
Reconcile Checks

Click ***Reconcile Checks*** to reconcile checks to the bank statement or to locate the spoiled checks and click the v*oided* field to mark the checks as voided. Notice when voided is checked, the amount field is now blank. Since the checks were reissued on a check run restart, there is no effect on the GL as the system will only post the reissued checks to the General Ledger. Entering the spoiled checks in checkbook puts them on the register so that there will be no gap in sequence of checks numbers on reports. The following form displays.

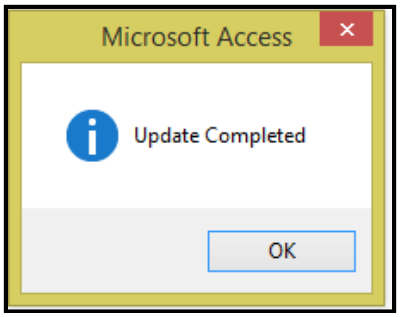


Field	Description
Reconciled Checks	Automatically populates when form is refreshed.
Outstanding Checks	Automatically populates when form is refreshed.
Refresh	Click to refresh form and populate calculated fields.
From Check #	Select the first sequential check that cleared the bank from the drop-down list.
Thru Check #	Enter the last sequential check that cleared the bank from the drop-down list.
Reconcile	After selecting the range of sequential checks that cleared from the drop-down list, click reconcile (see below).
Reconciled	Check this box if the check cleared your bank.
Reset	Click to reset **ALL** checks to **not** reconcile.
Voided	If a check was voided or if it was the voucher portion only, this box will be checked.

When the drop-down list is used to reconcile checks in sequential order, after clicking ***Reconcile*** the following prompt displays to confirm the selection of range of check numbers:

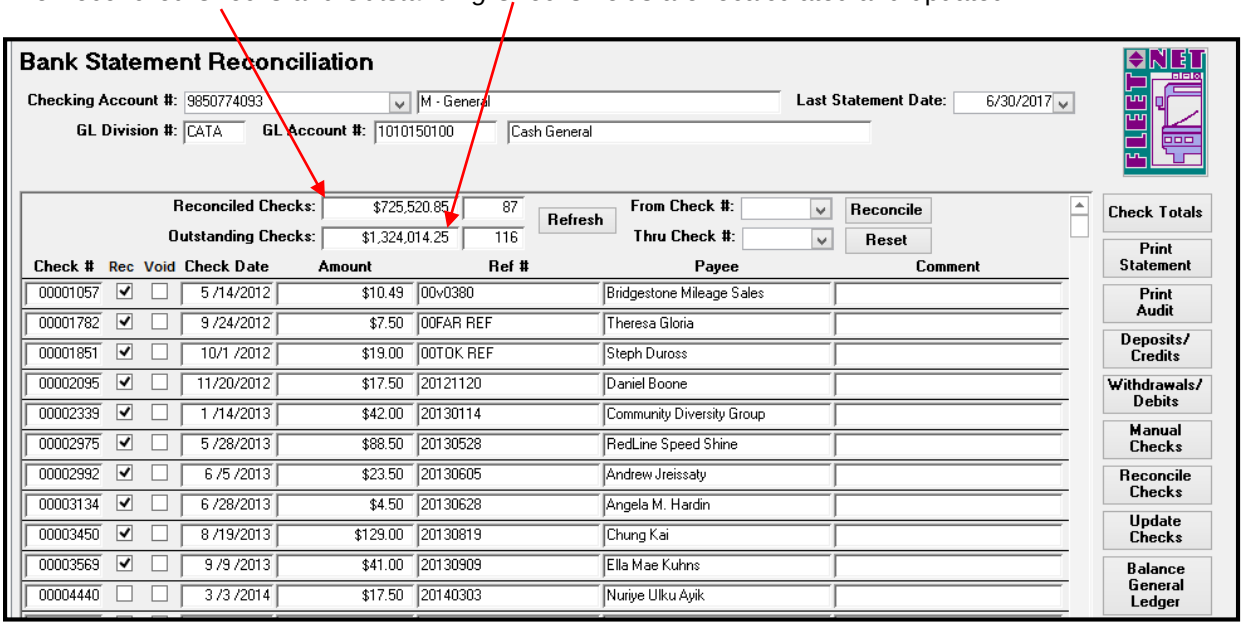


Click ***Yes*** to continue or ***No*** to cancel. If *Yes* is selected, the following message displays.



Click ***OK.***

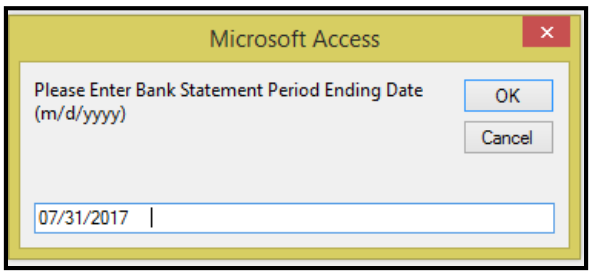
The *Reconciled Checks* and *Outstanding Checks* fields are recalculated and updated.



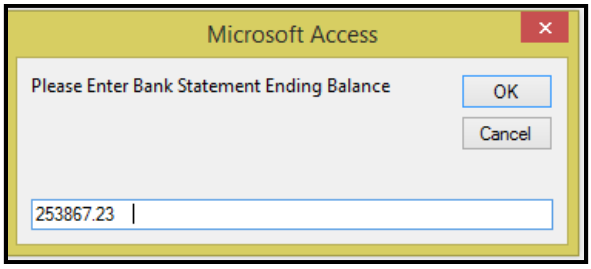
This process can be repeated until all checks in sequential order are marked as reconciled. The checks that are not in sequential order are more easily marked as cleared by checking the field labeled *Reconciled* to the right of the check number. It is not necessary to click the *Reconcile* button when marking individual checks reconciled. When all individual cleared checks are marked as reconciled, click *Refresh* so that the totals in the *Reconciled Checks* and *Outstanding Checks* fields recalculate.

Update Checks

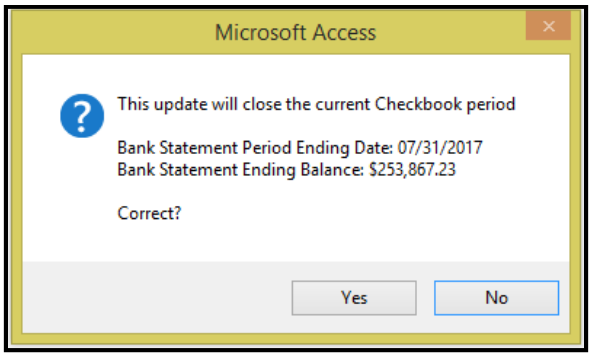
Click ***Update Checks*** Once all items are marked as reconciled. The following message displays. Enter the Bank Statement Period End Date. Click ***OK*** to continue or ***Cancel*** to cancel.



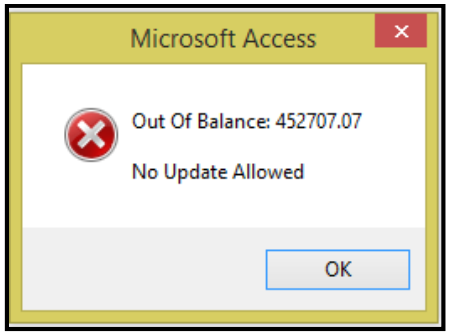
If ***OK*** was selected the following message displays. Enter Ending Balance from applicable date the bank statement. Click ***OK*** to continue or ***Cancel*** to cancel.



If ***OK*** is selected, the following message displays.



If the Bank Account is not in balance the following message displays.



Click ***OK*** to be returned to the reconciliation screen. Make any necessary corrections.

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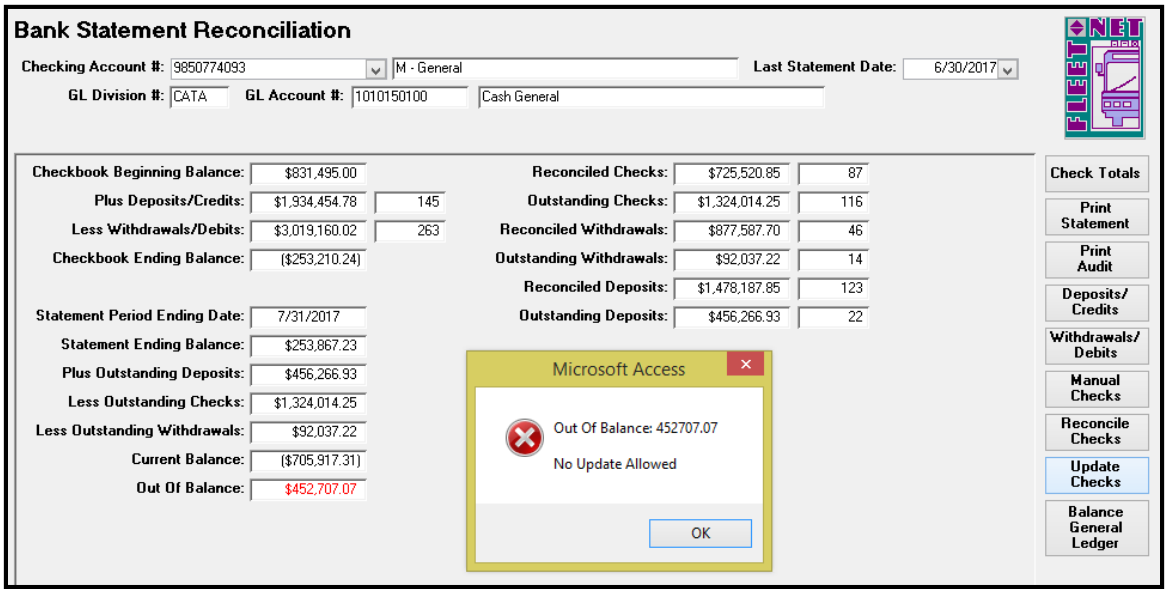
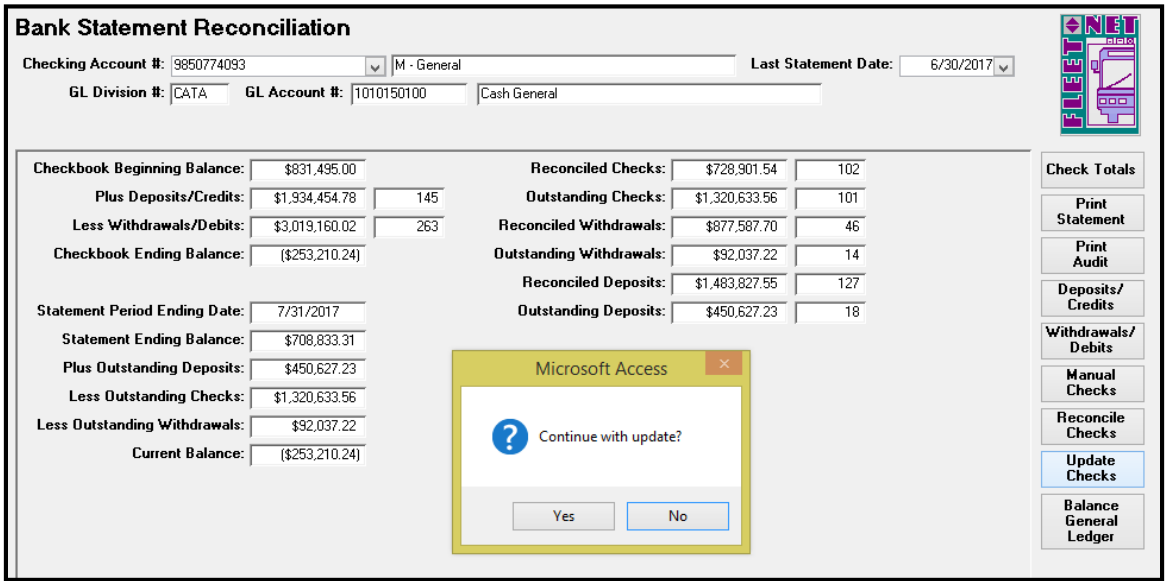
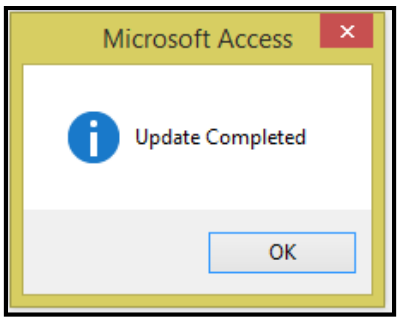


Click ***Update Checks*** enter the bank statement date and the bank balance. Once account is in balance, the following message displays.



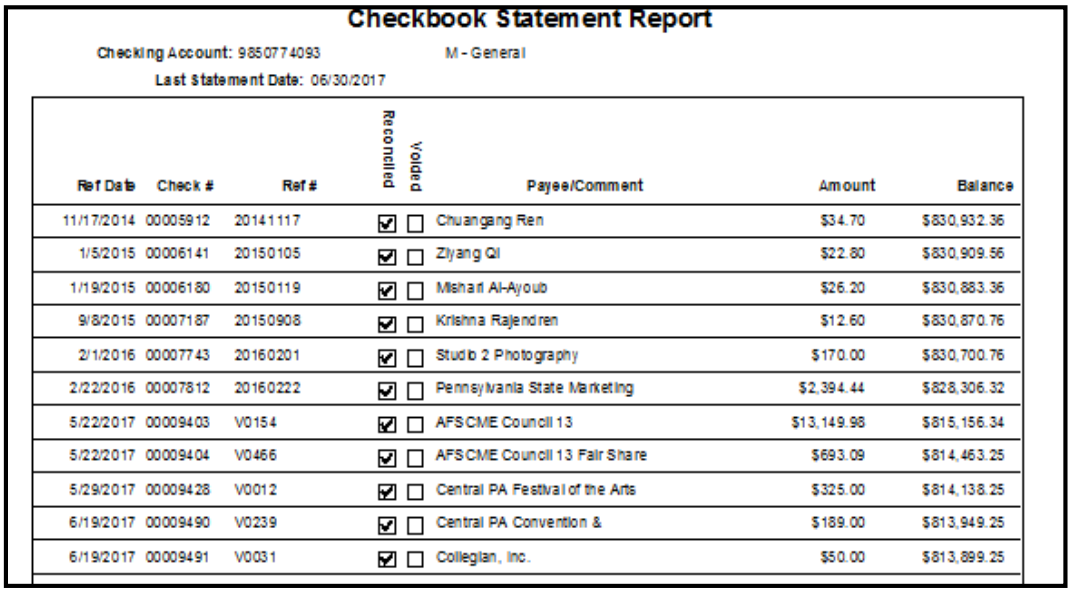
Click ***Yes*** to continue with update or ***No*** to cancel. If ***Yes*** is selected the system will update the Check Register and the following message will display.



Click ***OK***.

Print Statements

Click ***Print Statement*** to print the month end statement, select the month end date that was reconciled from the drop-down list.



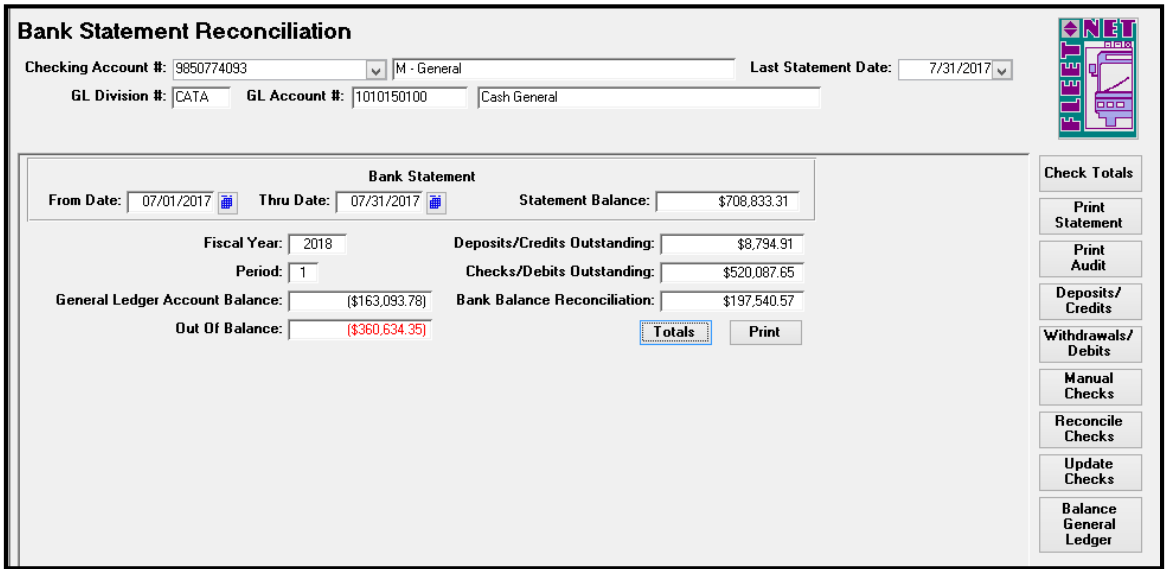
Checkbook Statement Report

Checking Account: 9850774093 M - General
Last Statement Date: 06/30/2017

Ref Date	Check #	Ref #	Reconciled	Voided	Payee/Comment	Amount	Balance
11/17/2014	00005912	20141117	☑	☐	Chuangang Ren	$34.70	$830,932.36
1/5/2015	00006141	20150105	☑	☐	Ziyang Qi	$22.80	$830,909.56
1/19/2015	00006180	20150119	☑	☐	Mishari Al-Ayoub	$26.20	$830,883.36
9/8/2015	00007187	20150908	☑	☐	Krishna Rajendren	$12.60	$830,870.76
2/1/2016	00007743	20160201	☑	☐	Studio 2 Photography	$170.00	$830,700.76
2/22/2016	00007812	20160222	☑	☐	Pennsylvania State Marketing	$2,394.44	$828,306.32
5/22/2017	00009403	V0154	☑	☐	AFSCME Council 13	$13,149.98	$815,156.34
5/22/2017	00009404	V0466	☑	☐	AFSCME Council 13 Fair Share	$693.09	$814,463.25
5/29/2017	00009428	V0012	☑	☐	Central PA Festival of the Arts	$325.00	$814,138.25
6/19/2017	00009490	V0239	☑	☐	Central PA Convention &	$189.00	$813,949.25
6/19/2017	00009491	V0031	☑	☐	Collegian, Inc.	$50.00	$813,899.25

Balance General Ledger

Click ***Balance General Ledger*** to generate a reconciliation report that balances to the General Ledger. The following form displays.



Bank Statement Reconciliation

Checking Account #: 9850774093 M - General Last Statement Date: 7/31/2017
GL Division #: CATA GL Account #: 1010150100 Cash General

Bank Statement
From Date: 07/01/2017 Thru Date: 07/31/2017 Statement Balance: $708,833.31

Fiscal Year: 2018 Deposits/Credits Outstanding: $8,794.91
Period: 1 Checks/Debits Outstanding: $520,087.65
General Ledger Account Balance: ($163,093.78) Bank Balance Reconciliation: $197,540.57
Out Of Balance: ($360,634.35) Totals Print

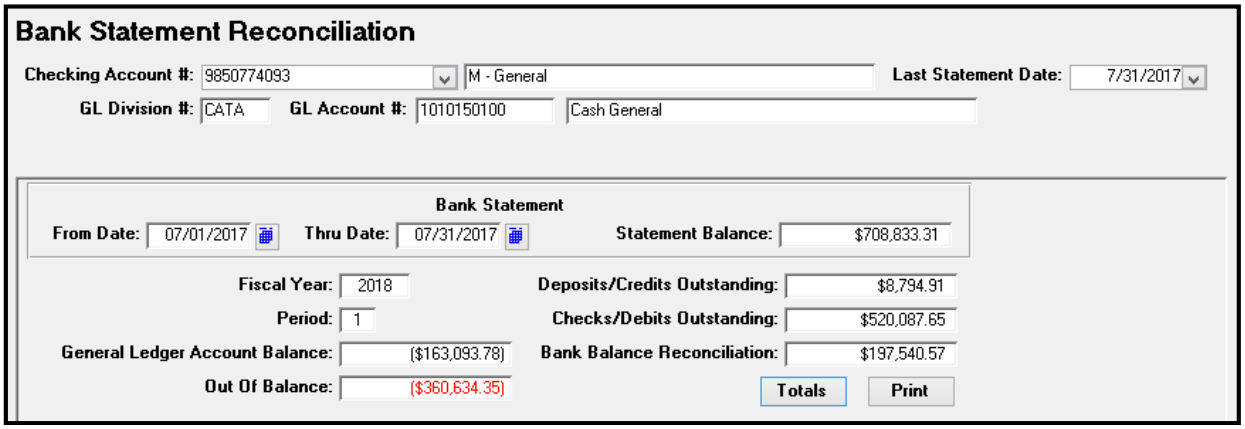
Check Totals
Print Statement
Print Audit
Deposits/ Credits
Withdrawals/ Debits
Manual Checks
Reconcile Checks
Update Checks
Balance General Ledger

Field	Description
From Date	Enter the starting date as shown on the bank statement being reconciled.
Thru Date	Enter the ending date as shown on the bank statement being reconciled.
Statement Balance	Enter the ending balance as shown on the bank statement being reconciled.

Note: All transactions that pertain to the bank account being reconciled must have been updated in General Ledger in order for the report to balance.

Totals

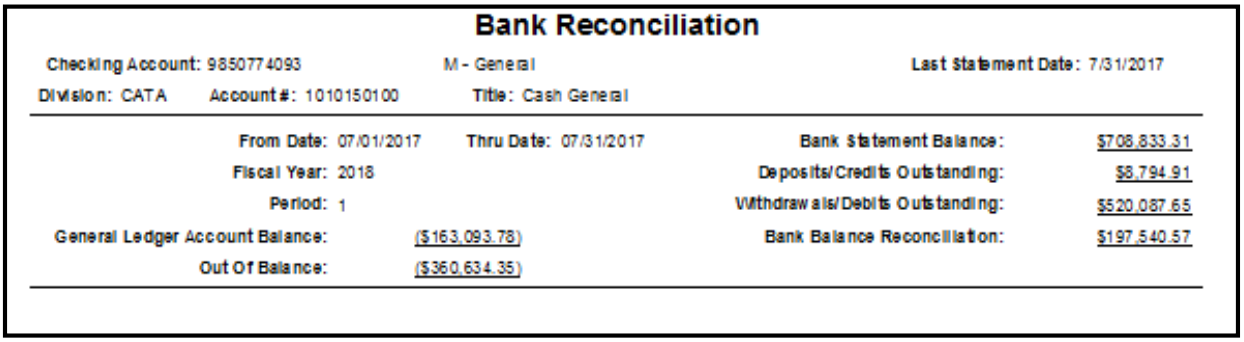
Click ***Totals*** and all remaining fields will populate.



Field	Description
Fiscal Year	Current fiscal year displays.
Period	The account period that corresponds to the thru date entered in the bank statement portion of the form displays.
General Ledger Account Balance	The ending balance for the general ledger account associated with the selected bank statement for the period shown displays.
Deposits/Credits Outstanding	The total amount of outstanding credits as determined in the Update Checks Process displays.
Checks/Debits Outstanding	The total amount of outstanding debits as determined in the Update Checks Process displays.
Bank Balance Reconciliation	The calculated total of the Statement Balance, plus Outstanding Credits, less Outstanding Debits displays. This amount should balance to the General Ledger Account Balance.

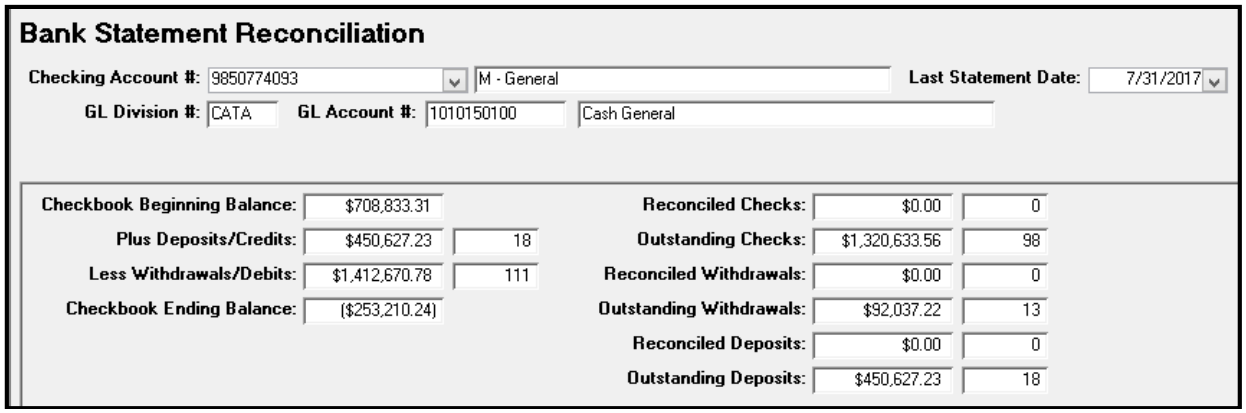
Print

Click ***Print*** to print the reconciliation summary report. Subsequent pages list the outstanding credits and debits.



Check Totals

Click ***Check Totals*** to generate the following screen to review totals based on the Last Statement Date selected.



Bank Statement Reconciliation

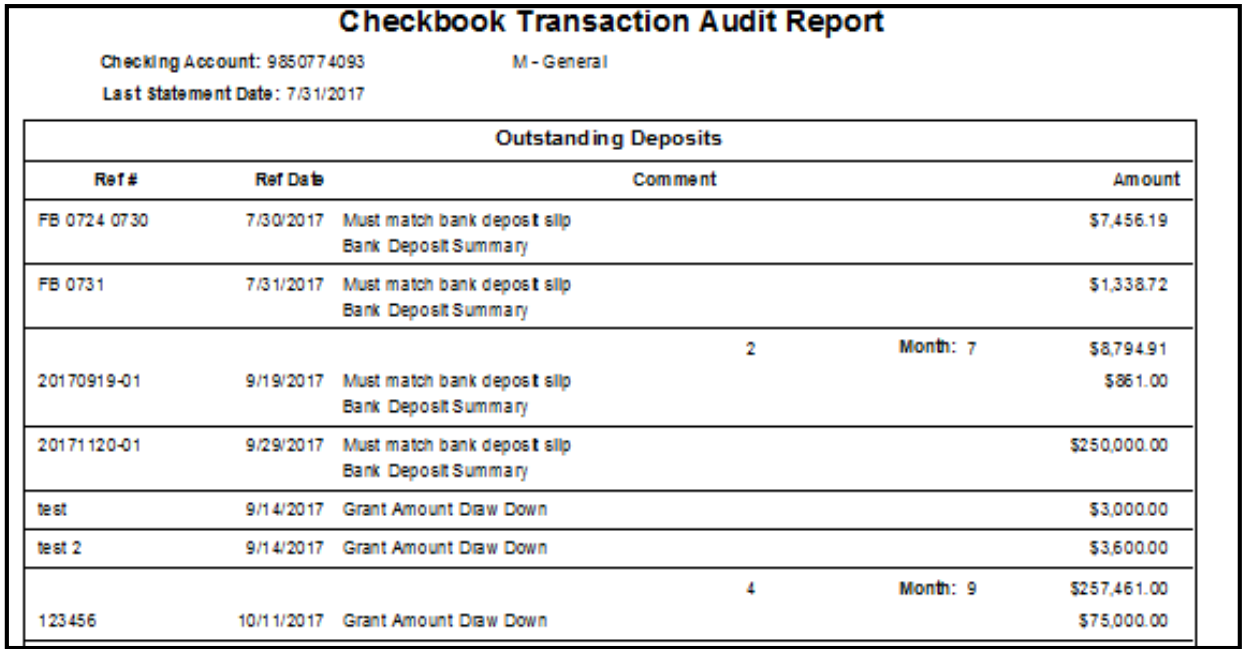
Checking Account #: 9850774093 | M - General | Last Statement Date: 7/31/2017

GL Division #: CATA | GL Account #: 1010150100 | Cash General

Checkbook Beginning Balance:	$708,833.31		Reconciled Checks:	$0.00	0
Plus Deposits/Credits:	$450,627.23	18	Outstanding Checks:	$1,320,633.56	98
Less Withdrawals/Debits:	$1,412,670.78	111	Reconciled Withdrawals:	$0.00	0
Checkbook Ending Balance:	($253,210.24)		Outstanding Withdrawals:	$92,037.22	13
			Reconciled Deposits:	$0.00	0
			Outstanding Deposits:	$450,627.23	18

Print Audit

Click ***Print Audit*** to generate a Checkbook Transaction Audit Report.



Checkbook Transaction Audit Report

Checking Account: 9850774093 M - General

Last Statement Date: 7/31/2017

Outstanding Deposits

Ref #	Ref Date	Comment			Amount
FB 0724 0730	7/30/2017	Must match bank deposit slip Bank Deposit Summary			$7,456.19
FB 0731	7/31/2017	Must match bank deposit slip Bank Deposit Summary			$1,338.72
			2	Month: 7	$8,794.91
20170919-01	9/19/2017	Must match bank deposit slip Bank Deposit Summary			$861.00
20171120-01	9/29/2017	Must match bank deposit slip Bank Deposit Summary			$250,000.00
test	9/14/2017	Grant Amount Draw Down			$3,000.00
test 2	9/14/2017	Grant Amount Draw Down			$3,600.00
			4	Month: 9	$257,461.00
123456	10/11/2017	Grant Amount Draw Down			$75,000.00

Manual Check Entry

Click ***Manual Check Entry*** function to enter checks issued outside of the system. Invoice data must be entered and updated before manual check payments can be posted. Manual check payments should be posted before selecting invoices for payment using the accounts payable payment processing function.

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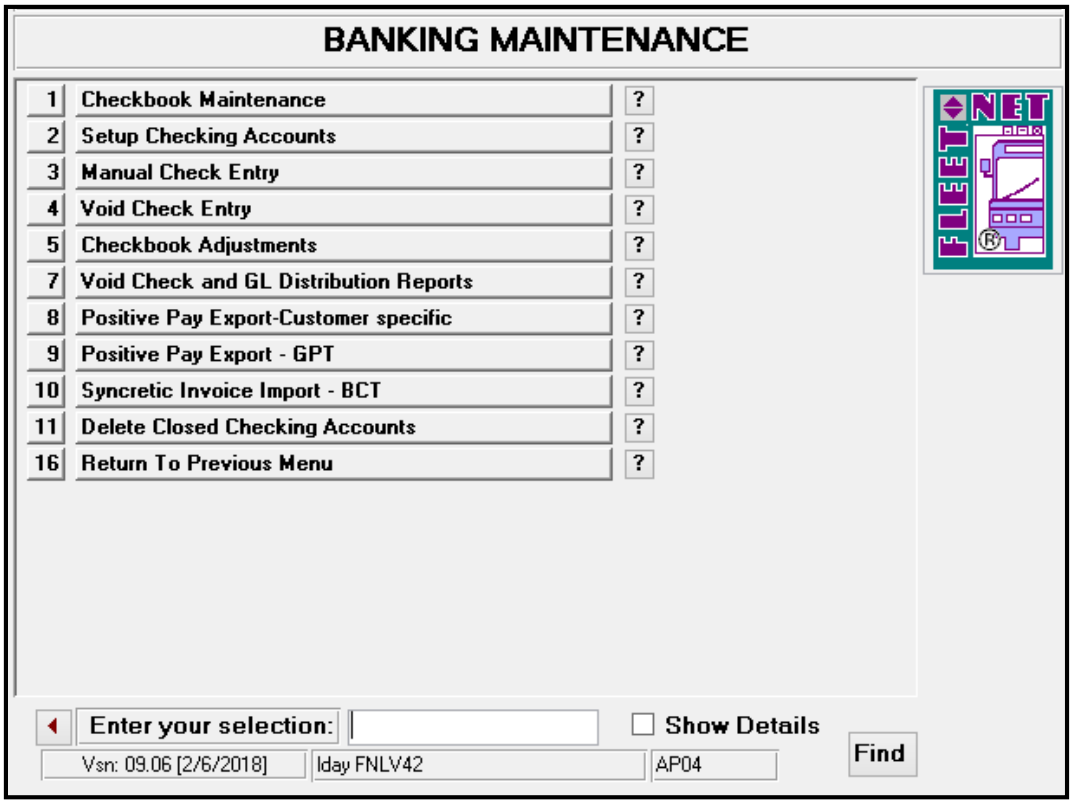
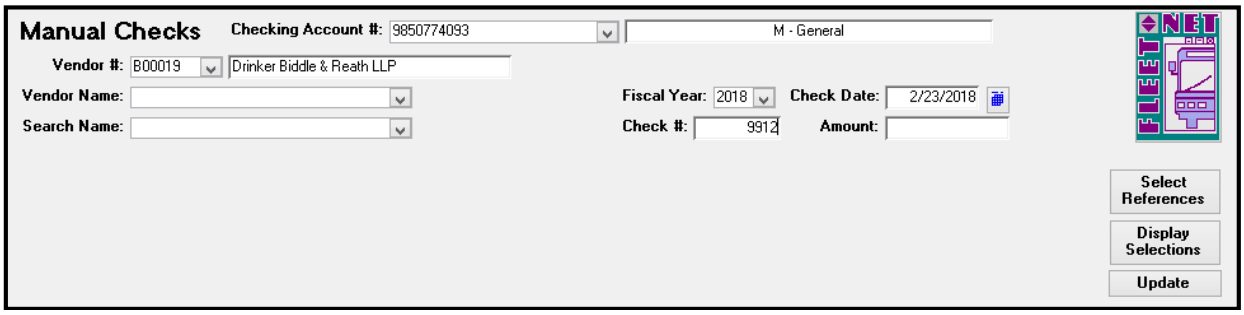
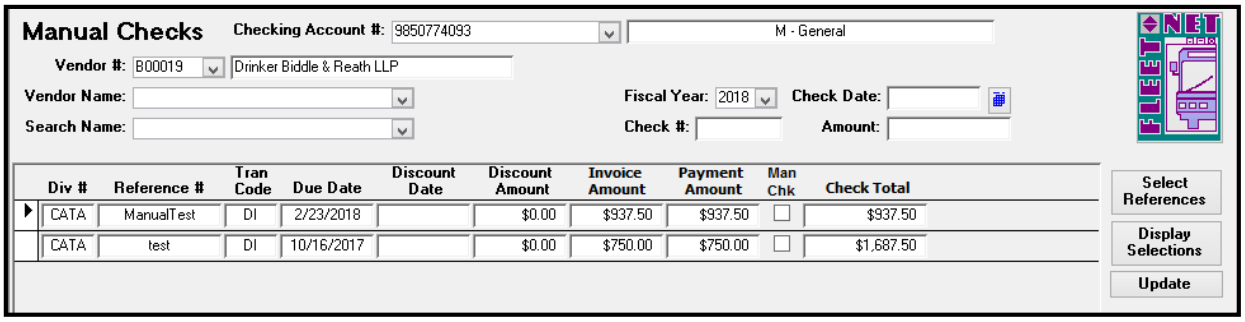




Field	Description
Checking Account #	Select the checking account from the drop-down list.
Vendor	Select the vendor number from the drop-down list or enter the vendor number; **OR**
Vendor Name	Select the vendor name from the drop-down list or enter the vendor name; **OR**
Search Name	Select the vendor search name from the drop-down list or enter the vendor search name.
Fiscal Year	Select the fiscal year from the drop-down list.
Check Date	Enter the issue date of the manual check.
Check Number	Enter the check number of the manual check.
Amount	Enter the amount of the manual check.

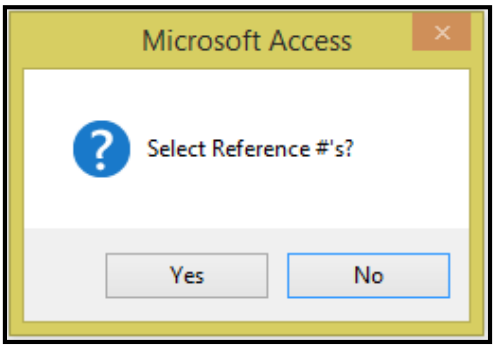
Display Reference

Click ***Display References*** to view all transactions available for selection. The following form displays.

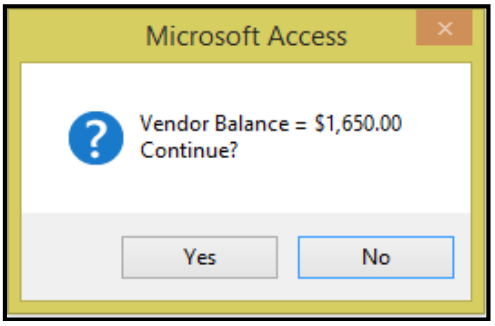


Select Reference

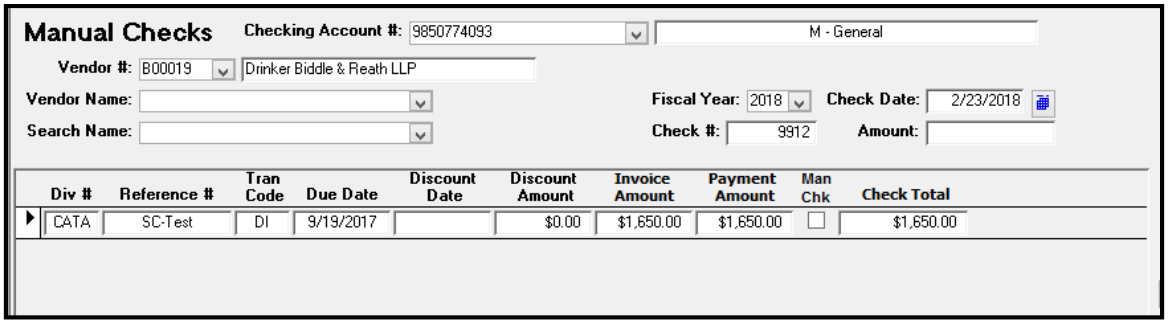
Click ***Select References***; the following message display.



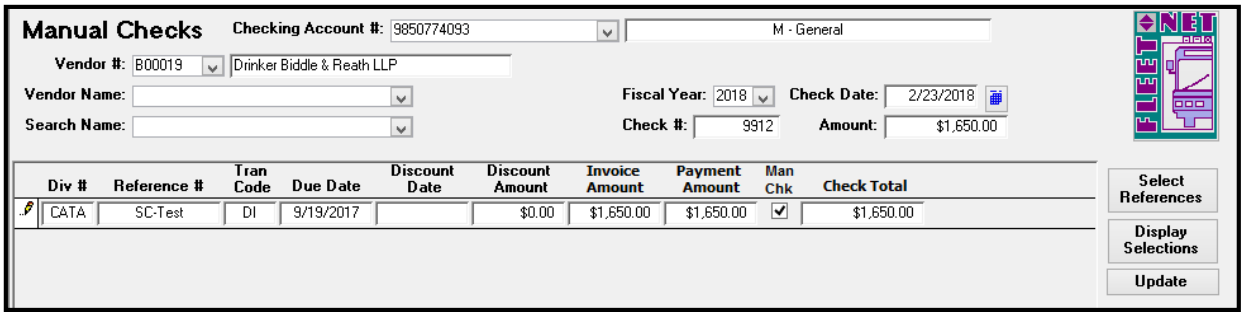
Click ***Yes*** to continue or ***No*** to cancel. If ***Yes*** is selected, the following prompt displays.



Click ***Yes*** to continue or ***No*** to cancel. If ***Yes*** is selected the following form displays.

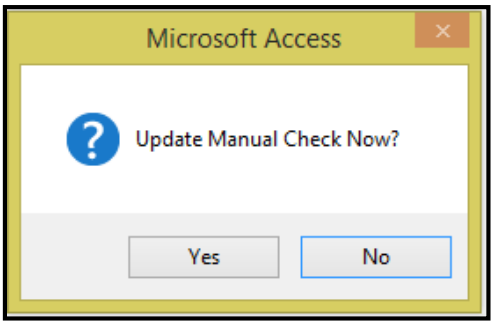


Select the open items paid by manual check by checking the Man Chk box.

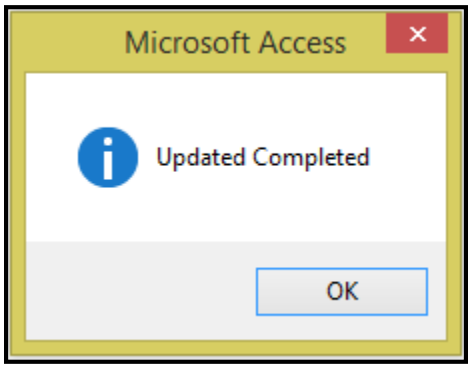


Update

Click **Update,** to post the manual checks. If the total of the invoices selected does not balance to the amount entered in the *Amount* field, the following error message displays:



Click ***Yes*** to continue, *No* to cancel. If *Yes* is selected, the following message displays:

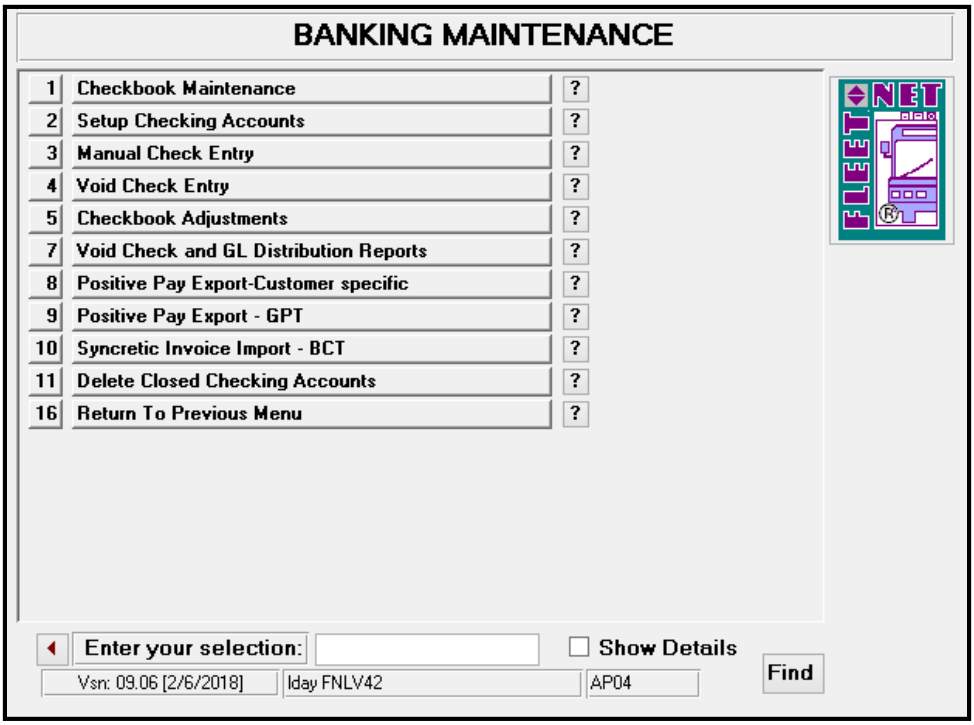


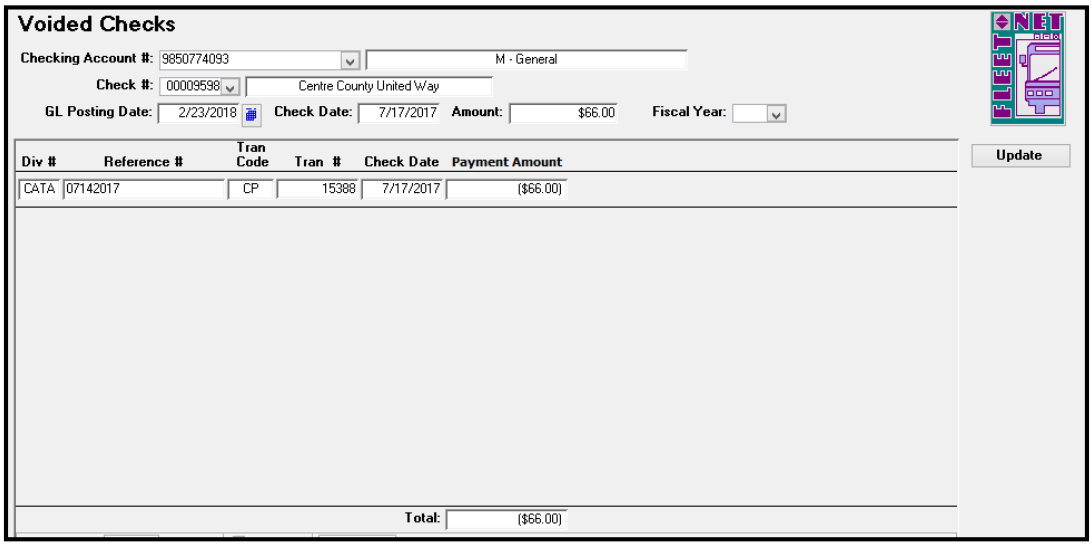
Click ***OK***.

Void Check Entry

Voided checks can be entered at any time during the month. You have the option of canceling the invoices also or re-opening them for payment in the future. In a case where a check is written to the wrong vendor, the invoices can be canceled permanently. If the check was written for the wrong amount or date, for example, the invoices can be re-opened and chosen for payment again.

Click ***Void Check Entry*** to void checks. *T*he following form displays.

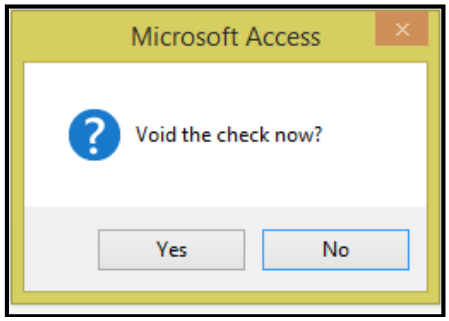




Field	Description
Checking Account	Select the checking account from the drop-down list
Check #	Select the check to void from the drop-down list. Only checks that have not been reconciled will populate the drop-down list.
GL Posting Date	Defaults to the system date. This date can be changed, if necessary.
Check Date	Automatically populates based on the check number selected.
Amount	Automatically populates based on the check number selected.
Div #	Automatically populates based on the check number selected.
Reference #	Automatically populates based on the check number selected.
Tran Code	Automatically populates based on the check number selected.
Tran #	Automatically populates based on the check number selected.
Check Date	Automatically populates based on the check number selected.
Payment Amount	Automatically populates based on the check number selected.

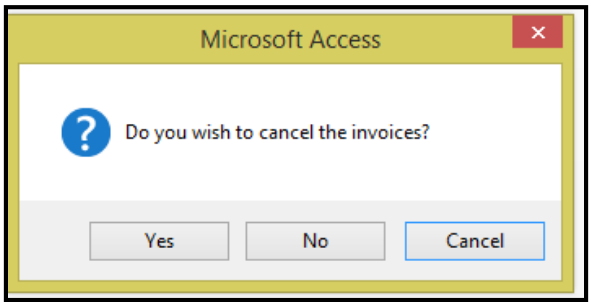
Update

Click ***Update*** to void the check. The following message displays.



Click ***Yes*** to continue or ***No*** to cancel.

If ***Yes*** is selected, the following message displays.

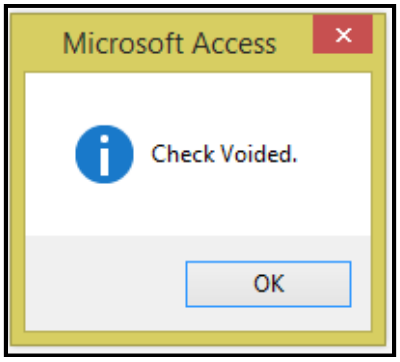


Click ***Yes*** to cancel invoices or ***No*** to not cancel invoice or ***Cancel*** to cancel.

Click ***Yes*** to cancel the invoice. If ***Yes*** is selected the system will make the associated accounting entries (debit cash and credit the expense account(s) associated with the invoice).

If ***No*** is selected the system will make the associated accounting entries (debit cash and credit accounts payable).

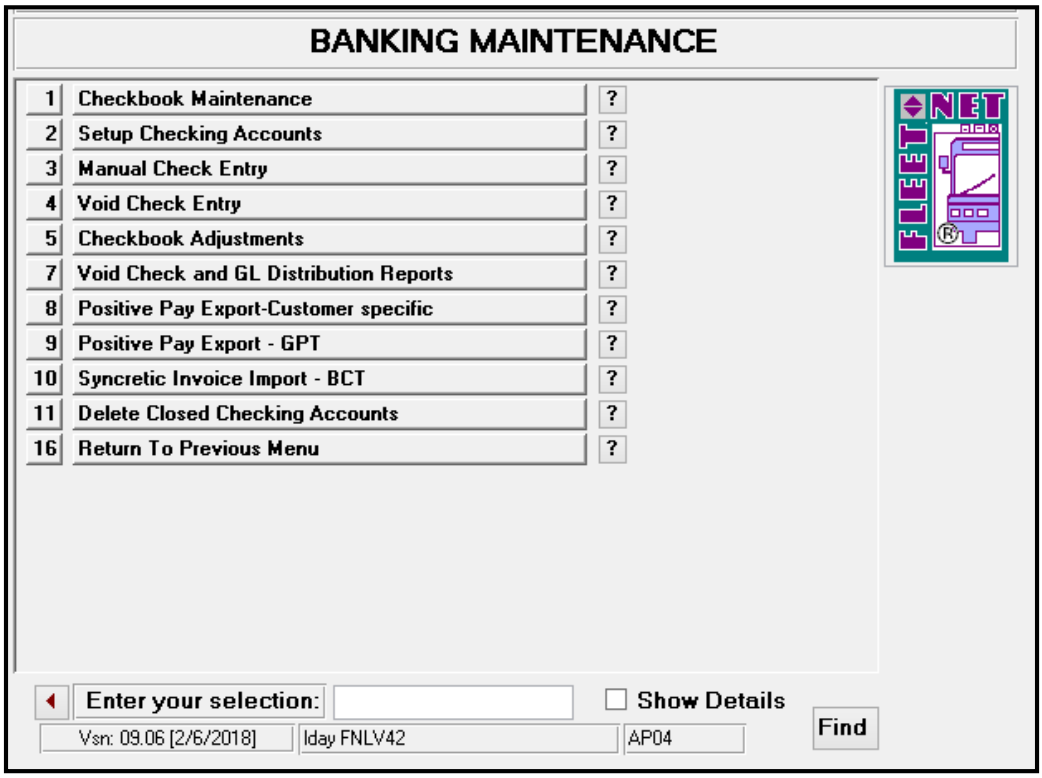
If ***Yes*** or ***No*** is selected the following messages display.

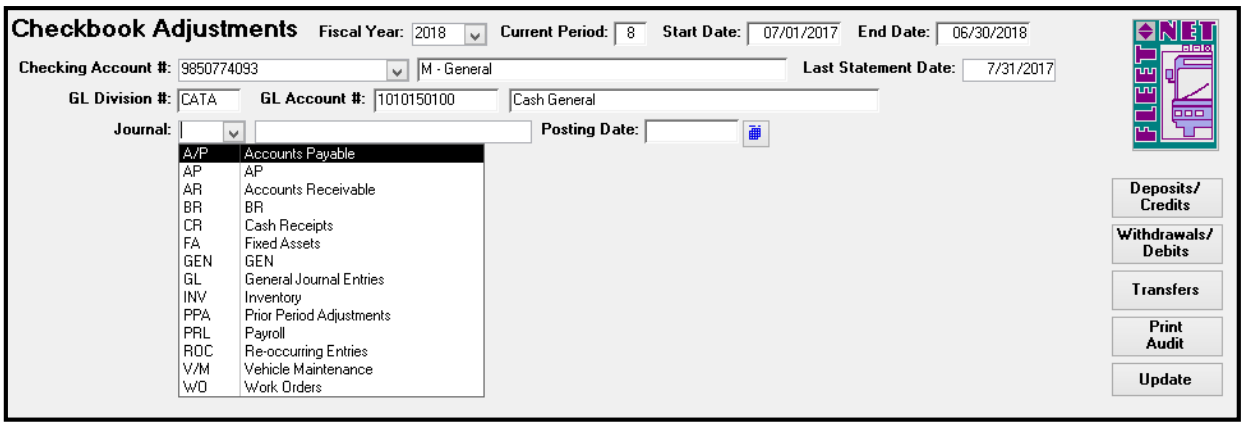


If the invoice was not cancelled, it must be flagged for payment. Go to *Vendor Payment Selection,* select the vendor from the drop-down list and click ***Hold / Pay Status*** *(Refer to page 117 for further instructions.)* Locate the invoice(s) associated with the voided check.

Checkbook Adjustments

Click ***Checkbook Adjustments*** to make manual adjustments for Deposits/Credits, Withdrawal/Debits, and do Transfers from one checking account to another.



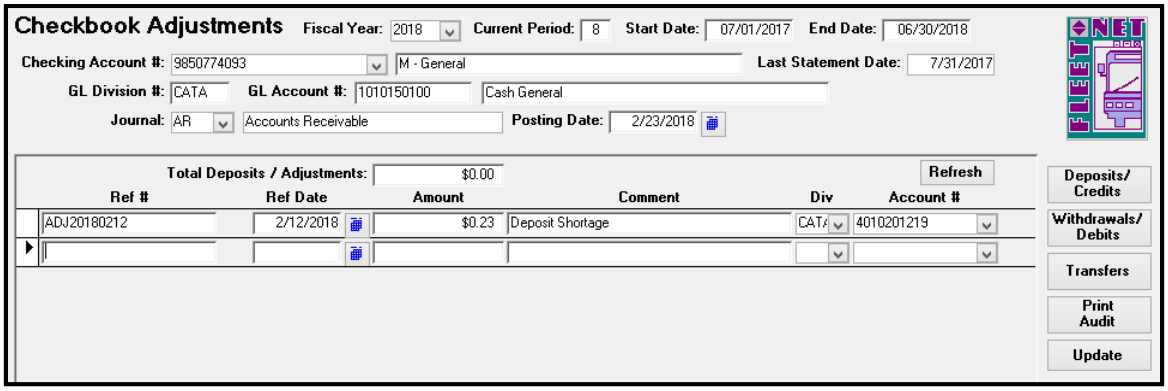


Field Name	Description
Fiscal Year	Enter or select Fiscal Year from drop-down options.
Period	The current period will display. This cannot be changed on this form.
Start Date	The starting date of the selected fiscal year displays. This cannot be changed on this form.
End Date	The ending date of the selected fiscal year displays. This cannot be changed on this form.
Checking Account	Select the checking account that the transaction pertains to. If the transaction is a transfer, the account selected in this field will be the account that the funds are being taken from (credited).

Field Name	Description
GL Division & Account	Defaults to the GL Division and Account assigned to the selected bank account.
Journal	Select the subsidiary journal that the transaction will be written to.
Posting Date	Enter or select from the calendar, the GL date for the transaction.

Deposits/Credits

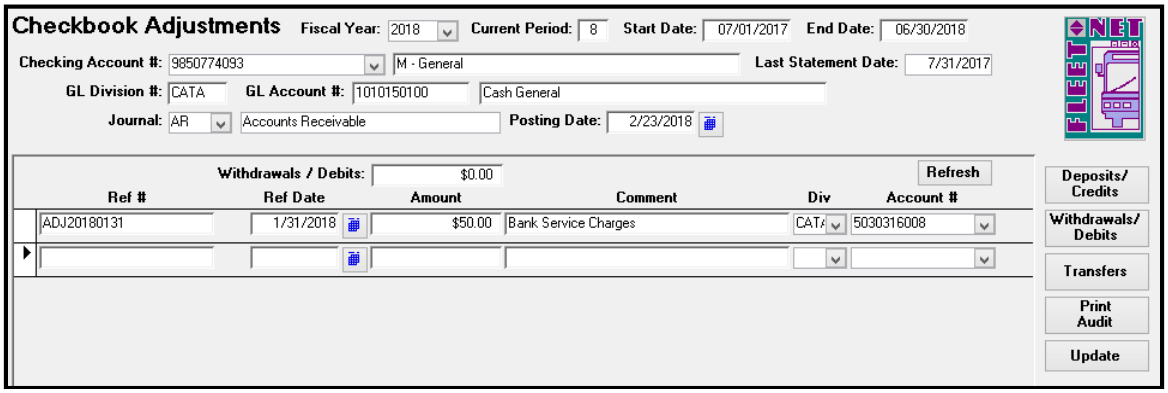
Click ***Deposits/Credits*** to make adjusting entries for corrections to Deposits or Credit entries.



Field Name	Description
Ref #	Enter a user defined Reference. The Reference # entered will be populated in the Checkbook and General Ledger.
Rec	The Reconciled checkbox will automatically be checked.
Amount	Enter the amount being deposited to the account selected at the top of the form.
Comment	Enter a comment/description, if desired.
Div/Account	Select the GL Division and Account that will be credited for the transaction. Multiple accounts can be credited.

Withdrawals/Debits

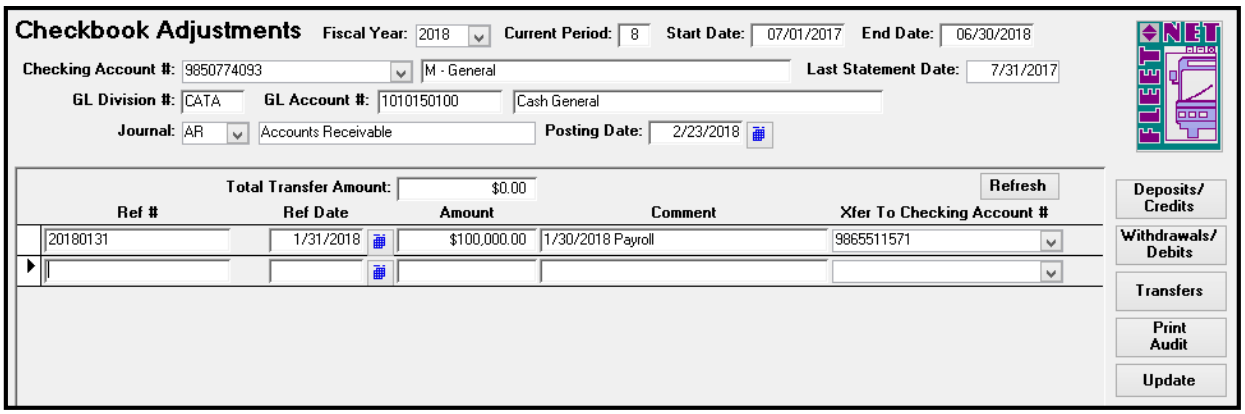
Click ***Withdrawals/Debits*** to make adjusting entries for corrections to Withdrawls or Debit entries.



Field Name	Description
Ref #	Enter a user defined Reference. The Reference # entered will be populated in the Checkbook and General Ledger.
Rec	The Reconciled checkbox will automatically be checked.
Amount	Enter the amount being withdrawn from the account selected at the top of the form.
Comment	Enter a comment/description, if desired.
Div/Account	Select the GL Division and Account that will be debited for the transaction. Multiple accounts can be debited.

Transfers

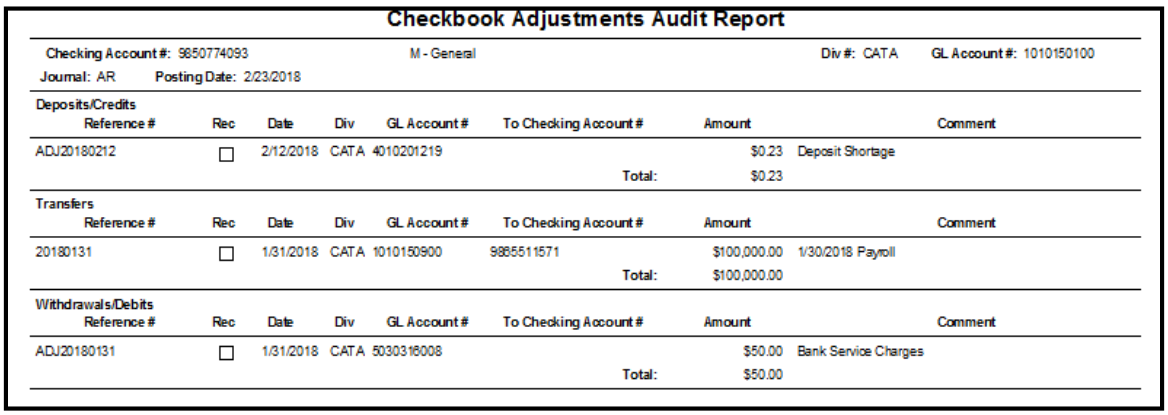
Click ***Transfers*** to transfer funds from the selected checking account to an alternative checking account.



Field Name	Description
Ref #	Enter a user defined Reference. The Reference # entered will be populated in the Checkbook and General Ledger.
Rec	The Reconciled checkbox will automatically be checked. The box can be unchecked. Leaving it checked on this form will flag it as cleared when processing the bank statement reconciliation.
Amount	Enter the amount being transferred from the account selected at the top of the form.
Comment	Enter a comment/description, if desired.
Xfer To Checking Account #	Select the bank that the money is being transferred to.

Print Audit

Click ***Print Audit*** to generate reports for reviewing/printing before executing the update to the General Ledger.



Checkbook Adjustments Audit Report

Checking Account #: 9850774093 M - General Div #: CATA GL Account #: 1010150100
Journal: AR Posting Date: 2/23/2018

Deposits/Credits

Reference #	Rec	Date	Div	GL Account #	To Checking Account #	Amount	Comment
ADJ20180212	☐	2/12/2018	CATA	4010201219		$0.23	Deposit Shortage
					Total:	$0.23	

Transfers

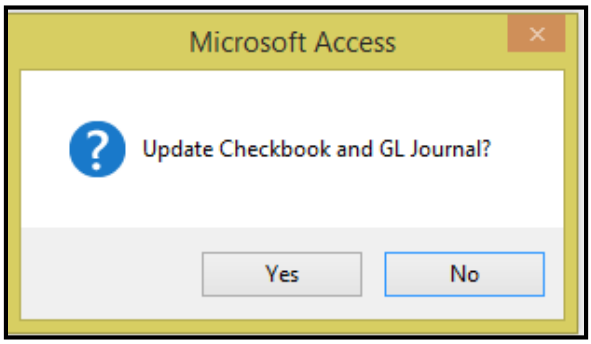
Reference #	Rec	Date	Div	GL Account #	To Checking Account #	Amount	Comment
20180131	☐	1/31/2018	CATA	1010150900	9865511571	$100,000.00	1/30/2018 Payroll
					Total:	$100,000.00	

Withdrawals/Debits

Reference #	Rec	Date	Div	GL Account #	To Checking Account #	Amount	Comment
ADJ20180131	☐	1/31/2018	CATA	5030316008		$50.00	Bank Service Charges
					Total:	$50.00	

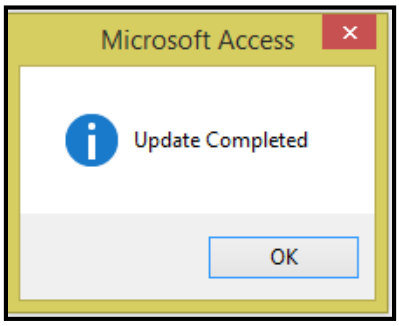
Update

Click ***Update*** to update the adjustment entries to the Checkbook & General Ledger.



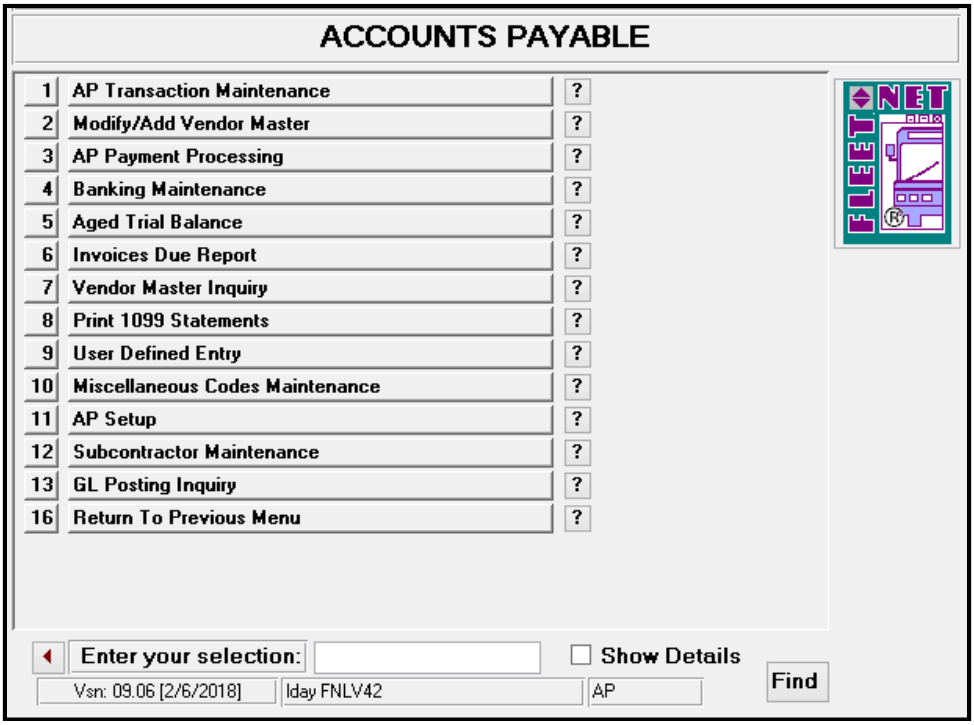
Click ***Yes*** to continue or ***No*** to cancel.

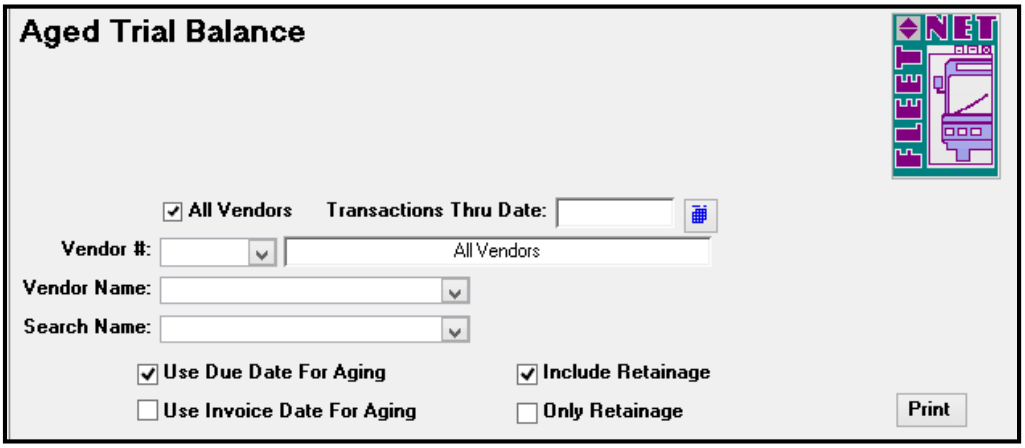
When update is completed the following message displays.



Aged Trial Balance

Click ***Aged Trial Balance*** to generate list of vendors with balances due and to compare to the General Ledger Accounts Payable account balance. The following form displays.





Field	Description
All Vendors	Check this box to run a report for all vendors.
Vendor #	Select the vendor number from the drop-down list or enter the vendor number; **OR**
Vendor Name	Select the vendor name from the drop-down list or enter the vendor name; **OR**
Search Name	Select the vendor search name from the drop-down list or enter the vendor search name.
Transactions Thru Date	Enter the ending date for the trial balance report.
Use Due Date for Aging	Check this box to use the invoice due date for aging purposes.
Use Invoice Date for Aging	Check this box to use the invoice date for aging purposes.
Include Retainage	Select to include retainage amounts on the aged trial balance.
Only Retainage	Select to only print the aged trial balance for retainage.

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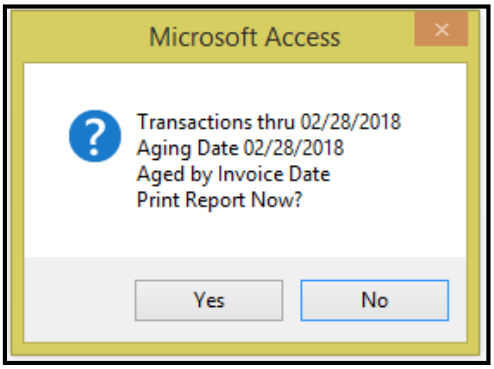
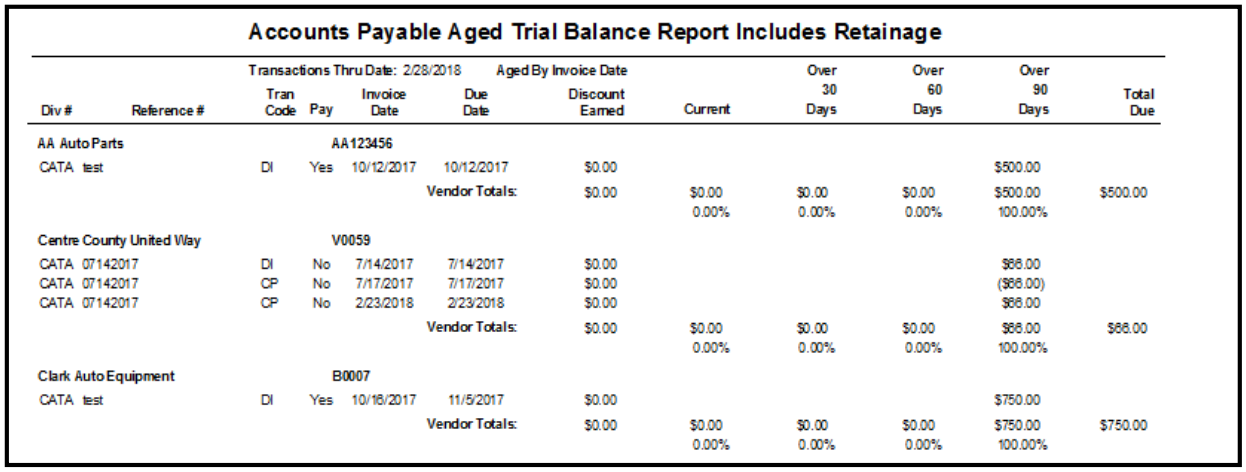
Print

Click ***Print*** the following message displays.



Click ***Yes*** to continue or ***No*** to cancel. If ***Yes*** is selected the following report displays.



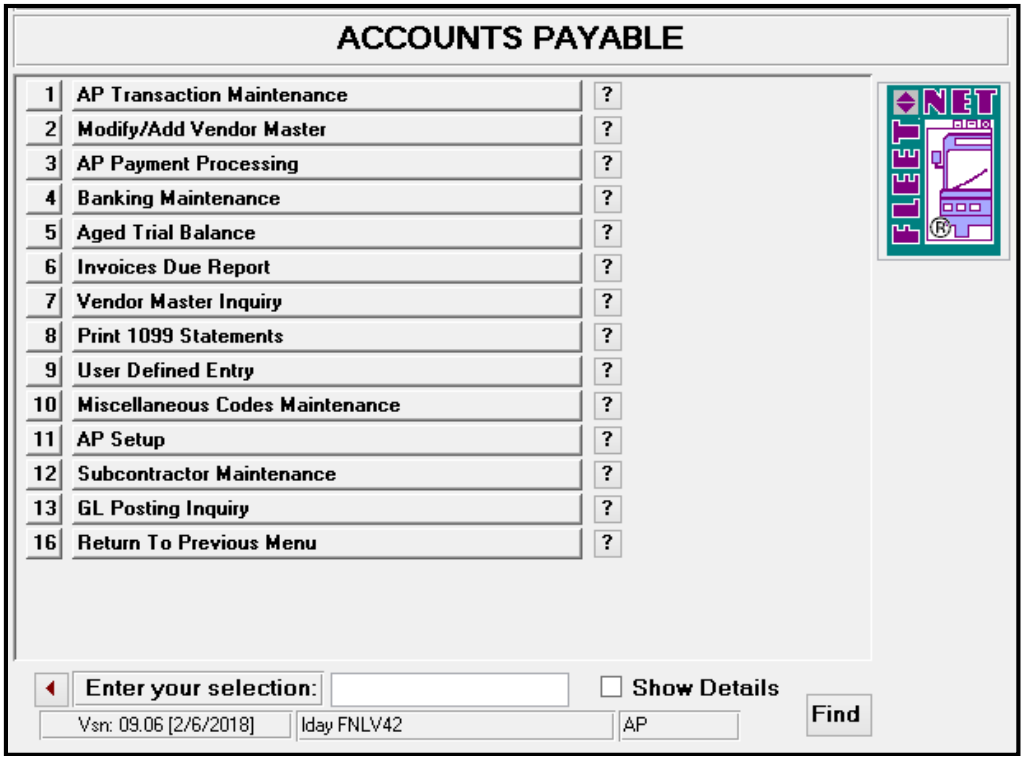
Accounts Payable Aged Trial Balance Report Includes Retainage

Transactions Thru Date: 2/28/2018 Aged By Invoice Date

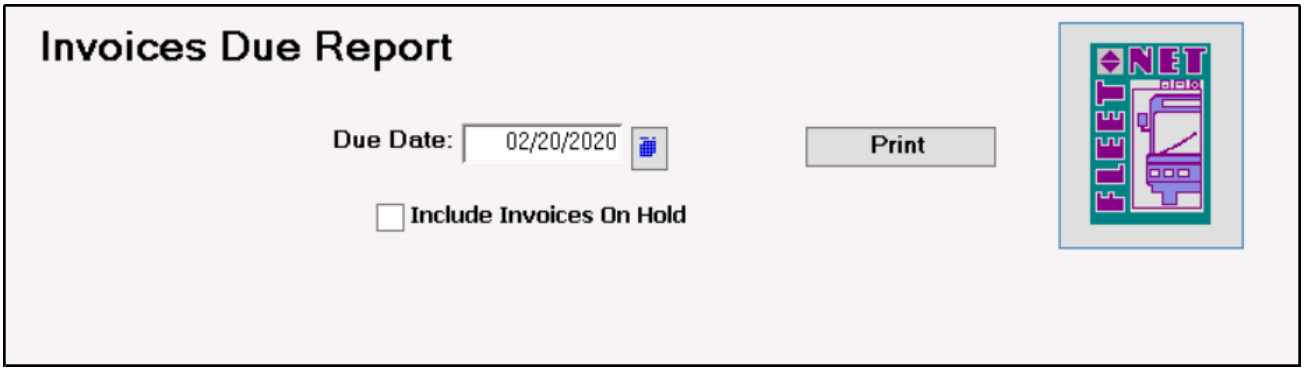
Div #	Reference #	Tran Code	Pay	Invoice Date	Due Date	Discount Earned	Current	Over 30 Days	Over 60 Days	Over 90 Days	Total Due
AA Auto Parts				AA123456							
CATA test		DI	Yes	10/12/2017	10/12/2017	$0.00				$500.00	
					Vendor Totals:	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00
							0.00%	0.00%	0.00%	100.00%	
Centre County United Way				V0059							
CATA 07142017		DI	No	7/14/2017	7/14/2017	$0.00				$66.00	
CATA 07142017		CP	No	7/17/2017	7/17/2017	$0.00				($66.00)	
CATA 07142017		CP	No	2/23/2018	2/23/2018	$0.00				$66.00	
					Vendor Totals:	$0.00	$0.00	$0.00	$0.00	$66.00	$66.00
							0.00%	0.00%	0.00%	100.00%	
Clark Auto Equipment				B0007							
CATA test		DI	Yes	10/16/2017	11/5/2017	$0.00				$750.00	
					Vendor Totals:	$0.00	$0.00	$0.00	$0.00	$750.00	$750.00
							0.00%	0.00%	0.00%	100.00%	

Invoices Due Report

Click ***Invoices Due Report*** to identify all invoices due through a specified date. Only those invoices with a pay status will be listed on the report.



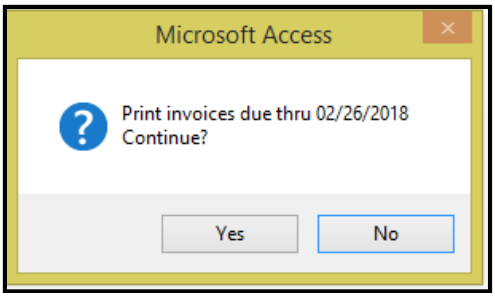
Enter or select from calendar icon the Due Date.



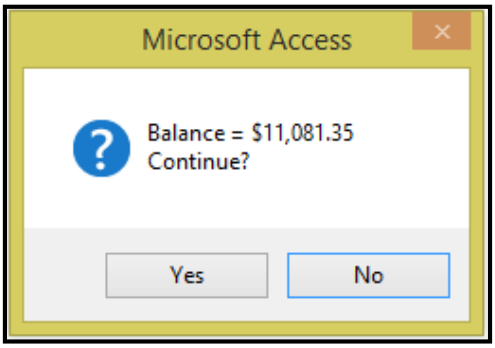
Field	Description
Include Invoices On Hold	Check this box to include invoices that have been flagged as 'On Hold' on the report

Print

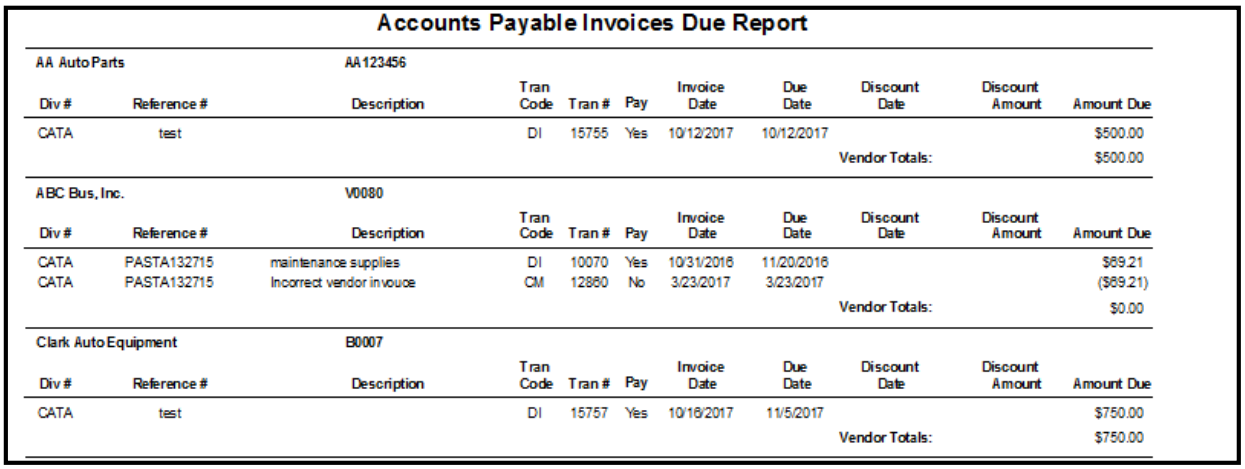
Click ***Print*** to generate the report for review/print. The following message displays.



Click ***Yes*** to continue or ***No*** to cancel. If ***Yes*** is selected the following message displays.



Click ***Yes*** to continue or ***No*** to cancel. If ***Yes*** is selected, the following report displays.

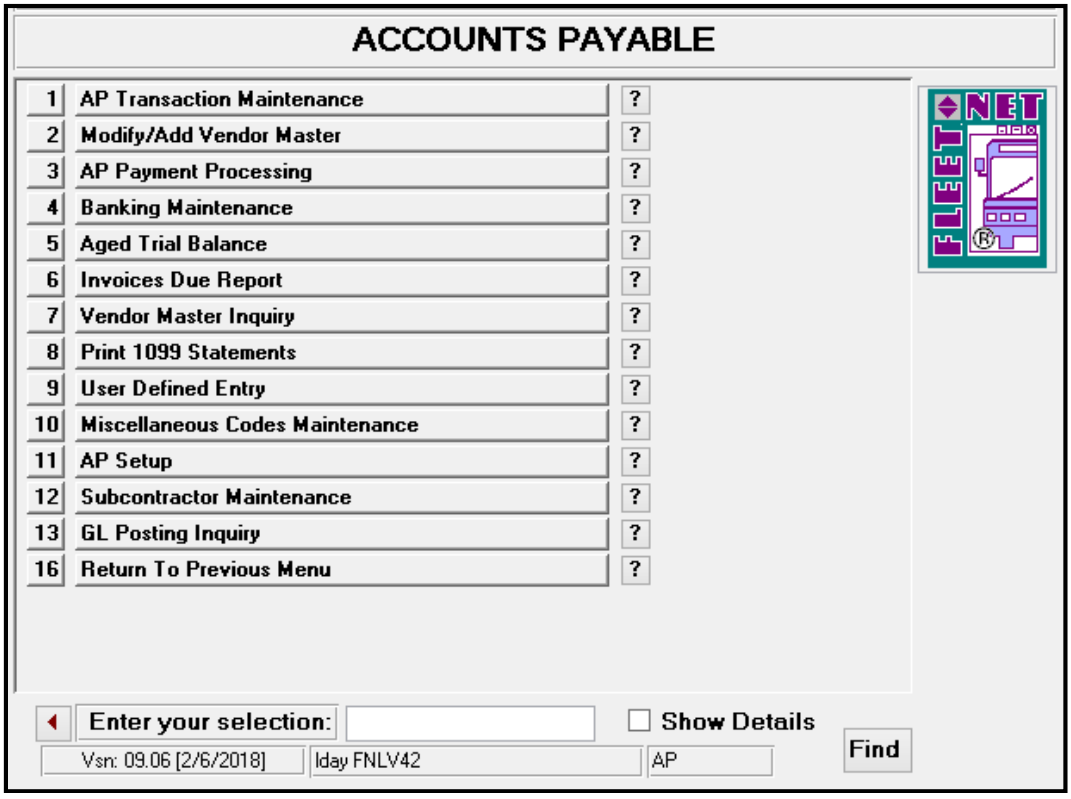


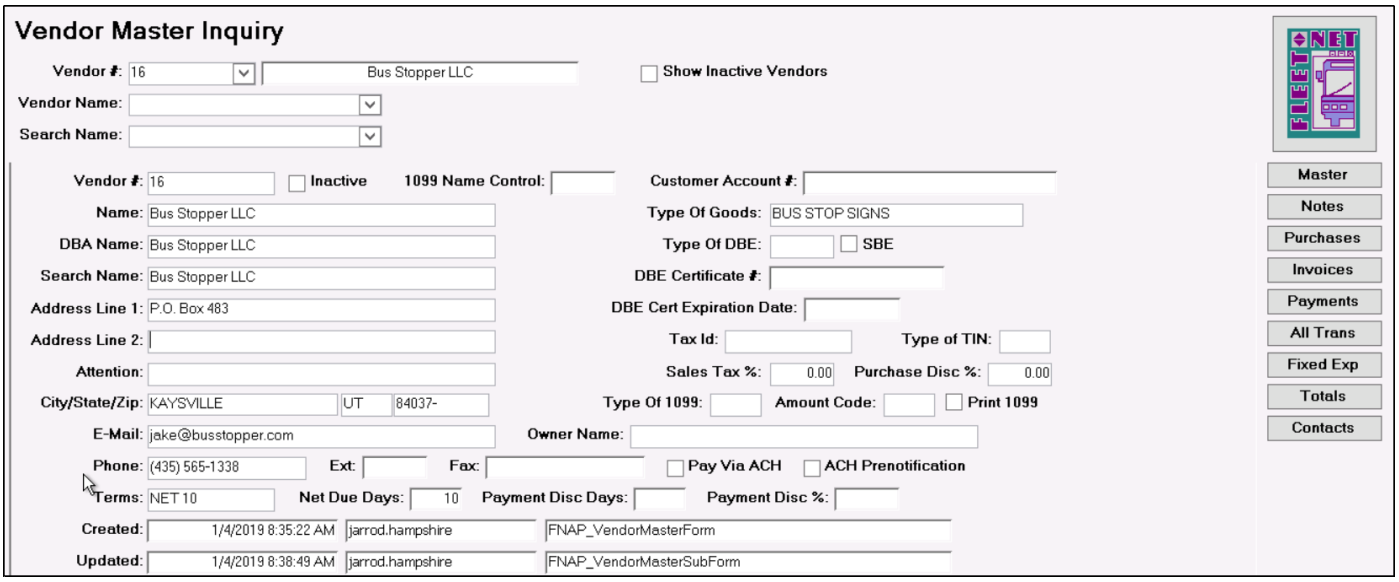
Accounts Payable Invoices Due Report

Div #	Reference #	Description	Tran Code	Tran #	Pay	Invoice Date	Due Date	Discount Date	Discount Amount	Amount Due
AA Auto Parts		AA123456								
CATA	test		DI	15755	Yes	10/12/2017	10/12/2017			$500.00
								Vendor Totals:		$500.00
ABC Bus, Inc.		V0080								
CATA	PASTA132715	maintenance supplies	DI	10070	Yes	10/31/2016	11/20/2016			$89.21
CATA	PASTA132715	Incorrect vendor invouce	CM	12860	No	3/23/2017	3/23/2017			($89.21)
								Vendor Totals:		$0.00
Clark Auto Equipment		B0007								
CATA	test		DI	15757	Yes	10/16/2017	11/5/2017			$750.00
								Vendor Totals:		$750.00

Vendor Master Inquiry

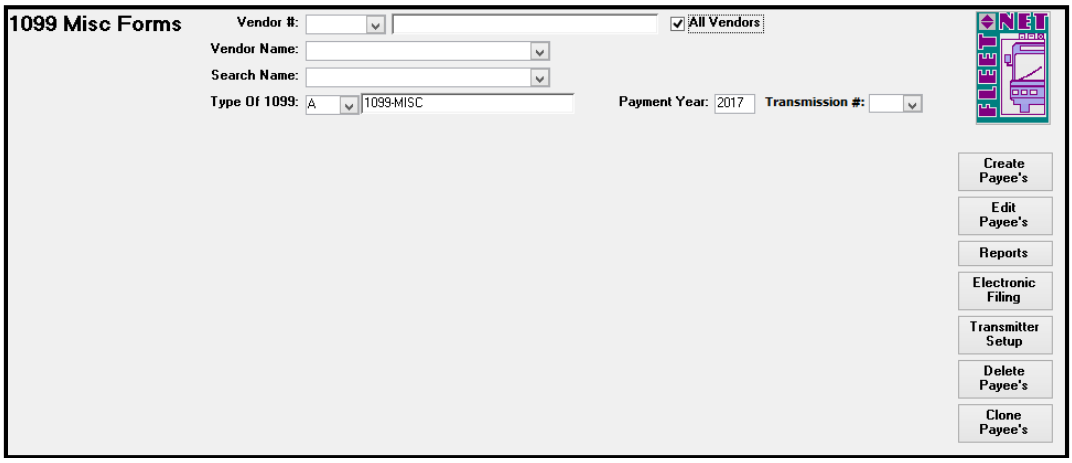
Click ***Vendor Master Inquiry*** to view vendor information. No changes can be made to the vendor information in this view. (Refer to page 33 of explanation on all the selections).





Print 1099 Statements

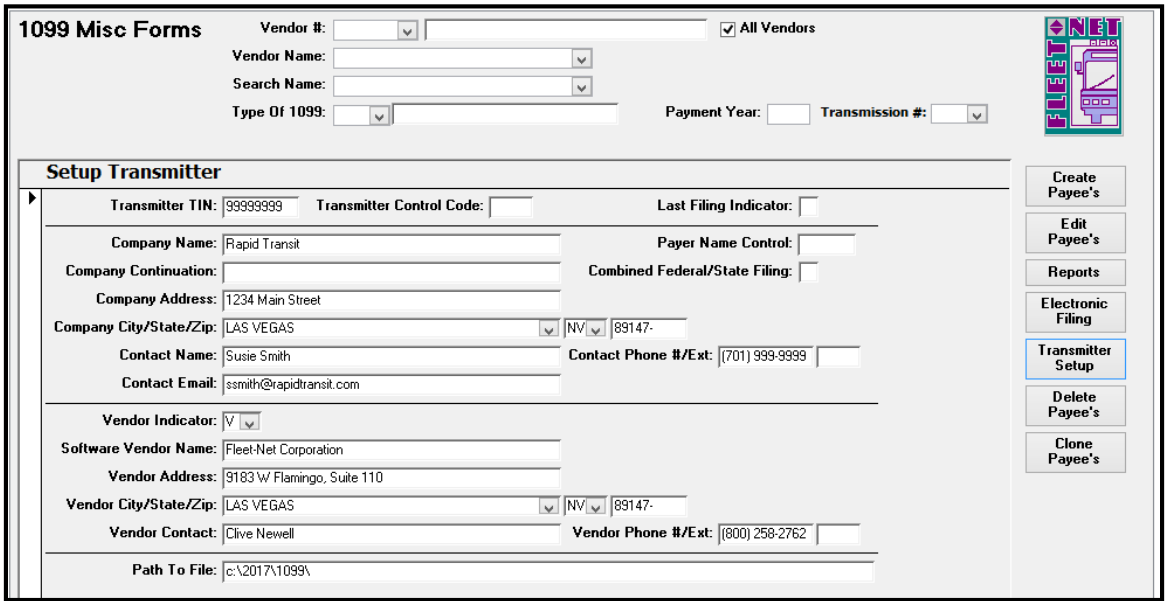
Click ***Print 1099 Statements*** to print 1099 statements for all vendors or a specific vendor based on criteria set up in the vendor master form.



Field	Description
Vendor #	Select the vendor number from the drop-down list or enter the vendor number; **OR**
Vendor Name	Select the vendor name from the drop-down list or enter the vendor name; **OR**
Search Name	Select the vendor search name from the drop-down list or enter the vendor search name.
All Vendors	Check this box to run a report for all vendors.
1099 Print Format	Select the print format from the drop-down list. Currently Option A.
Payment Year	Select the year from the drop-down list.

Transmitter Setup

Click ***Transmitter Setup*** to define the required field for printing and submitting 1099's to the IRS via FIRE. (IRS Publication 1220)



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If the 1096 and 1099's will be submitted by mail, complete the top section of the form as shown above and detailed below.

Field Name	Max Field Size	Field Type	Description
Transmitter TIN	9	Numeric	Enter the transit's EIN.
Transmitter Control Code	3	Alpha/Numeric	If filing electronically, the transit must apply for a TCC code with the IRS. If mailing the forms, this field can be left blank.
Last Filing Indicator	1		If filing electronically and this is the last year that the payer and TIN will file information returns enter a 1, otherwise leave blank.
Company Name	40	Alpha/Numeric	Enter the full name of the Transit.
Payer	4	Alpha/Numeric	Used for electronic filing only. Refer to IRS Publication 1220 for information on determining the correct Name Control Code.
Company Continuation	40	Alpha/Numeric	If the full name did not fit in the field above, enter the remaining information in this field.
Combined Federal/State Filing	1	Numeric	Used for electronic filing only. Refer to IRS Publication 1220 for information on the correct CF/SF code.
Company Address	40	Alpha/Numeric	Enter the street address of the transit.
City	40	Alpha/Numeric	Enter the city.
State	2	Alpha	Select the State code from the drop-down list.
Zip Code	10	Numeric	Enter the Zip Code.
Contact Name	40	Alpha/Numeric	Enter the name of the person that the IRS would contact with questions.
Contact Phone/Ext	14	Numeric	Enter the phone number of the contact person.
Contact Email	50	Alpha/Numeric	Enter the email address of the contact person.

If the 1096 and 1099's will be submitted by electronically, complete the top and bottom sections of the form as shown above and detailed below.

Field Name	Max Field Size	Field Type	Description
Vendor Indicator	1	Alpha	Select 'V' from the drop-down to indicate that the software was purchased from a Vendor.
Software Vendor Name	40	Alpha/Numeric	Enter Fleet-Net Corporation
Vendor Address	40	Alpha/Numeric	Enter 9183 W Flamingo, Suite 110
Vendor City	40	Alpha/Numeric	Enter Las Vegas
State	2	Alpha	Select NV code from the drop-down list
Zip Code	10	Numeric	Enter 89147
Vendor Contact	40	Alpha/Numeric	Enter Clive Newell
Vendor Phone	14	Numeric	Enter 800-258-2762
Path To File	100	Alpha/Numeric	Enter the path to the location where the electronic file will be exported.

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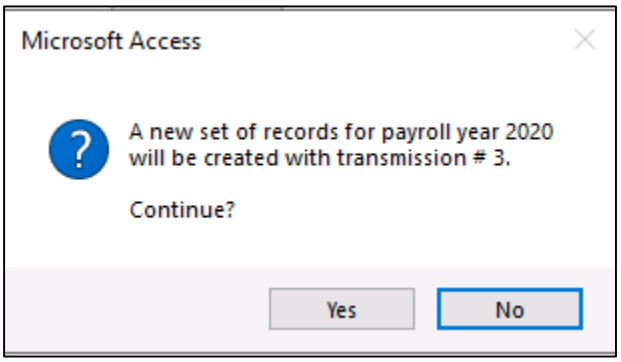
Create Payee's

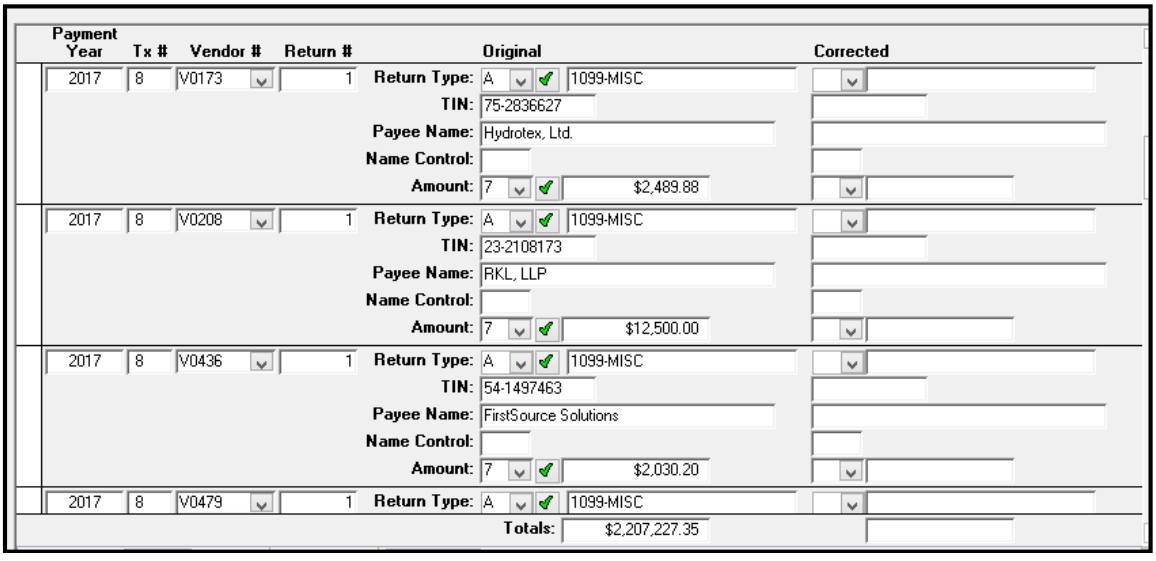
Select All Vendors, Type of 1099, A or NE and payment year. Click ***Create Payee's*** to generate a set of records to be submitted electronically. The following message displays.



Click ***Yes*** to continue or ***No*** to cancel. Once completed the following message displays. Repeat if another Type of 1099 is needed, which will create a second transmission #.

Edit Payee's

Click ***Edit Payees*** to make changes to any Vendor's populated data that have been selected to receive 1099's. The following form displays.



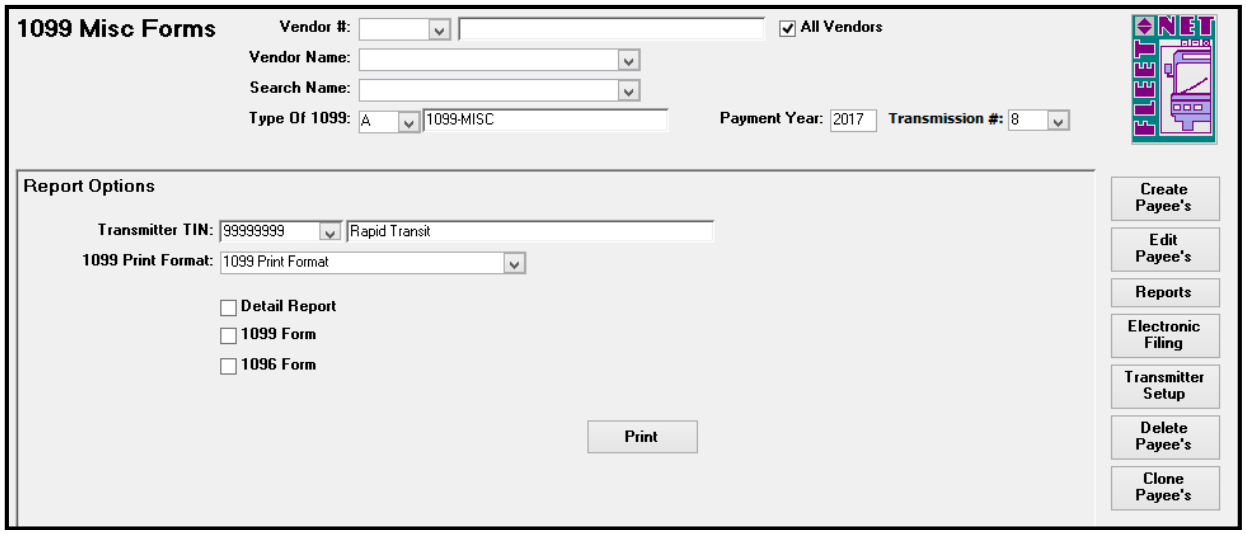
Payment Year	Tx #	Vendor #	Return #		Original	Corrected
2017	8	V0173	1	Return Type:	A 1099-MISC	
				TIN:	75-2836627	
				Payee Name:	Hydrotex, Ltd.	
				Name Control:		
				Amount:	7 $2,489.88	
2017	8	V0208	1	Return Type:	A 1099-MISC	
				TIN:	23-2108173	
				Payee Name:	RKL, LLP	
				Name Control:		
				Amount:	7 $12,500.00	
2017	8	V0436	1	Return Type:	A 1099-MISC	
				TIN:	54-1497463	
				Payee Name:	FirstSource Solutions	
				Name Control:		
				Amount:	7 $2,030.20	
2017	8	V0479	1	Return Type:	A 1099-MISC	
				Totals:	$2,207,227.35	

Field Name	Max Field Size	Field Type	Description
Payment Year	4	Numeric	Auto-populates based on the year selected at the top of the form.
Tx #	1	Numeric	Auto-populates with a 1 for the initial 'build'. Subsequent builds will be numbered accordingly. This function is used in electronic filing only.
Vendor #	8	Alpha/Numeric	Auto-populates with the applicable vendors.
Return #	8	Numeric	If sending multiple 1099s to a vendor they must be uniquely numbered.
Return Type	1	Alpha	Auto-populates with the code assigned to the vendor master.
TIN	10	Numeric	Auto-populates with the TIN number from the vendor master.
Payee Name	40	Alpha/Numeric	Auto-populates with the vendor name from the vendor master.
Name Control	4	Numeric	Auto-populates with the Name Control from the vendor master.
Amount	2	Numeric	Auto-populates with the Amount Code from the vendor master.

Reports

Select the Type of 1099 to print, along with Payment Year and Transmission #. Click ***Reports*** to print the following report options:

Detail Report – To review all data prior to printing the 1099's and 1096.
1099 Form – Prints the 1099 for mailing to Vendors
1099 Form – Prints form to be submitted by mail to the IRS.



Field Name	Max Field Size	Field Type	Description
Transmitter ID			Select the EIN from the drop-down list.
1099 Print Format			Select the 1099 Print Format from the drop-down list.

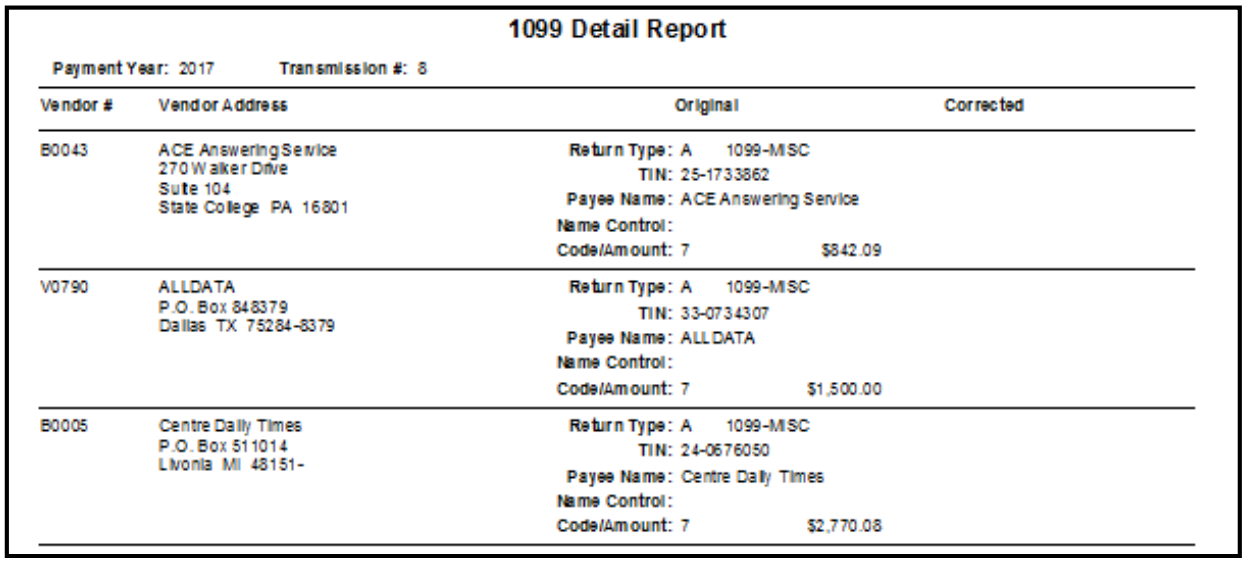
Detail Report

Check ***Detail Report*** Box to generate a report to review all data for Vendor's selected for 1099's.

Print

Click ***Print*** to review/print the report.

Print 1099 Statements……*continued*



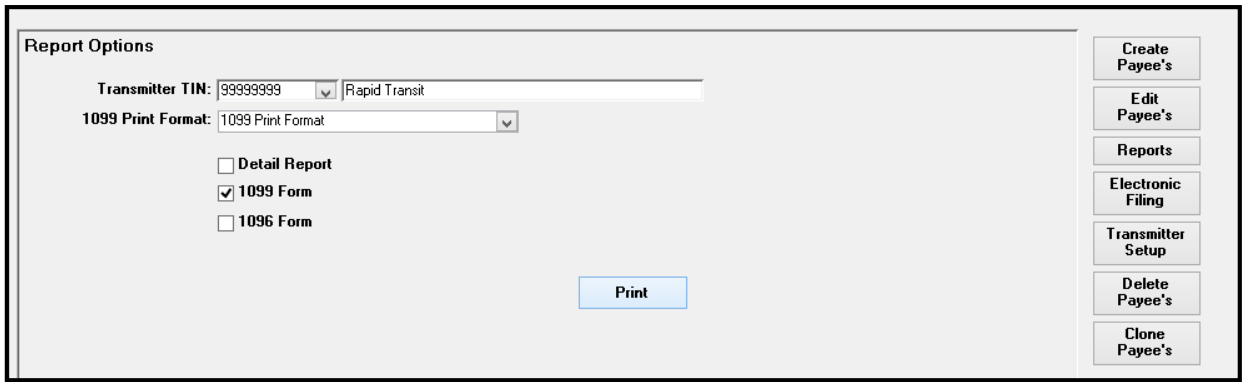
1099 Detail Report

Payment Year: 2017 Transmission #: 8

Vendor #	Vendor Address	Original	Corrected
B0043	ACE Answering Service 270 Walker Drive Suite 104 State College PA 16801	Return Type: A 1099-MISC TIN: 25-1733862 Payee Name: ACE Answering Service Name Control: Code/Amount: 7 $842.09	
V0790	ALLDATA P.O. Box 848379 Dallas TX 75284-8379	Return Type: A 1099-MISC TIN: 33-0734307 Payee Name: ALLDATA Name Control: Code/Amount: 7 $1,500.00	
B0005	Centre Daily Times P.O. Box 511014 Livonia MI 48151-	Return Type: A 1099-MISC TIN: 24-0676050 Payee Name: Centre Daily Times Name Control: Code/Amount: 7 $2,770.08	

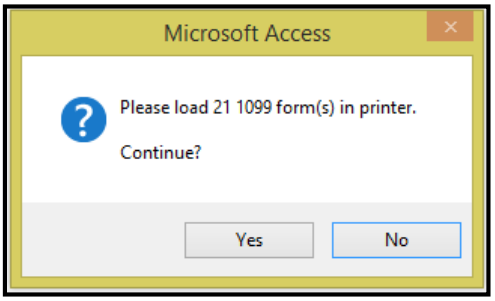
1099 Forms

Check ***1099 Form*** to generate print preview and final printing of 1099's.



Print

Click **Print** to print the 1099's for vendors and Government Entities. The following message displays. (Alerts to the number of 1099 forms required).



Load 1099 forms in printer. Click ***Yes*** to continue or ***No*** to cancel.
Repeat for second type to print.

Rapid Transit
1234 Main Street
LAS VEGAS NV 89147-

99999999 25-1733862

ACE Answering Service

842.09

270 Walker Drive
Suite 104

State College PA 16801

B0043

9595 ☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.	1 Rents $	OMB No. 1545-0115 2017 Form 1099-MISC	Miscellaneous Income
	2 Royalties $		
	3 Other income $	4 Federal income tax withheld $	Copy A For Internal Revenue Service Center
PAYER'S federal identification number / RECIPIENT'S identification number	5 Fishing boat proceeds $	6 Medical and health care payments $	File with Form 1096.
RECIPIENT'S name	7 Nonemployee compensation $	8 Substitute payments in lieu of dividends or interest $	For Privacy Act and Paperwork Reduction Act Notice, see the 2017 General Instructions for Certain Information Returns.
Street address (including apt. no.)	9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale ▶ ☐	10 Crop insurance proceeds $	
City or town, state or province, country, and ZIP or foreign postal code	11	12	
Account number (see instructions) / FATCA filing requirement ☐ / 2nd TIN not. ☐	13 Excess golden parachute payments $	14 Gross proceeds paid to an attorney $	
15a Section 409A deferrals $ / 15b Section 409A income $	16 State tax withheld $	17 State/Payer's state no.	18 State income $

Form 1099-MISC 38-2099803 Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page -- Do Not Cut or Separate Forms on This Page

FORE MAILING

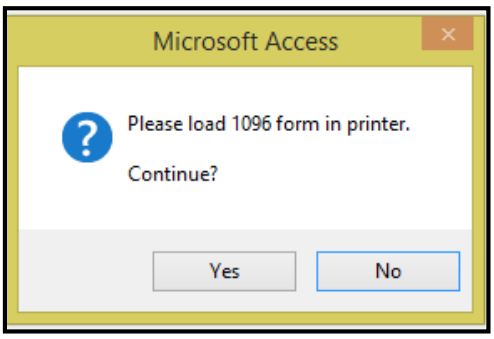
1096 Forms

Two 1096 forms are need, one for Type A (1099-Misc and 1099-NEC) Check ***1096 Form*** to generate print preview and final printing of 1099's.

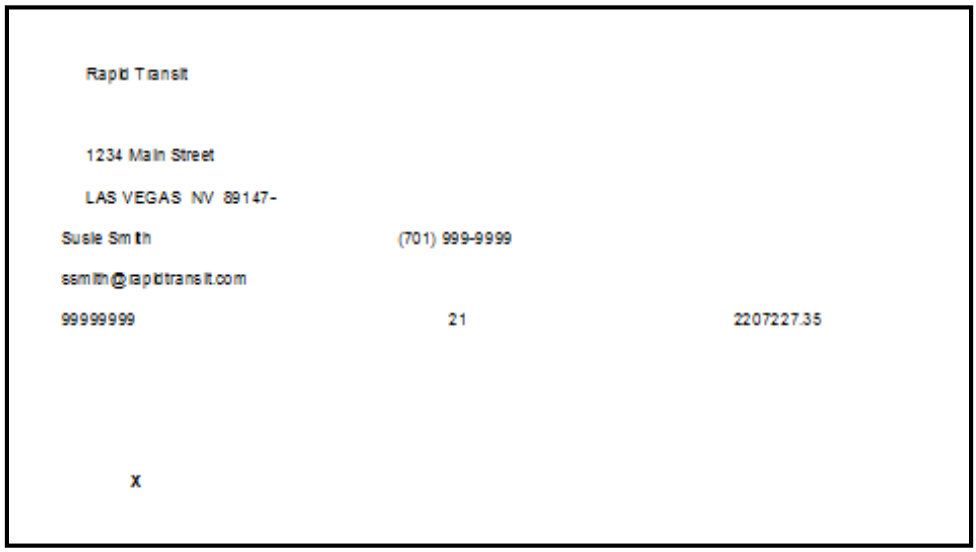
Print 1099 Statements……*continued*

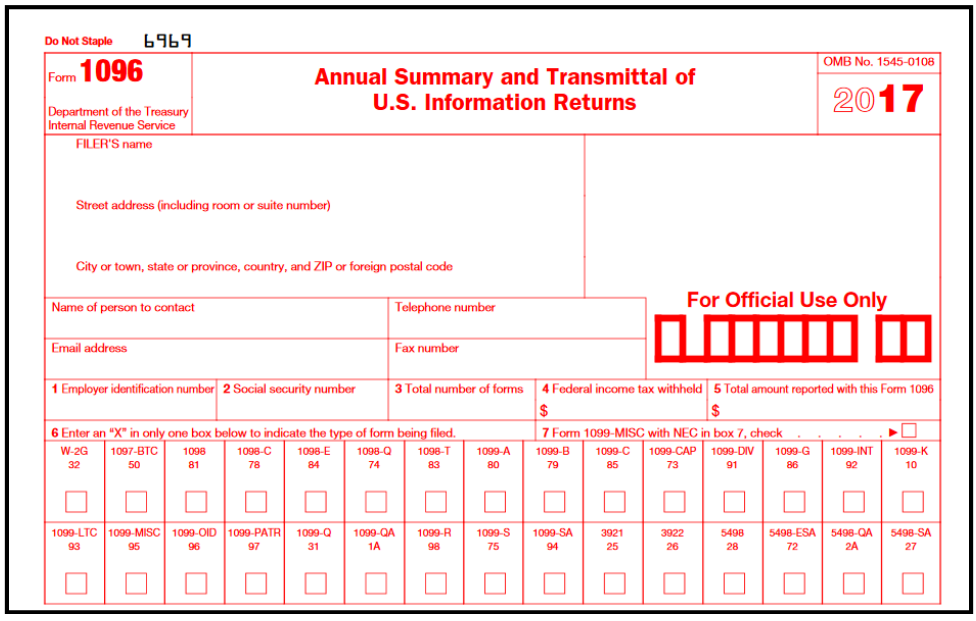
Print

Click ***Print*** to print the 1096 to be mailed to the IRS. The following message displays.



Load 1096 form in printer. Click ***Yes*** to continue or ***No*** to cancel.

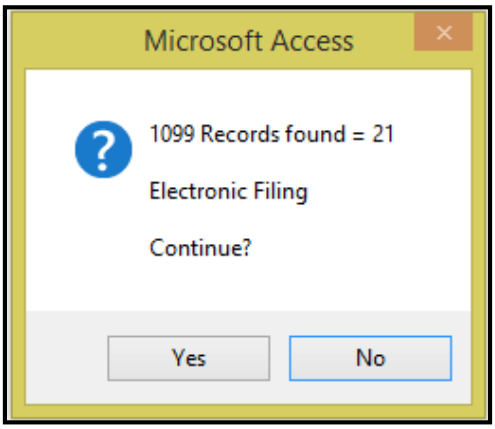




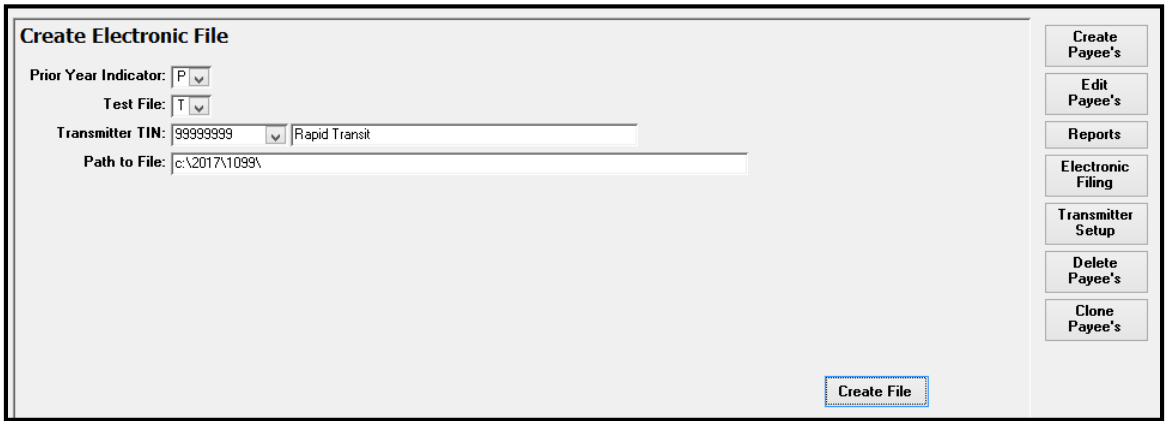
Print 1099 Statements……*continued*

Electronic Filing

Click ***Electronic File*** to create the file for submission to the IRS. The following message displays.



Click ***Yes*** to continue or ***No*** to cancel.

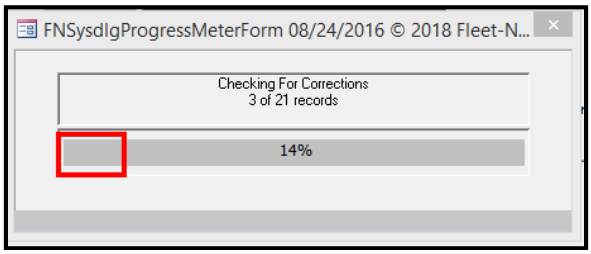


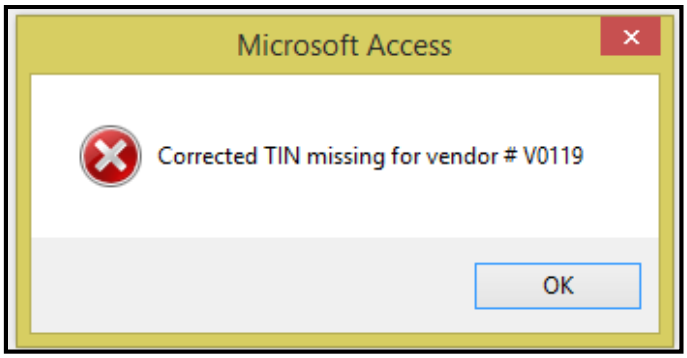
Field Name	Max Field Size	Field Type	Description
Prior Year Indicator			This will only be used if filing electronically for a prior year.
Test File			Select 'T' if creating a test file for submission to the IRS.
Transmitter ID			Select the EIN from the drop-down list.
Path to File			Enter the path and file name for the text file being created. (.txt) If 1099 A and 1099 NEC are created, 2 files will need to be created, with separate name for each.
Create File			Click to generate the text file.

Create File

Click ***Create File***. System will check for missing data. If system finds errors the following message displays.

Print 1099 Statements……*continued*





Click ***OK***. Make corrections to fix any errors. Click ***Create File*** again once corrections are made.

Once file is created the following message displays.

System will generate a .txt file to the Path to File location. Repeat for second type of 1099.

```
T201799999999            T Rapid Transit
Rapid Transit
1234 Main Street                          LAS VEGAS
NV89147                    00000021Susie Smith
7019999999     ssmith@rapidtransit.com
00000001          VFleet-Net Corporation                    9183 W
Flamingo, Suite 110              LAS VEGAS
NV89147    Clive Newell                                 8002582762
A2017      99999999     A 7                             Rapid Transit
01234 Main Street                          LAS VEGAS
NV89147    7019999999
00000002
B2017      240676050
00000000000000000000000000000000000000000000000000000000000000000000000
00000000000027700800000000000000000000000000000000000000000000000000000
00000000000000000000000000000000000000000000000000000000000000000000000
Centre Daily Times
```

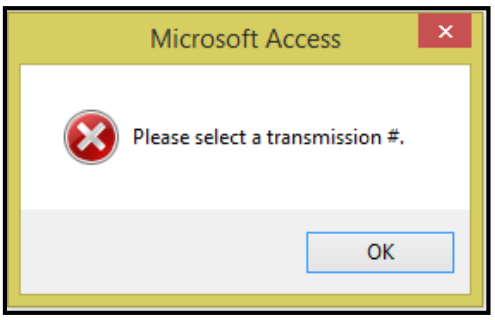
Print 1099 Statements……*continued*

Clone Payee's

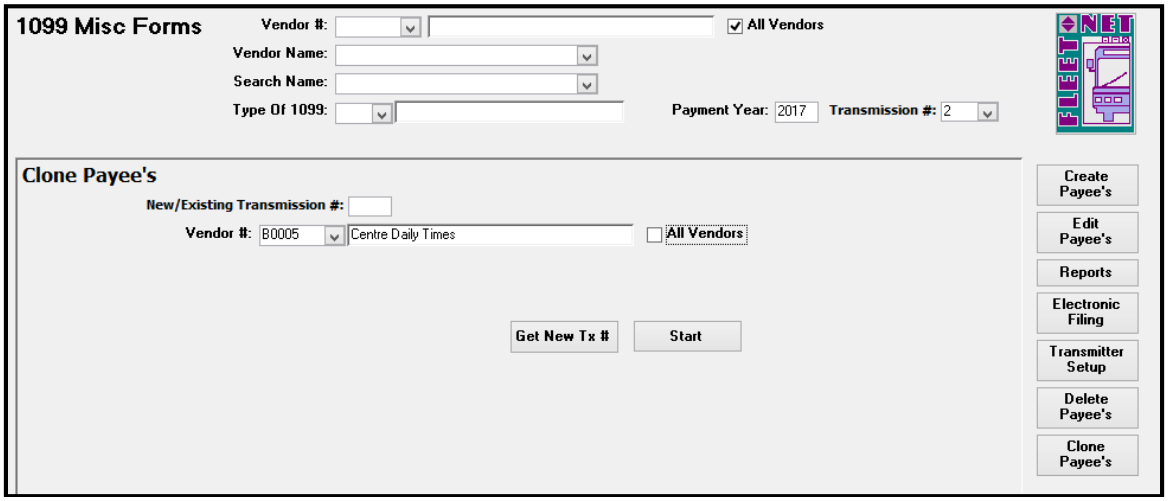
Enter the Payment Year and select a Transmission # where the existing record is currently available to be cloned.

Click ***Clone Payee's*** to select a vendor or all vendors to make a copy for the selected transmission.

If Transmission number is not selected the following message displays.



Click ***OK***. Enter or select a transmission # and continue the process.



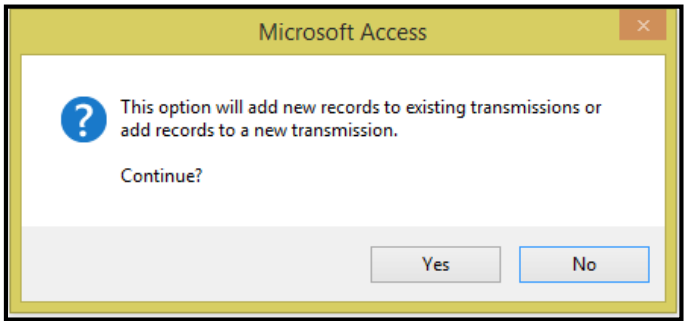
Field Name	Max Field Size	Field Type	Description
New/Existing Transmission #			Enter an existing transmission number containing the vendor being cloned.
Vendor			Select the vendor being cloned or leave All Vendors checked to create new records for all vendors.
Get New Tx #			This is used for electronic filing only. Check box to create next sequential transmission number.
Start			Click Start to process the Clone.

Get New Tax

Click ***Get New Tx #*** system will populate the next transmission number in sequential order.

Start

Click ***Start*** the following message displays.
1099 Statements……*continued*



Click ***Yes*** to continue or ***No*** to cancel.

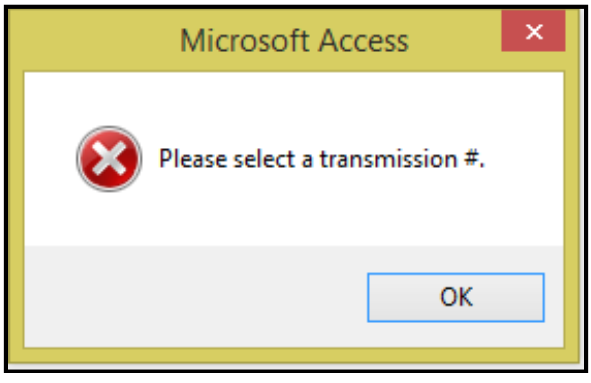
System will create a new transmission # with just the vendor(s) record(s) selected.

Delete Payee's

Enter the Payment Year and select a Transmission # where the existing record is currently available

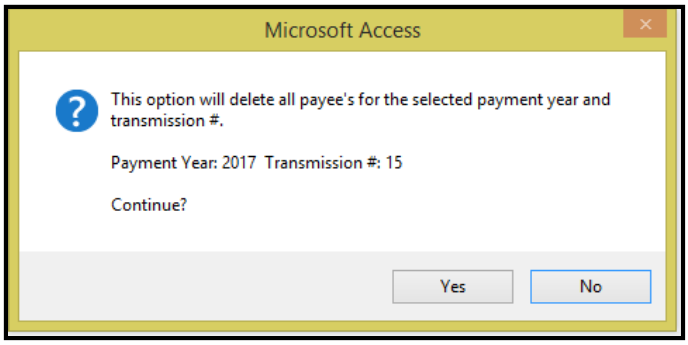
Click ***Delete Payee's*** to select a vendor or all vendors to make a copy for the selected transmission.

If Transaction number is not selected the following message displays.

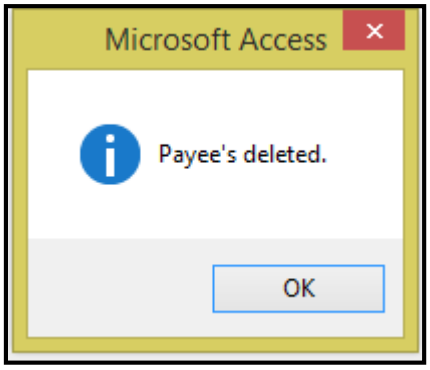


Click ***OK***. Enter or select a transmission # and continue the process.

The following message displays.



Click ***Yes*** to continue or ***No*** to cancel. Once deletion is completed the following message displays.

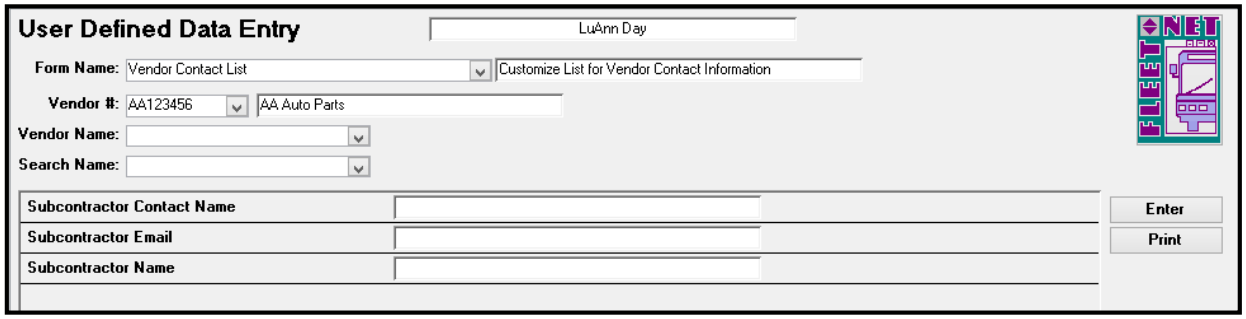


Click ***OK***.

User Defined Entry

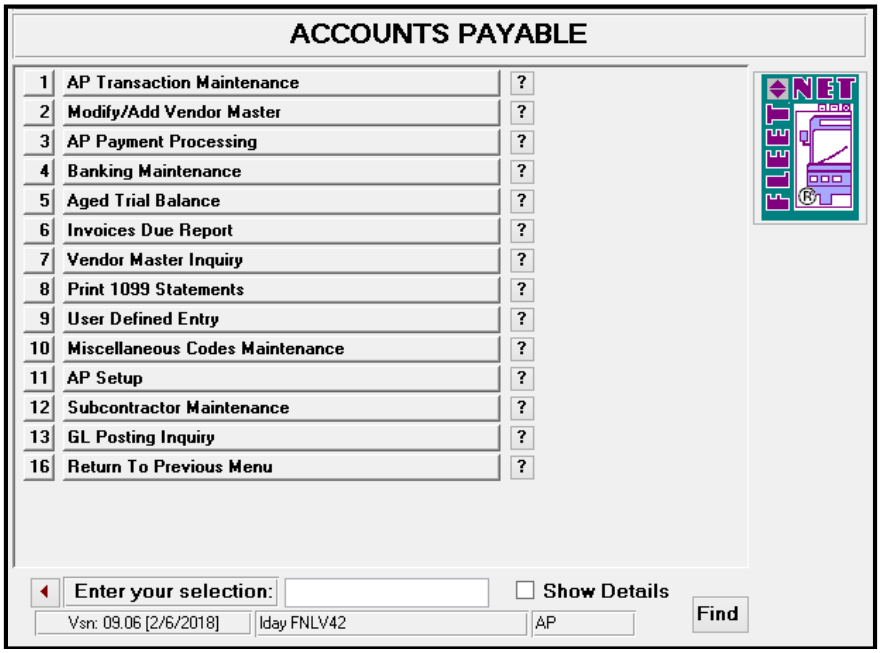
If User Defined Data has been setup. Click ***User Defined Entry*** to enter the applicable information for the selected Vendor.

Form Shows examples only.

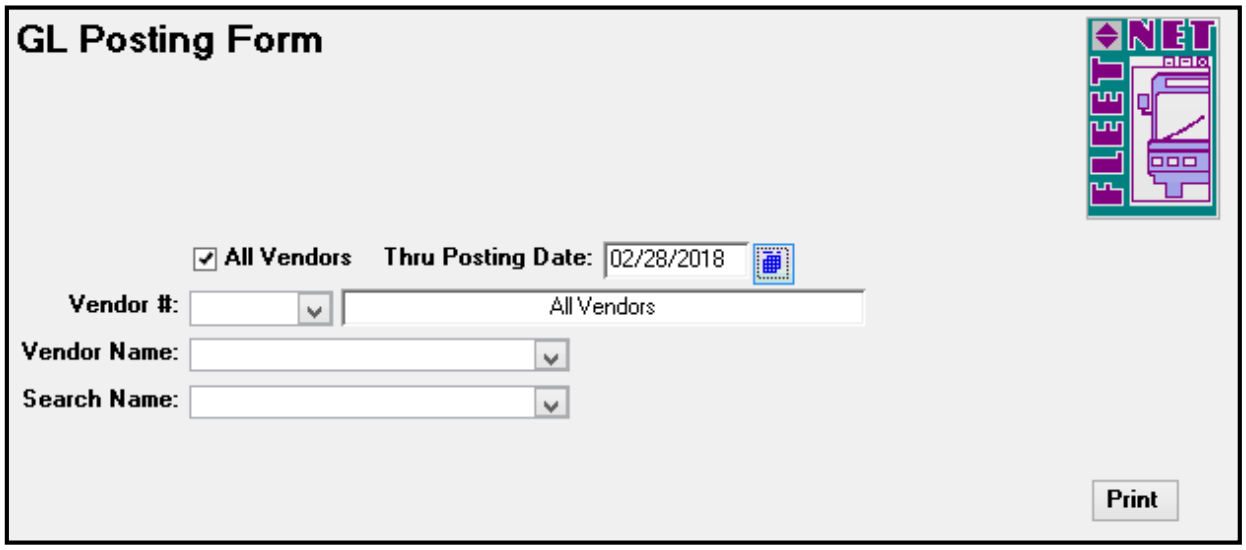


GL Posting Inquiry

Click ***GL Posting Inquiry*** to view only transaction posted to the General Ledger through a selected posting date.



The following form displays.



Field	Description
Vendor #	Select the vendor number from the drop-down list or enter the vendor number; **OR**
Vendor Name	Select the vendor name from the drop-down list or enter the vendor name; **OR**
Search Name	Select the vendor search name from the drop-down list or enter the vendor search name.
All Vendors	Check this box to run a report for all vendors.
Thru Posting Date	Enter or select date from calendar icon.

GL Posting Inquiry……*continued*

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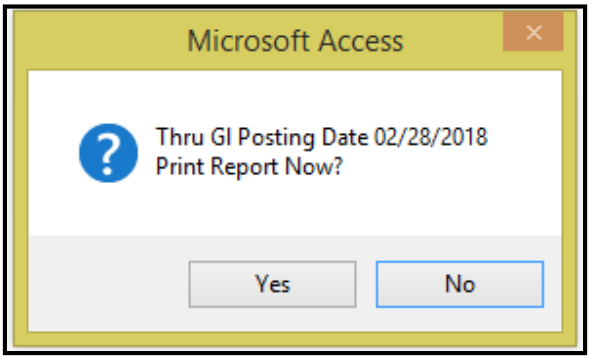
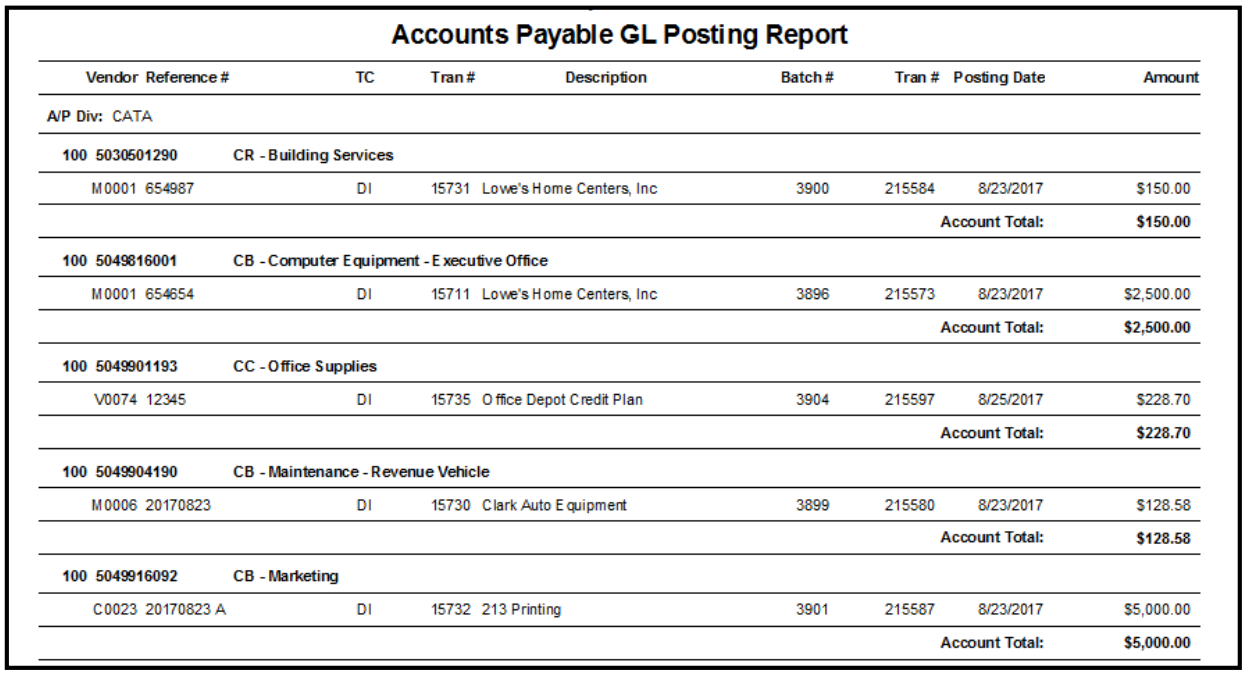
Print

Click ***Print*** to generate the report for the selected options. The following option displays.



Click ***Yes*** to continue or ***No*** to cancel.



Accounts Payable GL Posting Report

Vendor Reference #	TC	Tran #	Description	Batch #	Tran #	Posting Date	Amount
A/P Div: CATA							
100 5030501290	**CR - Building Services**						
M0001 654987	DI	15731	Lowe's Home Centers, Inc	3900	215584	8/23/2017	$150.00
						Account Total:	**$150.00**
100 5049816001	**CB - Computer Equipment - Executive Office**						
M0001 654654	DI	15711	Lowe's Home Centers, Inc	3896	215573	8/23/2017	$2,500.00
						Account Total:	**$2,500.00**
100 5049901193	**CC - Office Supplies**						
V0074 12345	DI	15735	Office Depot Credit Plan	3904	215597	8/25/2017	$228.70
						Account Total:	**$228.70**
100 5049904190	**CB - Maintenance - Revenue Vehicle**						
M0006 20170823	DI	15730	Clark Auto Equipment	3899	215580	8/23/2017	$128.58
						Account Total:	**$128.58**
100 5049916092	**CB - Marketing**						
C0023 20170823 A	DI	15732	213 Printing	3901	215587	8/23/2017	$5,000.00
						Account Total:	**$5,000.00**

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