



# **F100 Financial Basics (Accounts Payable and Accounts Receivable Processes)**

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Implementations Services Team Lead

# Timing and Agenda

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**March 16, 2021 -10 AM -11 AM PT**

**Day 1**

**Lesson 3.1: Configuring Vendors**

**Lesson 3.2: Configuring Non-Stock Items**

**Lesson 3.3: Processing AP Bills**

**Lesson 3.4: Paying AP Bills**

**March 17, 2021 -10 AM -11 AM PT**

**Day 2**

**Lesson 3.5: Correcting AP Bills**

**Lesson 3.6: Paying Multiple Bills**

**Lesson 3.7: Processing Prepayments**

# Timing and Agenda

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**March 18, 2021 -10 AM -11 AM PT**

**Day 3**

**Lesson 4.1: Configuring Customers**

**Lesson 4.2: Working with AR Invoices**

**Lesson 4.3: Paying AR Invoices**

**March 19, 2021 -10 AM -11 AM PT**

**Day 4**

**Lesson 4.4: Correcting AR Invoices**

**Lesson 4.5: Processing Customer Refunds**

## Day 1

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## Part 3: Accounts Payable Process

# Lesson 3.1: Configuring Vendors

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## Learning Objectives

In this lesson, you will learn how to do the following:

- Create a new vendor based on the default vendor class
- Review the default settings that the system has inserted from the vendor class

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# Vendors – Required Entities

- Vendor classes:
  - Provides default values
  - Can be used in reporting

For Example:

Vendor Classes ☆

⌂ ↶ + ✎ ⌂ ☒

Drag column header here to configure filter

Class ID	Description	Country	Tax Zone ID	Terms	Payment Method
DEFAULT	Default Vendor Class	US		30D	CHECK
PRODUCT	Product Vendors	US		30D	CHECK
TAXAGENCY	Tax Agencies	US		30D	CHECK

- General Ledger accounts
  - Purchases
  - Cash Discounts

For example:

Chart of Accounts ☆

⌂ ↶ + ✎ × ⌂ ☒ ⬆ ⬇

Account	Account Class	Type	Active	Description	Control Account Module
13200	OTHERCURAS	Asset	<input checked="" type="checkbox"/>	Deposit to Vendor	AP
20000	AP	Liability	<input checked="" type="checkbox"/>	Accounts Payable	AP
49000	OTHINCOME	Income	<input checked="" type="checkbox"/>	Discount Taken	

- Payment methods

For example:

Payment Methods ☆

⌂ ↶ + ✎ ⌂ ☒

Drag column header here to configure filter

Payment Method ID	Description	Means of Payment	Use in AP	Use in AR	Active
CASH	Cash Payment	Cash/Check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CHECK	Check Payment	Cash/Check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FEDWIRE	Fedwire	Cash/Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FEDWIREBA	Fedwire Balanced	Cash/Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ONLINE	eCommerce Online Payment	Credit Card	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VISA	Credit Card Payments	Credit Card	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Lesson 3.1: Configuring Vendors

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### Story

Suppose that SweetLife Fruits & Jams company has found a vendor, the CleanUp company that provides cleaning services and that agreed to sell its services on credit, with payments due in 30 days and a 3% discount if the services are paid within 10 days.

Acting as a SweetLife accountant, you need to create the new vendor in the system.

- *U100 dataset*
- *Accountant Login: johnson / 123*





# Implementation Activity – Vendor Reports

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## REPORTS

AP Balance by Vendor

AP Balance by GL Account

Vendor History

AP Register

Vendor Profiles

Vendor Summary

## Lesson 3.2: Configuring Non-Stock Items

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### Learning Objectives

In this lesson, you will learn how create a new non-stock item of the *Charge* type, with standard cost.

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# Non-stock Items

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- ***No physical entity and thus cannot be stocked in warehouses***
  - Labor, Services, Product Warranties
- ***Purchase from vendors or sell to customers but do not want to reflect in your company's inventory.***
  - Only ***standard costs*** and ***base price*** information for them.
  - You can use the same non-stock items in accounts payable, accounts receivable, inventory, purchase orders, service orders, and sales orders.

## Types of Non-Stock Items

Non-Stock Item (general)

Labor

Service

Charge

Expense

## Lesson 3.2: Configuring Non-Stock Items

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### Story

Suppose that SweetLife Fruits & Jams company pays rent for its office facilities, which is a fixed amount paid every month. The amount the company pays is \$1,200 a month starting from 1/30/2020. To make creation of documents easier for accountants, a new non-stock item for rent should be available in the system.

Acting as a SweetLife accountant, you need to create the new non-stock item and specify the needed settings.

- *U100 dataset*
- *Accountant Login: johnson / 123*

1. Non-Stock Item        2. Unit Cost

## Lesson 3.3: Processing AP Bills

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### Learning Objectives

In this lesson, you will learn how to do the following:

- Create an AP bill
- Release the AP bill
- Review the GL batch that the system generates as a result

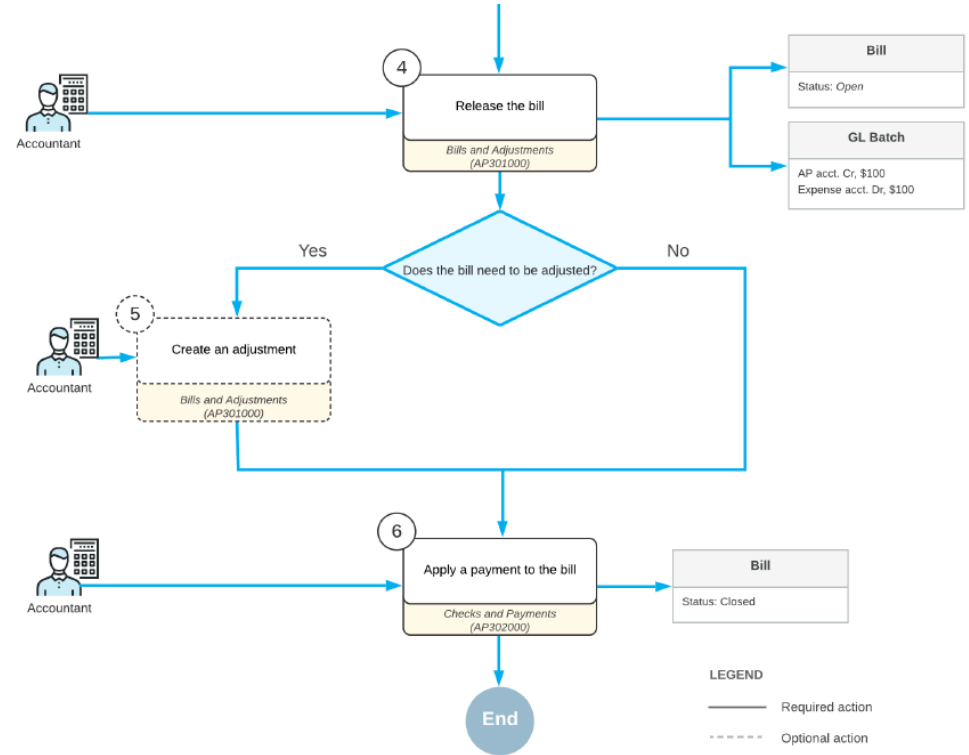
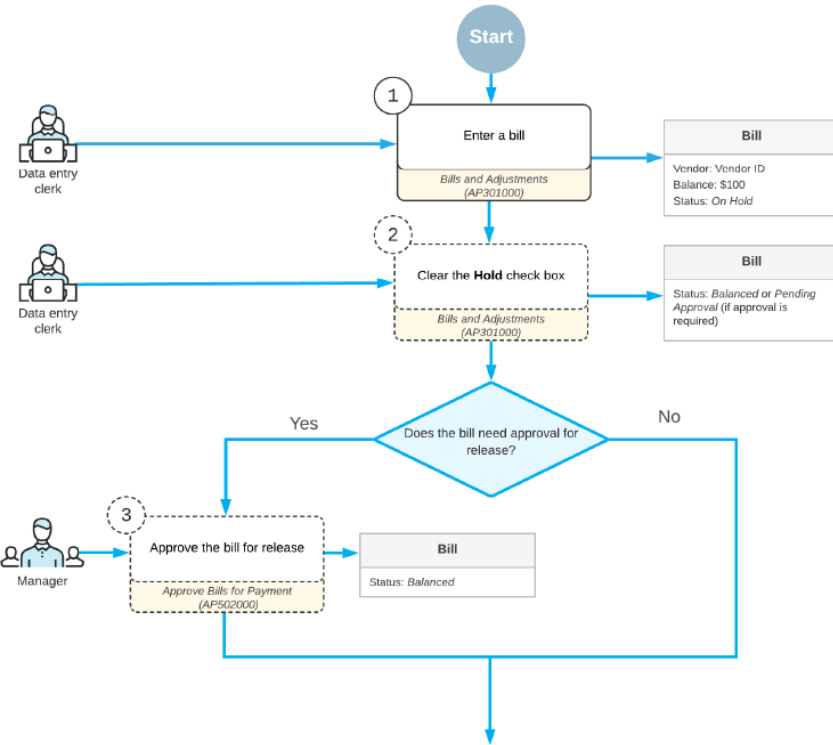
Start Page 89

# Bill Status

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- **On Hold:** The bill is being edited and cannot be released. The system assigns this status to each created bill by default because the Hold Documents on Entry check box is selected on the Accounts Payable Preferences (AP101000) form by default.
- **Pending Approval:** The bill needs to be approved for release by the responsible person or persons. The system assigns this status when the bill for which the approval is needed is removed from hold. This status could be assigned to the bill only if the Approval Workflow feature is enabled on the Enable/Disable Features (CS100000) form.
- **Rejected:** The bill was rejected by the responsible person. This status could be assigned to the bill only if the Approval Workflow feature is enabled on the Enable/Disable Features form.
- **Balanced:** The bill is ready and can be released or scheduled.
- **Open:** The bill has been released. A bill with this status has a non-zero outstanding balance to be paid. If a bill is partially paid, it retains the Open status until the full amount is paid.
- **Closed:** The bill has been paid in the full amount; the document balance is zero.
- **Scheduled:** The bill is a template for generating recurring bills according to a schedule. Based on the template, the system generates recurring bills that can be edited and then released. (The scheduled bill itself cannot be released and can be edited as a template.)
- **Pre-Released:** The bill has been released and requires expense reclassification. This status can be assigned to the bill only if the Expense Reclassification feature is enabled on the Enable/Disable Features form.
- **Voided:** The previously scheduled bill was voided and is no longer used as a template for generating recurring bills.

# AP bill processing



LEGEND  
—— Required action  
----- Optional action

## AP Bills: Generated Transactions

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The following two accounts are usually involved:

- The liability account specified in the AP Account box on the Financial Details tab
- The expense account specified for each line in the Account column on the Document Details tab

Account	Debit	Credit
Accounts Payable	0.00	Amount
Expense account	Amount	0.00



## Lesson 3.3: Processing AP Bills

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### Story

Suppose that on February 2, 2020, SweetLife Fruits & Jams company purchased office supplies on credit from the Spectra Stationery Office vendor for \$79.

Acting as a SweetLife accountant, you need to create the AP bill for the vendor, release it, and then review the GL batch generated by the system.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *Business Date 2/7/2020*
- *SweetLife Head Office and Wholesale Center*

1.Create AP Bill    ➡    2.Release AP Bill    ➡    3. Review GL Batch

## AP Bill statuses

Status	Description
<i>On Hold</i>	The bill is being edited and cannot be released. The system assigns this status to each created bill by default because the <b>Hold Documents on Entry</b> check box is selected on the <a href="#">Accounts Payable Preferences (AP101000)</a> form by default.
<i>Pending Approval</i>	The bill needs to be approved for release by the responsible person or persons. The system assigns this status when the bill for which the approval is needed is removed from hold. This status could be assigned to the bill only if the Approval Workflow feature is enabled on the Enable/Disable Features (CS100000) form.
<i>Rejected</i>	The bill was rejected by the responsible person. This status could be assigned to the bill only if the Approval Workflow feature is enabled on the Enable/Disable Features form.
<i>Balanced</i>	The bill is ready and can be released or scheduled.
<i>Open</i>	The bill has been released. A bill with this status has a non-zero outstanding balance to be paid. If a bill is partially paid, it retains the Open status until the full amount is paid.
<i>Closed</i>	The bill has been paid in the full amount; the document balance is zero.
<i>Scheduled</i>	The bill is a template for generating recurring bills according to a schedule. Based on the template, the system generates recurring bills that can be edited and then released. (The scheduled bill itself cannot be released and can be edited as a template.)
<i>Pre-Released</i>	The bill has been released and requires expense reclassification. This status can be assigned to the bill only if the Expense Reclassification feature is enabled on the Enable/Disable Features form.
<i>Voided</i>	The previously scheduled bill was voided and is no longer used as a template for generating recurring bills.

# The Released AP Bill & Journal Transaction

Bills and Adjustments ☆




NOTES ACTIVITIES FILES TOOLS ▾

← SAVE & CLOSE ↻ + 🗑️ 🔍 ⏪ < > ⏩ RELEASE ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

Type: **Bill** Vendor: **STATOFFICE - Spectra Stationery Office** Detail Total: **79.00**  
Reference Nbr.: **000076** Location: **MAIN - Primary Location** Discount Total: **0.00**  
Status: **Open** Currency: **USD 1.00** VIEW BASE VAT Taxable Total: **0.00**  
☐ Hold Terms: **30D - 30 Days** VAT Exempt Total: **0.00**  
Date: **2/7/2020** \* Due Date: **3/8/2020** Tax Total: **0.00**  
Post Period: **02-2020** \* Cash Discount: **3/8/2020** With. Tax: **0.00**  
Vendor Ref.: Balance: **79.00**  
Amount: **79.00**  
Description: **Office Supplies** Cash Discount: **0.00**

DOCUMENT DETAILS FINANCIAL DETAILS TAX DETAILS DISCOUNT DETAILS APPLICATIONS

🔄 + ✎ × VIEW SCHEDULE ADD PO RECEIPT ADD PO RECEIPT LINE ADD PO ADD PO LINE ADD LC LINK LINE 📄 📄 ⬆️

  *Branch		Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount	Amount	*Account	Description	*Project	Project Task	Non Billable	Tax Category	Expense Date	PO Number
>	 HEADOFFICE		Office Supplies	0.00		0.0000	79.00	0.00	79.00	62400	Office Expense	X		<input type="checkbox"/>			

## Lesson 3.4: Paying AP Bills

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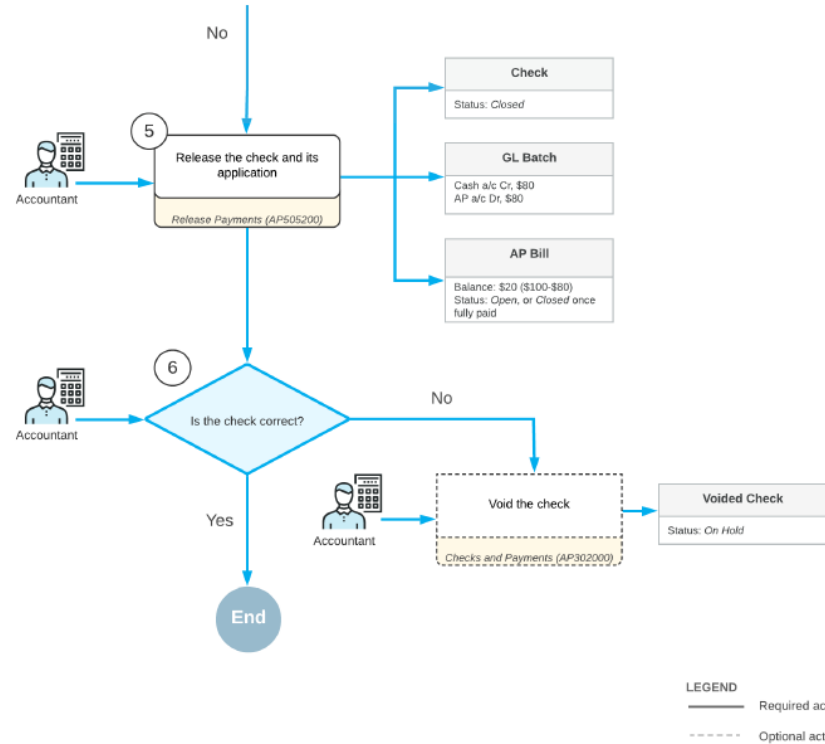
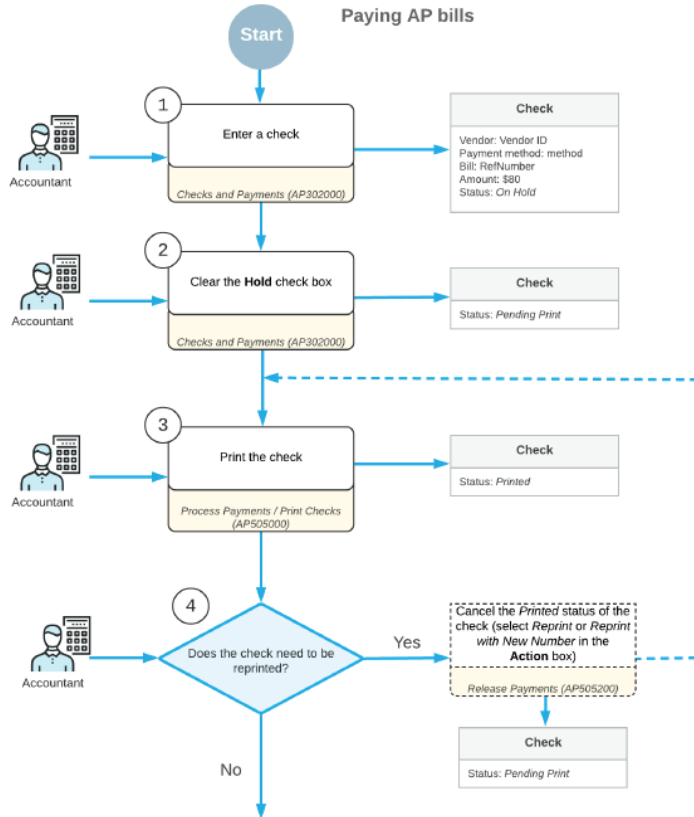
### Learning Objectives

In this lesson, you will learn how to do the following:

- Manually create a payment document (a printed check)
- Process the payment by printing the check and releasing the payment

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# Paying AP bills



## AP Payments: Generated Transactions

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Releasing an accounts payable check creates a batch of the following accounting transactions.

Account	Debit	Credit
Cash account	0.00	Amount
Accounts Payable	Amount	0.00

Releasing a check with cash discount earned creates a batch of the following accounting transactions.

Account	Debit	Credit
Cash account	0.00	Amount – cash discount
Accounts Payable	Amount	0.00
Cash discount account	0.00	Cash discount

## Lesson 3.4: Paying AP Bills

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### Story

Suppose that on 1/30/2020, the SweetLife Fruits & Jams company has to pay an AP bill in the amount of \$177 for the purchase of office supplies from Spectra Stationery Office. The company usually pays such bills by check and sends the check to the vendor.

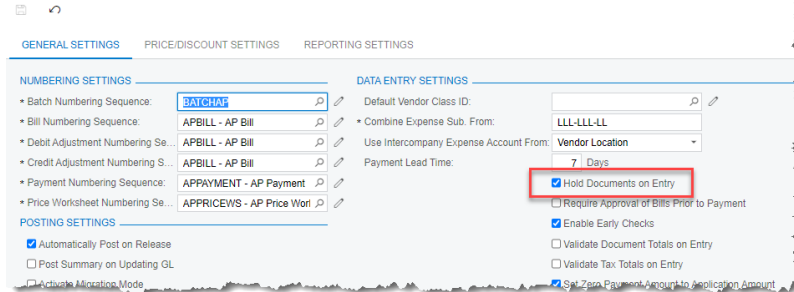
Acting as a SweetLife accountant, you need to create a check payment in the system, release it, and print the check to be sent to the vendor.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *Business Date 1/30/2020*
- *SweetLife Head Office and Wholesale Center*

1.Create a Check ➡ 2.Printing the Check ➡ 3. Releasing the Check

# AP Bill Payments: Configuration

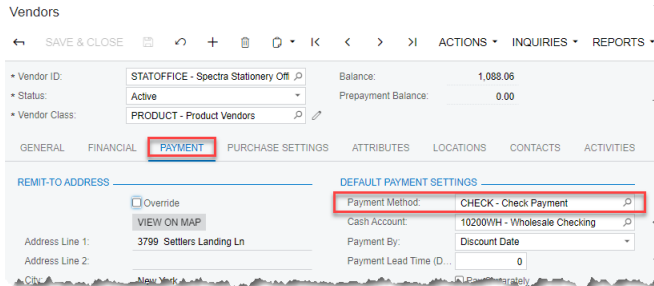
## Accounts Payable Preferences ☆



The Accounts Payable Preferences screen is divided into three tabs: GENERAL SETTINGS, PRICE/DISCOUNT SETTINGS, and REPORTING SETTINGS. The GENERAL SETTINGS tab is active and contains two sub-sections: NUMBERING SETTINGS and POSTING SETTINGS. The NUMBERING SETTINGS section includes fields for Batch Numbering Sequence (BATCHMAN), Bill Numbering Sequence (APBILL - AP Bill), Debit Adjustment Numbering Sequence (APBILL - AP Bill), Credit Adjustment Numbering Sequence (APBILL - AP Bill), Payment Numbering Sequence (APPAYMENT - AP Payment), and Price Worksheet Numbering Sequence (APPRICEWS - AP Price Work). The POSTING SETTINGS section includes checkboxes for Automatically Post on Release, Post Summary on Updating GL, and Activate Migration Mode. The DATA ENTRY SETTINGS section includes fields for Default Vendor Class ID (LLL-LLL-LL), Combine Expense Sub. From (Vendor Location), Use Intercompany Expense Account From (Vendor Location), Payment Lead Time (7 Days), and checkboxes for Hold Documents on Entry, Require Approval of Bills Prior to Payment, Enable Early Checks, Validate Document Totals on Entry, Validate Tax Totals on Entry, and Set Zero Payment Amount to Application Amount.

- U100 dataset
- Accountant Login: johnson / 123
- Business Date 1/30/2020
- SweetLife Head Office and Wholesale Center

1.Create a Check ➡ 2.Printing the Check ➡ 3. Releasing the Check



The Vendors configuration screen shows details for a vendor named STATOFFICE - Spectra Stationery Off. The vendor is active and belongs to the PRODUCT - Product Vendors class. The screen includes tabs for GENERAL, FINANCIAL, PAYMENT, PURCHASE SETTINGS, ATTRIBUTES, LOCATIONS, CONTACTS, and ACTIVITIES. The PAYMENT tab is active and shows the REMIT-TO ADDRESS (3799 Settlers Landing Ln, New York, NY) and the DEFAULT PAYMENT SETTINGS (Payment Method: CHECK - Check Payment, Cash Account: 10200WH - Wholesale Checking, Payment By: Discount Date, Payment Lead Time (Days): 0).



# The check payment ready for printing

Checks and Payments

SAVE & CLOSE

RELEASE VOID ACTIONS INQUIRY

Type: **Check** Vendor: STATOFFICE - Spectra Stationery Office

Status: **Pending Print** Location: MAIN - Primary Location

Payment Method: CHECK Payment Amount: Unapplied Balance

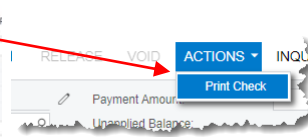
Cash Account: 10200WH - Wholesale Checking Application Amount:

Application Date: 1/30/2020 Currency: USD Finance Charges:

Application Period: 01-2020 Description: Office Supplies

DOCUMENTS TO APPLY APPLICATION HISTORY FINANCIAL DETAILS REMITTANCE INFORMATION FINANCE CHARGES

Branch	Document Type	Reference Num.	Amount Paid	Cash Discount Taken	With. Tax	Date	Due Date
HEADOFFICE	Bill	000039	177.00	0.00	0.00	1/30/2020	2/9/2020



Process Payments / Print Checks

PROCESS PROCESS ALL

Payment Method: **CHECK** GL Balance:

Cash Account: 10200WH - Wholesale Check Available Balance:

Next Check Number: 0024 Selection Total:

Number of Payments:

Approvals x Release Payments x **Check Form with Remittance** x

Not secure | localhost/F100Webinar/(W(5))/frames/reportlauncher.aspx?id=ap641000.rpx

Apps ACUMATICA INTER... ACUMATICA TEST/... Microsoft Office Ho... Enable/Disable Feat... Bot

**Check Form with Remittance** ☆

SEND EXPORT

PX.ReportViewer.axd

1

Release Payments ☆

PROCESS PROCESS ALL

Payment Method: **CHECK** GL Balance:

Cash Account: 10200WH - Wholesale Check Available Balance:

Action: Release







# The Journal transaction from the released check






## Journal Transactions

NOTES ACTIVITIES FILES TOOLS ▾

SAVE & CLOSE         RELEASE ACTIONS ▾ REPORTS ▾

Module:	AP	Branch:	HEADOFFICE - SweetLife Head Office a		Type:	Normal	
Batch Number:	AP000099	Ledger:	ACTUAL - Actual Ledger		Orig. Batch Number:		
Status:	Posted	Currency:	USD	1.00	VIEW BASE	Debit Total:	177.00
	<input type="checkbox"/> Hold		<input type="checkbox"/> Auto Reversing	<input type="checkbox"/> Reversing Entry		Credit Total:	177.00
Transaction D...	1/30/2020						
Post Period:	01-2020						
Description:	Office supplies						

    VIEW SOURCE DOCUMENT RECLASSIFICATION HISTORY  

 		Branch	*Account	Description	*Subaccount	Project/Contract	Project Task	Ref. Number	Transaction Date	Quantity	UOM	Debit Amount	Credit Amount	Transaction Description	Non Billable
>		HEADOFFICE	10200	Company Checking Account	000-000-00	X		000034	1/30/2020	0.00		0.00	177.00	Office supplies	<input checked="" type="checkbox"/>
		HEADOFFICE	20000	Accounts Payable	000-000-00	X		000034	1/30/2020	0.00		177.00	0.00	Office supplies	<input type="checkbox"/>

# Q&A

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## Day 1

- Lesson 3.1: Configuring Vendors
- Lesson 3.2: Configuring Non-Stock Items
- Lesson 3.3: Processing AP Bills
- Lesson 3.4: Paying AP Bills

## Day 2

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# Timing and Agenda

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March 16, 2021 -10 AM -11 AM PT

Day 1

Lesson 3.1: Configuring Vendors

Lesson 3.2: Configuring Non-Stock Items

Lesson 3.3: Processing AP Bills

Lesson 3.4: Paying AP Bills

March 17, 2021 -10 AM -11 AM PT

Day 2

Lesson 3.5: Correcting AP Bills

Lesson 3.6: Paying Multiple Bills

Lesson 3.7: Processing Prepayments

## Lesson 3.5: Correcting AP Bills

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### Learning Objectives

In this lesson, you will learn how to do the following:

- Create and release a debit adjustment
- Apply the debit adjustment to an open AP bill
- Create and release a credit adjustment for a released AP bill

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# Debit and Credit Adjustments

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## Debit adjustments decrease AP Balance

- Create a debit adjustment to decrease the amount you owe to a vendor.

## Credit adjustments increase AP balance

- Create a credit adjustment to increase the amount you owe to a vendor.



We recommend that when you enter a document, you include all the details available in the original vendor document.

# Accounts Payable Preferences – Raise an Error on Duplicate

Accounts Payable Preferences ★

GENERAL SETTINGS PRICE/DISCOUNT SETTINGS REPORTING SETTINGS

**NUMBERING SETTINGS**

- Batch Numbering Sequence: BATCH#
- Bill Numbering Sequence: APBILL - AP Bill
- Debit Adjustment Numbering Sequence: APBILL - AP Bill
- Credit Adjustment Numbering Sequence: APBILL - AP Bill
- Payment Numbering Sequence: APPAYMENT - AP Payment
- Price Worksheet Numbering Sequence: APPRICEWS - AP Price Work

**POSTING SETTINGS**

- ☒ Automatically Post on Release
- ☐ Post Summary on Updating GL
- ☐ Activate Migration Mode

**AGING SETTINGS**

- Aging Period 1: 7 Days
- Aging Period 2: 14 Days
- Aging Period 3: 30 Days

**DATA ENTRY SETTINGS**

- Default Vendor Class ID: DEFAULT
- Use Intercompany Expense Account From: Vendor Location
- Payment Lead Time: 7 Days
- ☒ Hold Documents on Entry
- ☐ Require Approval of Bills Prior to Payment
- ☒ Enable Early Checks
- ☐ Validate Document Totals on Entry
- ☒ Set Zero Payment Amount to Application Amount
- ☐ Require Vendor Reference
- ☐ Raise an Error on Duplicate Vendor Reference Num...

**RETAINAGE SETTINGS**

- ☐ Retain Taxes
- ☐ Automatically Release Retainage Bills
- ☐ Require Single Project per Document

**VAT RECALCULATION SETTINGS**

Debit Adjustment Description:



## Lesson 3.5: To Process a Debit Adjustment

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### Story

Suppose that on February 11, 2020, SweetLife Fruits & Jams received a credit memo from Spectra Stationery Office, which gave them a \$5 discount for the bill of \$100.

Acting as a SweetLife accountant, you will need to process the vendor's credit memo as a debit adjustment that reduces the outstanding balance of the bill.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *Business Date 2/11/2020*
- *SweetLife Head Office and Wholesale Center*

1.Create Debit Adjustment ➡ 2.Release Debit Adjustment ➡ 3. Apply to Bill

# The application of the debit adjustment before release

## Checks and Payments

NOTES ACTIVITIES FILES BUSINESS EVENTS CUSTOMIZATION TOOLS ▾

← SAVE & CLOSE 📁 ↶ + 🗑️ 📄 ▾ ⏪ < > ⏩ RELEASE VOID ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

Type:	Debit Adj. ▾	Vendor:	STATOFFICE - Spectra Stationery Office ✎	Payment Amount:	5.00
Reference Nbr.:	000051 🔍	Location:	MAIN - Primary Location	Unapplied Balance:	0.00
Status:	Open			Application Amount:	5.00
	<input type="checkbox"/> Hold			Finance Charges:	0.00
* Application Date:	2/11/2020 ▾	Description:	Discount from vendor		
* Application Pe...	02-2020 🔍				

### DOCUMENTS TO APPLY

### APPLICATION HISTORY

### FINANCIAL DETAILS

### REMITTANCE INFORMATION

### FINANCE CHARGES

↶ + × LOAD DOCUMENTS ⏪ 🗑️

📄	🔍	📄	Branch	Document Type	*Reference Nbr.	Amount Paid	Cash Discount Taken	With. Tax	Date	Due Date	Cash Discount Date	Cross Rate	Balance	Cash Discount Balance	With. Tax Balance	Description
>	🔍	📄	HEADOFFICE	Bill	<a href="#">000038</a>	5.00	0.00	0.00	2/1/2020	3/3/2020	3/3/2020	1.00000000	95.00	0.00	0.00	Stationery

## Lesson 3.5: To Process a Credit Adjustment

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### Story

Suppose that on February 11, 2020, SweetLife Fruits & Jams received a debit memo from Wingman Printing Company. The document charges SweetLife an additional \$20 for the delayed payment of a bill.

Acting as a SweetLife accountant, you need to process the vendor's debit memo by creating a credit adjustment in the system.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *Business Date 2/11/2020*
- *SweetLife Head Office and Wholesale Center*

1.Create Credit Adjustment      2.Release Credit Adjustment

# The released credit adjustment

## Bills and Adjustments

NOTES ACTIVITIES FILES BUSINESS EVENTS CUSTOMIZATION TOOLS

SAVE & CLOSE RELEASE ACTIONS INQUIRIES REPORTS 00:00:01

Type:	Credit Adj.	Vendor:	PRINTICO - Wingman Printing Company	Detail Total:	20.00
Reference Nbr.:	000052	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	Open	Terms:	30D - 30 Days	VAT Taxable Total:	0.00
	<input type="checkbox"/> Hold	* Due Date:	3/12/2020	VAT Exempt Total:	0.00
Date:	2/11/2020	* Cash Discount...	3/12/2020	Tax Total:	0.00
Post Period:	02-2020			With. Tax:	0.00
Vendor Ref.:				Balance:	20.00
				Amount:	20.00
				Cash Discount:	0.00
Description:	Charge for delayed payment				

DOCUMENT DETAILS FINANCIAL DETAILS TAX DETAILS APPLICATIONS

VIEW SCHEDULE														
		* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount	Amount	* Account	Description	* Project	Project Task
>		HEADOFFICE		Charge for delayed payment	0.00		0.0000	20.00	0.00	20.00	81000	Other Expenses	X	

## Lesson 3.6: Paying Multiple Bills

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### Learning Objectives

In this lesson, you will learn how to do the following:

- Select the bills to be paid
- Prepare and release payments for multiple bills

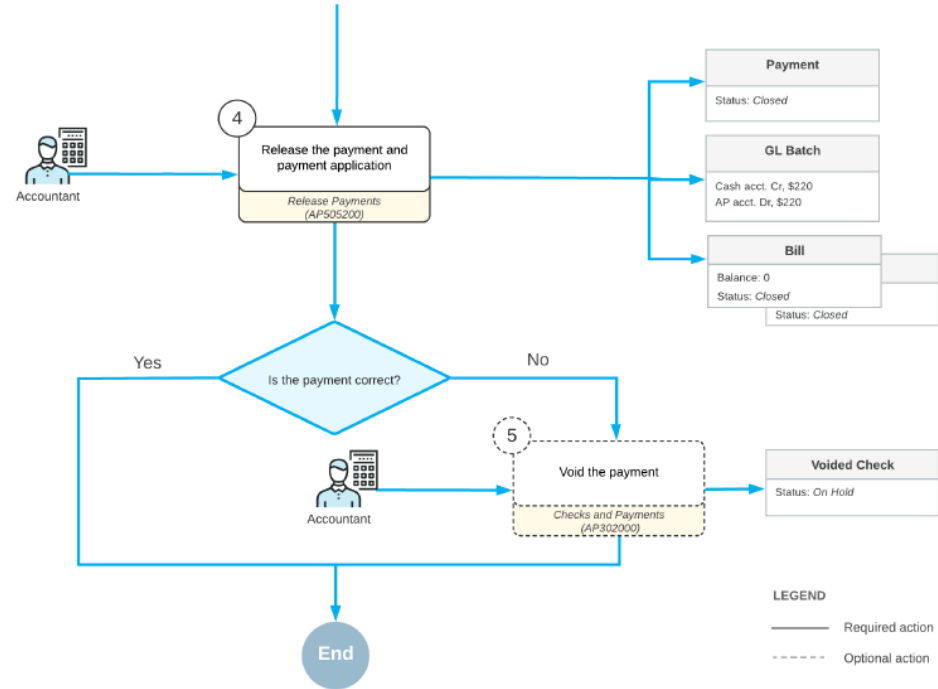
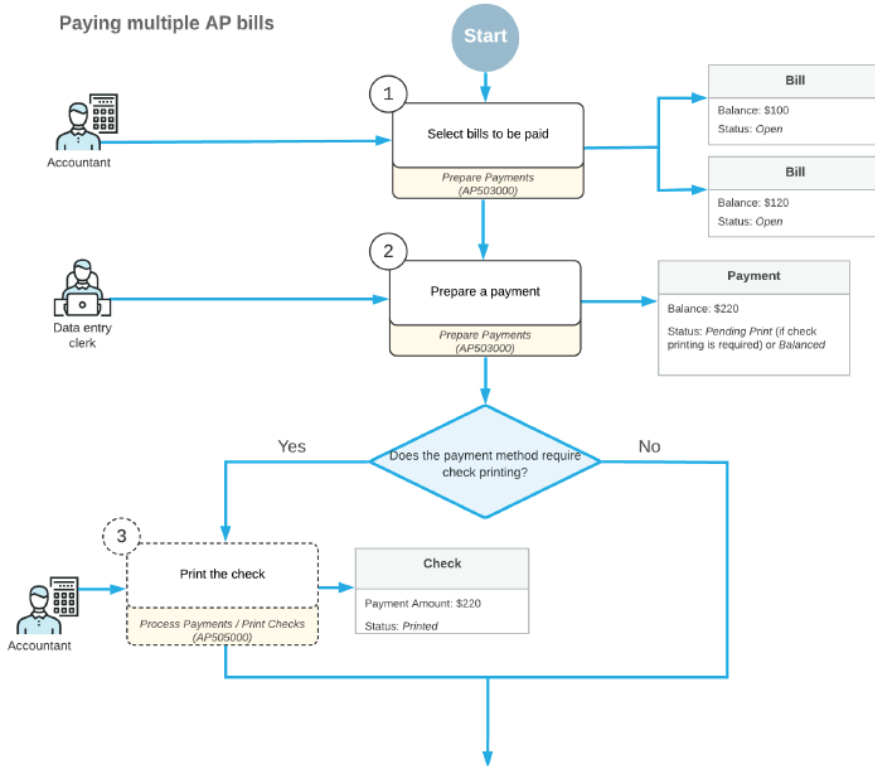
Start Page 113

# AP payment statuses

Status	Description
<i>On Hold</i>	The payment is being edited and cannot be released. The system assigns this status to each created payment by default if the <b>Hold Documents on Entry</b> check box is selected on the <a href="#">Accounts Payable Preferences</a> (AP101000) form.
<i>Pending Approval</i>	The payment needs to be approved before it is processed by the responsible person or persons. The system can assign this status to a payment to be approved once it is removed from hold or when the payment is created if the <b>Hold Documents on Entry</b> check box is cleared on the <a href="#">Accounts Payable Preferences</a> form. This status can be assigned to the payment only if the <i>Approval Workflow</i> feature is enabled on the <a href="#">Enable/Disable Features</a> (CS100000) form.
<i>Rejected</i>	The payment has been rejected by at least one assigned approver. The system can assign this status to the bill only if the <i>Approval Workflow</i> feature is enabled on the <a href="#">Enable/Disable Features</a> form.
<i>Pending Print</i>	The payment must be printed or processed before it can be released.
<i>Printed</i>	The payment is ready and can be released. The system assigns this status to payments that have been processed (if the payment method requires that payments undergo additional processing).
<i>Balanced</i>	The payment is ready to be released. The system assigns this status to payments whose payment method does not require the payments to undergo additional processing. (An approved payment is assigned this status if its payment method does not require the payment to undergo additional processing.)
<i>Open</i>	The payment has been released and still has an unapplied balance (meaning that the application amount is less than the payment amount).
<i>Reserved</i>	The payment has been released and then put on hold to be excluded from the auto-application process.
<i>Closed</i>	The payment has been released and fully applied to the appropriate bill or bills.
<i>Voided</i>	The payment has been voided.

# Paying multiple AP bills

## Paying multiple AP bills



## Lesson 3.6: Paying Multiple Bills

---

### Story

Suppose that the SweetLife Fruits & Jams company occasionally buys glass jars and packaging for its products from the Jar Co. company (JARCO). Several bills for Jar Co. were entered in the system and the company wants to pay all of them by one payment. Also, another vendor, Frontsource Ltd. (FRONTSRC) asked SweetLife to pay their bills in separate payments and there are two bills in the amount of \$153 and \$62 that should be paid together with the Jar Co. bills.

Acting as a SweetLife accountant, you need to prepare a payment to pay bills in the amount of \$45.50, \$207, and \$173.50 for the JARCO vendor and the two \$153 and \$62 bills for the FRONTSRC vendor.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *Business Date 2/1/2020*
- *SweetLife Head Office and Wholesale Center*

1. Select Bills to Pay   ➡   2. Prepare Payments   ➡   3. Release Payments



# The payment for multiple bills

Prepare Payments ☆

CUSTOMIZATION TOOLS ▾

PROCESS PROCESS ALL

\* Branch: HEADOFFICE - SweetLife Head Office

\* Payment Method: CHECK

\* Cash Account: 10200WH - Wholesale Checking

Payment Date: 2/1/2020

\* Post Period: 02-2020

Vendor:

☐ Pay Date Within 7 Days

☐ Due Date Within 7 Days

☐ Cash Discount Expires Within 7 Days

☐ Always Take Cash Discount

GL Balance: 183,267.67

Available Balance: 183,077.67

Selection Total: 641.00

Number of Rows: 5

DOCUMENTS TO PAY EXCEPTIONS

All Records

Document Type	Reference Nbr.	Vendor ID	Vendor Name	Location	Pay Separately	Pay Date	Due Date	Cash Discount Date	Date	Amount Paid	Cash Discount Taken	Balance	Cash Discount Balance	Currency	Vendor Ref.
<input type="checkbox"/> Bill	<a href="#">000006</a>	JARCO	Jar Co.	MAIN	<input type="checkbox"/>	2/10/2020	2/10/2020	2/10/2020	1/11/2020	135.00	0.00	0.00	0.00	USD	
<input type="checkbox"/> Bill	<a href="#">000007</a>	JARCO	Jar Co.	MAIN	<input type="checkbox"/>	2/16/2020	2/16/2020	2/16/2020	1/17/2020	72.00	0.00	0.00	0.00	USD	
<input type="checkbox"/> Bill	<a href="#">000011</a>	PRINTICO	Wingman Printing Company	MAIN	<input type="checkbox"/>	2/17/2020	2/17/2020	2/17/2020	1/18/2020	799.00	0.00	0.00	0.00	USD	
<input type="checkbox"/> Bill	<a href="#">000015</a>	STATOFFICE	Spectra Stationery Office	MAIN	<input type="checkbox"/>	2/28/2020	2/28/2020	2/28/2020	1/29/2020	342.00	0.00	0.00	0.00	USD	
<input type="checkbox"/> Bill	<a href="#">000038</a>	STATOFFICE	Spectra Stationery Office	MAIN	<input type="checkbox"/>	3/3/2020	3/3/2020	3/3/2020	2/1/2020	95.00	0.00	0.00	0.00	USD	
<input type="checkbox"/> Bill	<a href="#">000040</a>	PRINTICO	Wingman Printing Company	MAIN	<input type="checkbox"/>	2/22/2020	2/22/2020	2/22/2020	1/23/2020	425.00	0.00	0.00	0.00	USD	
<input checked="" type="checkbox"/> Bill	<a href="#">000042</a>	FRONTSRC	Frontsource Ltd.	MAIN	<input checked="" type="checkbox"/>	2/1/2020	2/1/2020	2/1/2020	1/2/2020	153.00	0.00	0.00	0.00	USD	
<input checked="" type="checkbox"/> Bill	<a href="#">000043</a>	FRONTSRC	Frontsource Ltd.	MAIN	<input checked="" type="checkbox"/>	2/2/2020	2/2/2020	2/2/2020	1/3/2020	62.00	0.00	0.00	0.00	USD	
<input checked="" type="checkbox"/> Bill	<a href="#">000044</a>	JARCO	Jar Co.	MAIN	<input type="checkbox"/>	2/2/2020	2/2/2020	2/2/2020	1/3/2020	45.50	0.00	0.00	0.00	USD	
<input checked="" type="checkbox"/> Bill	<a href="#">000045</a>	JARCO	Jar Co.	MAIN	<input type="checkbox"/>	2/3/2020	2/3/2020	2/3/2020	1/4/2020	207.00	0.00	0.00	0.00	USD	
<input checked="" type="checkbox"/> Bill	<a href="#">000046</a>	JARCO	Jar Co.	MAIN	<input type="checkbox"/>	2/9/2020	2/9/2020	2/9/2020	1/10/2020	173.50	0.00	0.00	0.00	USD	

# Payment Application History

Shows remittance information for Bills paid on this check:

## Checks and Payments

SAVE & CLOSE RELEASE VOID ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

Type: **Check** Vendor: JARCO - Jar Co. Payment Amount: 377.50  
Reference Nbr.: **000036** Location: MAIN - Primary Location Unapplied Balance: 0.00  
Status: Closed Payment Meth... CHECK Application Amount: 0.00  
☐ Hold Cash Account: 10200WH - Wholesale Checking Finance Charges: 0.00  
Application Date: 2/1/2020 Currency: USD 1.00 VIEW BASE  
Application Pe... 02-2020 Description: Payment for JARCO  
Payment Ref.: 0029

DOCUMENTS TO APPLY **APPLICATION HISTORY** FINANCIAL DETAILS REMITTANCE INFORMATION FINANCE CHARGES

REVERSE APPLICATION

		Branch	Batch Number	Doc. Type	Reference Nbr.	Amount Paid	Cash Discount Taken	With. Tax	Application Period	Date	Due I
>		HEADOFFICE	AP000104	Bill	<a href="#">000005</a>	125.00	0.00	0.00	02-2020	1/8/2020	2/7/
		HEADOFFICE	AP000104	Bill	<a href="#">000044</a>	45.50	0.00	0.00	02-2020	1/3/2020	2/2/
		HEADOFFICE	AP000104	Bill	<a href="#">000045</a>	207.00	0.00	0.00	02-2020	1/4/2020	2/3/

## Lesson 3.7: Processing Prepayments

---

### Learning Objectives

In this lesson, you will learn how to do the following:

- Process a prepayment in the standard way
- Apply the prepayment to a bill
- Enter a vendor refund for a prepayment

Start Page 119

# Prepayments

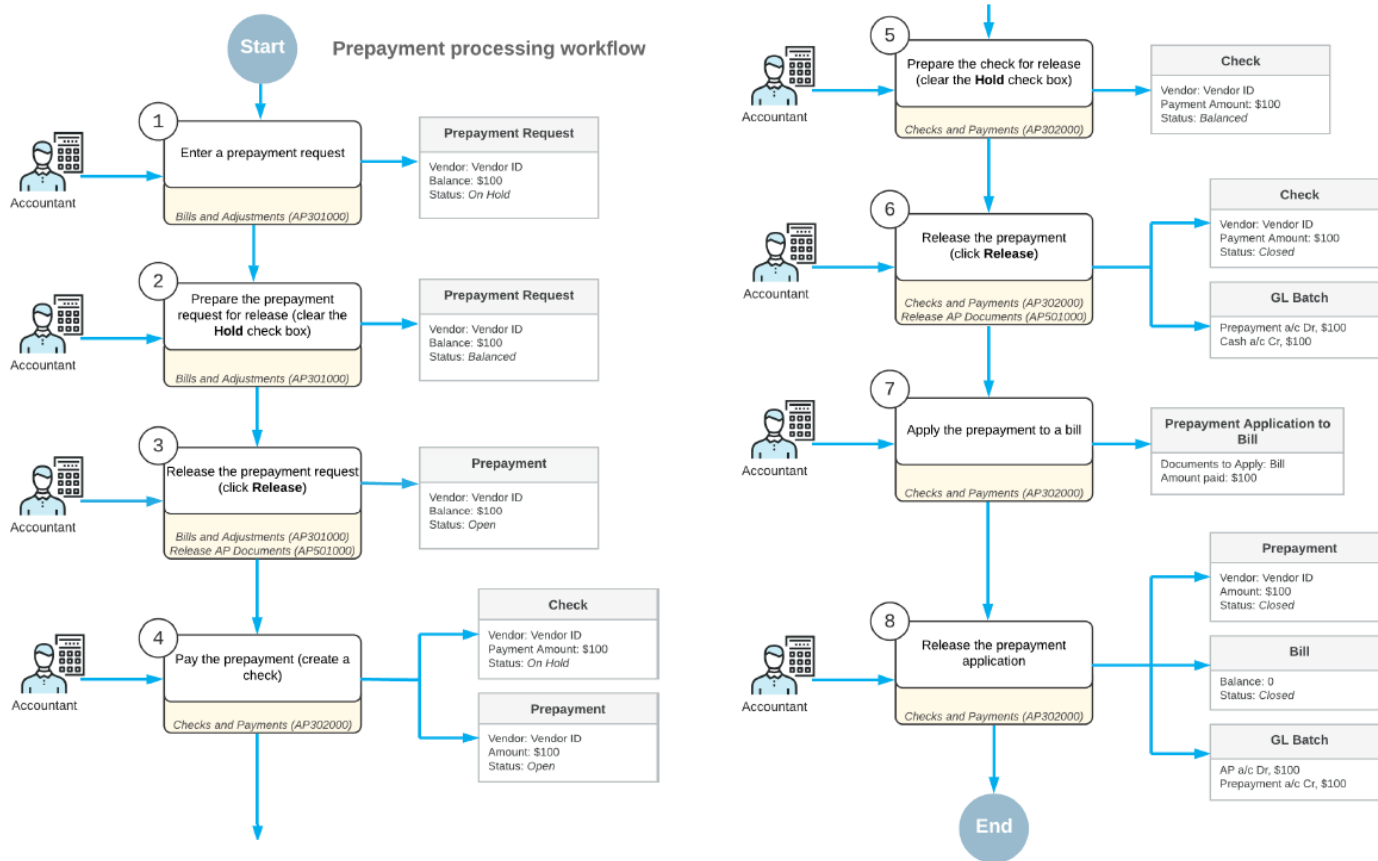
---

Record advance payments or down payments to Vendors

Two ways:

- Standard: Starts with Vendor prepayment request
  - *Prepayment request does not change vendor balances*
- Simplified: No prepayment request generated first

# Prepayment processing workflow



## Lesson 3.7: To Process a Prepayment

---

### Story

Suppose that the SweetLife Fruits & Jams company has ordered a new design for the company's printed labels and paper bags from Wingman Printing Company. They requested an advance payment of \$425 for these services. Further suppose that the prepayment that SweetLife made on January 18, 2020 has to be applied to an AP bill from Wingman Printing Company.

Acting as a SweetLife accountant, you have to record a request for an advance payment of \$425 to the *PRINTICO* vendor. You then need to make a payment by check for the request, and then apply this prepayment to the bill.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *Business Date 1/18/2020*
- *SweetLife Head Office and Wholesale Center*

1.Create/Release Prepayment Request → 2.Create Check to Pay  
→ 3.Apply Prepayment to Bill

# The check prepared to pay the prepayment request

## Checks and Payments

NOTES ACTIVITIES FILES NOTIFICATIONS CUSTOMIZATION

SAVE & CLOSE ↺ + 🗑️ 📄 ⏪ ⏩ ⏴ ⏵ RELEASE VOID ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

Type:	Check ▾	Vendor:	PRINTICO - Wingman Printing Company ✎	Payment Amount:	425.00
Reference Nbr.:	000030 🔍	* Location:	MAIN - Primary Location 🔍	Unapplied Balance:	0.00
Status:	Pending Print	* Payment Meth...	CHECK 🔍	Application Amount:	425.00
	<input type="checkbox"/> Hold	* Cash Account:	10200WH - Wholesale Checking 🔍	Finance Charges:	0.00
* Application Date:	1/18/2020 ▾	Description:	Prepayment for label design		
* Application Pe...	01-2020 🔍				
Payment Ref.:					

DOCUMENTS TO APPLY APPLICATION HISTORY FINANCIAL DETAILS REMITTANCE INFORMATION FINANCE CHARGES

🔄 + ✕ LOAD DOCUMENTS ⏪ ⏵

📄	🔍	📄	Branch	Document Type	* Reference Nbr.	Amount Paid	Cash Discount Taken	With. Tax	Date	Due Date	Cash Discount Date	Cross Rate	Balance	Cash Discount Balance	With. Tax Balance	Description	Currency	Post Period	Vendor Ref.
>	🔍	📄	HEADOFFICE	Prepayment	000053	425.00	0.00	0.00	1/18/2020	1/18/2020		1.00000000	0.00	0.00	0.00	Prepayment for label design	USD	01-2020	

# The prepayment applied to the AP bill

## Checks and Payments

NOTES ACTIVITIES FILES NOTIFICATIONS

← SAVE & CLOSE ↺ + 🗑️ 📄 ⌂ ⏪ < > ⏩ RELEASE VOID ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

Type:	Prepayme...	Vendor:	PRINTICO - Wingman Printing Company	Payment Amount:	425.00
Reference Nbr.:	000053	Location:	MAIN - Primary Location	Applied to Order:	0.00
Status:	Open	Payment Meth...		Unapplied Balance:	0.00
	<input type="checkbox"/> Hold	Cash Account:		Application Amount:	425.00
* Application Date:	1/30/2020			Finance Charges:	0.00
* Application Pe...	01-2020	Description:	Prepayment for label design		
Payment Ref.:					

DOCUMENTS TO APPLY APPLICATION HISTORY FINANCIAL DETAILS ORDERS TO APPLY REMITTANCE INFORMATION FINANCE CHARGES

LOAD DOCUMENTS																			
		Branch	Document Type	* Reference Nbr.	Amount Paid	Cash Discount Taken	With. Tax	Date	Due Date	Cash Discount Date	Cross Rate	Balance	Cash Discount Balance	With. Tax Balance	Description	Currency	Post Period	Vendor Ref.	
>		HEADOFFICE	Bill	000040	425.00	0.00	0.00	1/23/2020	2/22/2020	2/22/2020	1.00000000	0.00	0.00	0.00	Label design	USD	01-2020		



## Lesson 3.7: To Refund a Prepayment

---

### Story

Suppose that on January 30, 2020, the SweetLife Fruits & Jams company received a refund of \$25 from Compulink and Co. for the unused amount of the \$190 prepayment.

Acting as a SweetLife accountant, you need to process this refund in the system.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *Business Date 1/30/2020*
- *SweetLife Head Office and Wholesale Center*

1.Create Refund            2.Release Refund

# The Application History tab of the Checks and Payments form

## Checks and Payments

NOTES ACTIVITIES FILES NOTIFICATIONS CUSTOMIZATION

SAVE & CLOSE RELEASE VOID ACTIONS • INQUIRIES • REPORTS • 00.00.01

Type:	Vendor R...	Vendor:	COMPULINK - Compulink and Co	Payment Amount:	25.00
Reference Nbr.:	000031	Location:	MAIN - Primary Location	Unapplied Balance:	0.00
Status:	Closed	Payment Meth.:	CHECK	Application Amount:	0.00
	<input type="checkbox"/> Hold	Cash Account:	10200WH - Wholesale Checking	Finance Charges:	0.00
Application Date:	1/30/2020	Description:	\$25 refund for unused prepayment		
Application Pe...	01-2020				
Payment Ref.:	1152020PrapR				

DOCUMENTS TO APPLY APPLICATION HISTORY FINANCIAL DETAILS REMITTANCE INFORMATION FINANCE CHARGES

REVERSE APPLICATION

	Branch	Batch Number	Doc. Type	Reference Nbr.	Amount Paid	Cash Discount Taken	With. Tax	Application Period	Date	Due Date	Cash Discount Date	Balance	Cash Discount Balance	Description	Currency	Post Period	Vendor Ref.
>	HEADOFFICE	AP200072	Prepayment	000025	25.00	0.00	0.00	01-2020	1/15/2020			165.00	0.00	Prepayment for accessories	USD	01-2020	

# Q&A

---

## Day 2

- Lesson 3.5: Correcting AP Bills
- Lesson 3.6: Paying Multiple Bills
- Lesson 3.7: Processing Prepayments

## Day 3

---



## Part 4: Accounts Receivable Process

# Timing and Agenda

---

March 17, 2021 -10 AM -11 AM PT

Day 2

Lesson 3.5: Correcting AP Bills

Lesson 3.6: Paying Multiple Bills

Lesson 3.7: Processing Prepayments

March 18, 2021 -10 AM -11 AM PT

Day 3

Lesson 4.1: Configuring Customers

Lesson 4.2: Working with AR Invoices

Lesson 4.3: Paying AR Invoices

# Lesson 4.1: Configuring Customers

---

## Learning Objectives

In this lesson, you will learn how to do the following:

- Create a new customer based on the default customer class
- Review the default settings that the system has inserted from the customer class

# Customers – Required Entities

- Customer classes:
  - Provides default values
  - Can be used in reporting

For Example:

Customer Classes ☆

⌂ ↶ + ✎ ⌵ ☒

Drag column header here to configure filter

Class ID	Description	Country	Tax Zone ID	Terms	Payment Method	Statement Cycle ID
CONSTRCOM	Construction commercial custom...	US		30D	CHECK	EOM
DEFAULT	Local Customers	US		30D	CHECK	EOM
ECCUSTOMER	Online Customers	US		30D	ONLINE	EOM
GOVERNMENT	Construction government custo...	US		30D	CHECK	EOM
INTLCA	Canadian Customers	CA		30D	CHECK	EOM

- General Ledger accounts
  - Sales
  - Cash Discounts

For example:

Chart of Accounts

⌂ SAVE & CLOSE ↶ + ✎ ✕ ⌵ ☒ ⬇ ▾

Account	Account Class	Type	Active	Description	Control Account Module	Allow Manual Entry	Post Option	Cash Account	Account Group	Secured
11000	AR	Asset	☑	Accounts Receivable	AR	☐	Summary	☐		☐
22100	OTHCUPLIAB	Liability	☑	Customer Deposit	AR	☐	Summary	☐		☐
40000	SALES	Income	☑	Sales Revenue		☐	Summary	☐	REVENUE	☐
51300	COGS	Expense	☑	COGS - Freight		☐	Summary	☐		☐
52600	COGS	Expense	☑	Cash Discount		☐	Summary	☐		☐
53000	COGS	Expense	☑	Discount Given		☐	Summary	☐		☐

- Statement Cycles

For example:

Statement Cycles ☆

⌂ ↶ + ✎ ⌵ ☒

Drag column header here to configure filter

Cycle ID	Description	Schedule Type
EOM	End of Month	End of Month



# Customers – Required Entities

















- Payment Methods:
  - Note: Payment Methods (CA204000) located on Banking Menu Preferences

For Example:

Payment Methods ☆

⌂ ↶ + ✎ ⌵ ☒

Drag column header here to configure filter

			Payment Method ID	Description	Means of Payment	Use in AP	Use in AR	Active
>			<a href="#">CASH</a>	Cash Payment	Cash/Check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<a href="#">CHECK</a>	Check Payment	Cash/Check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<a href="#">FEDWIRE</a>	Fedwire	Cash/Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<a href="#">FEDWIREBA</a>	Fedwire Balanced	Cash/Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<a href="#">ONLINE</a>	eCommerce Online Payment	Cash/Check	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<a href="#">VISA</a>	Credit Card Payments	Credit Card	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<a href="#">WIRE</a>	Wire Transfer	Direct Deposit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Lesson 4.1: Configuring Customers

---

### Story

Suppose that SweetLife Fruits & Jams company wants to create a customer account for one of the local cafes, Prime Cafe, to enable them to buy the SweetLife products on credit, with payments due in 30days.

Acting as a SweetLife accountant, you need to create the needed customer account in the system.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *SweetLife Head Office and Wholesale Center*

## Lesson 4.2: Working with AR Invoices

---

### Learning Objectives

In this lesson, you will learn how to do the following:

- Create an AR invoice
- Release the AR invoice
- Review the GL transaction that the system generates as a result of the invoice being released

# AR Invoices

---

Ways an Invoice Can Be Created:

- Billing of a Contract
- Billing of a Project
- Processing of an SO invoice
- Scheduling of a recurring invoice
- Uploading the details of invoices from an Excel file

# Invoice Statuses

On Hold

Balanced

Pending Print / Pending Email

- *AR Preferences + Customer settings*

Open

Closed

Scheduled

Voided

Invoices and Memos

SAVE & CLOSE

Type: Invoice Customer: H

Reference Nbr.: 000096

Status: On Hold

☒ Hold

Location: \* Location: \* Terms: \* Due Date:

Invoices and Memos

SAVE & CLOSE

Type: Invoice Customer: H

Reference Nbr.: 000096

Status: Balanced

☐ Hold

Location: \* Location: \* Terms: \* Due Date:

Customers

SAVE & CLOSE

\* Customer ID: HMBAKERY - HM's Bakery & Cafe Balance: 5,657.00

\* Status: Active Prepayment Balance: 0.00

\* Customer Class: DEFAULT - Local Customers Retained Balance: 0.00

GENERAL FINANCIAL BILLING SHIPPING LOCATIONS PAYMENT METHODS CONTACTS SALESPERSONS AT

BILL-TO ADDRESS

☐ Override

VIEW ON MAP

Address Line 1: 4056 Taylor Street, Staten Island

Address Line 2:

City: New York

State: NY - NEW YORK

PARENT INFO

Parent Account:

PRINT AND EMAIL SETTINGS

☒ Send Invoices by Email ☐ Print Invoices

☐ Send Statements by Email ☒ Print Statements

Statement Type: Open Item

DEFAULT PAYMENT METHOD

Invoices and Memos

SAVE & CLOSE

Type: Invoice Customer: HMBAKERY - HM's Bakery & Cafe

Reference Nbr.: 000096 Location: MAIN - Primary Location

Status: Open

☐ Hold

Terms: 30D - 30 Days

\* Due Date: 2/14/2020

Date: 1/15/2020

\* Cash Discount: 2/14/2020

☐ Pay by Line

RELEASE

# Releasing an Invoice

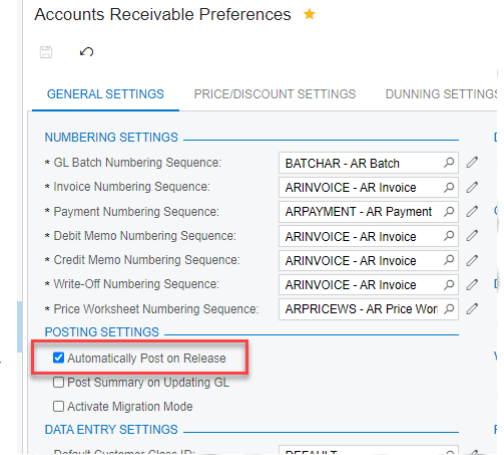
Changes status of invoice to *Open (pending customer payment)*

- Can edit: *Cash Discount date* and *Invoice due date*

Increases Customer balance

Generates GL Batch to update asset and income accounts

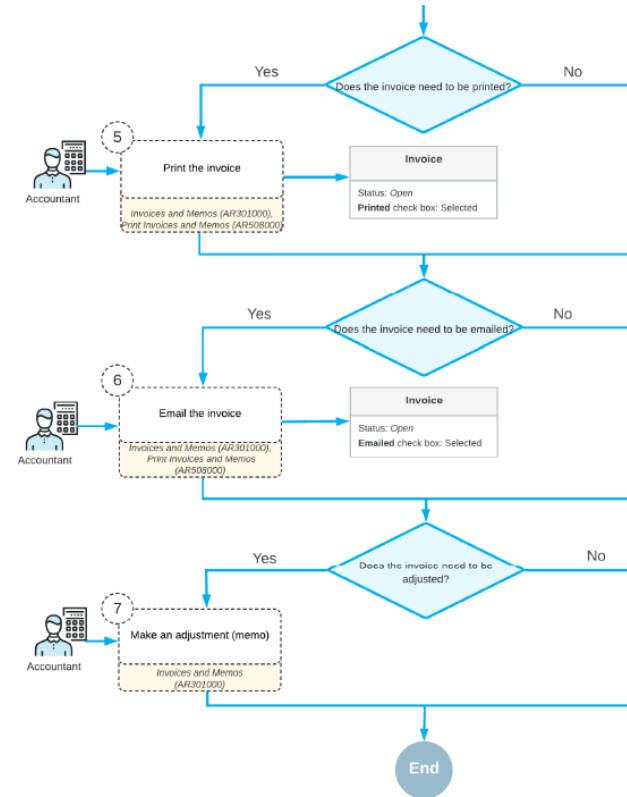
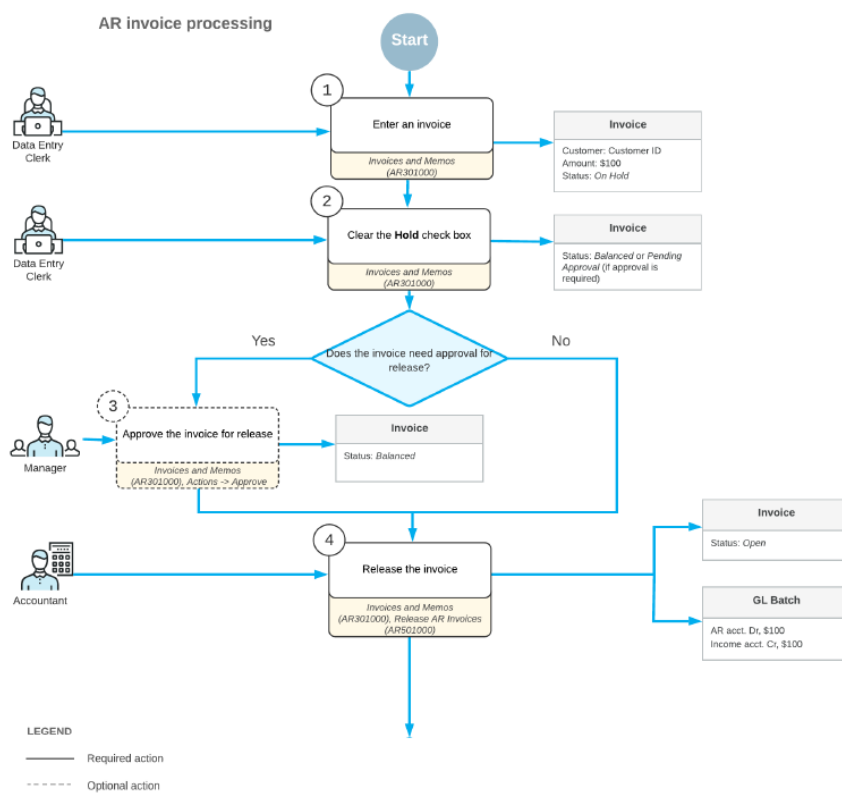
- *Posting settings in Accounts Receivable Preferences*



The screenshot shows the 'Accounts Receivable Preferences' form. The 'GENERAL SETTINGS' tab is selected. Under the 'NUMBERING SETTINGS' section, several sequences are listed with edit icons. The 'POSTING SETTINGS' section is highlighted with a red box, and a red arrow points to the 'Automatically Post on Release' checkbox, which is checked. Below it, 'Post Summary on Updating GL' and 'Activate Migration Mode' are unchecked. The 'DATA ENTRY SETTINGS' section is partially visible at the bottom.

Accounts Receivable Preferences	
GENERAL SETTINGS	
NUMBERING SETTINGS	
GL Batch Numbering Sequence:	BATCHAR - AR Batch
Invoice Numbering Sequence:	ARINVOICE - AR Invoice
Payment Numbering Sequence:	ARPAYMENT - AR Payment
Debit Memo Numbering Sequence:	ARINVOICE - AR Invoice
Credit Memo Numbering Sequence:	ARINVOICE - AR Invoice
Write-Off Numbering Sequence:	ARINVOICE - AR Invoice
Price Worksheet Numbering Sequence:	ARPRICEWS - AR Price Wor
POSTING SETTINGS	
<input checked="" type="checkbox"/> Automatically Post on Release	
<input type="checkbox"/> Post Summary on Updating GL	
<input type="checkbox"/> Activate Migration Mode	
DATA ENTRY SETTINGS	

# AR invoice processing



## Lesson 4.2: Working with AR Invoices

---

### Story

Suppose that today the GoodFood One Restaurant purchased four hours of on-site training from the SweetLife Fruits & Jams company for the amount of \$248.

Acting as a SweetLife accountant, you need to create an AR invoice for the customer, release the invoice, and then review the GL transaction generated by the system.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *Business Date 1/30/2020*
- *SweetLife Head Office and Wholesale Center*

1.Create AR Invoice ➡ 2.Release AR Invoice ➡ 3.Review GL Transactions



# The released AR invoice

## Invoices and Memos

NOTES ACTIVITIES FILES BUSINESS EVENTS CUSTOMIZATION TOOLS

SAVE & CLOSE ↺ + 🗑️ 📄 ⏪ ⏩ ⏴ ⏵ RELEASE ACTIONS INQUIRIES REPORTS 00:00:07

Type:	Invoice	Customer:	GOODFOOD - GoodFood One Restaurar	Detail Total:	248.00
Reference Nbr.:	000091	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	Open	Terms:	30D - 30 Days	VAT Taxable T...	0.00
	<input type="checkbox"/> Hold	* Due Date:	2/29/2020	VAT Exempt T...	0.00
Date:	1/30/2020	* Cash Discount...	2/29/2020	Tax Total:	0.00
Post Period:	01-2020	Project/Contract:	X - Non-Project Code.	Balance:	248.00
Customer Ord...				Amount:	248.00
Description:	On-site training 4 hours			Cash Discount:	0.00

DOCUMENT DETAILS FINANCIAL DETAILS ADDRESS DETAILS TAX DETAILS APPROVAL DETAILS APPLICATIONS

VIEW SCHEDULE														
*Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Amount	*Account	Description	Project Task	Salesperson	
HEADOFFICE		On-site training 4 hours	0.00		0.0000	248.00	0.000000	0.00	248.00	40000	Sales Revenue			

## Lesson 4.3: Paying AR Invoices

---

### Learning Objectives

In this lesson, you will learn how to do the following:

- Enter a payment
- Apply the payment to an AR invoice
- Release the payment and the payment application to the AR invoice

# Payment Processing Stages

---

## Recording

Application – specify documents to apply payment

- *Balanced, On Hold or Open*

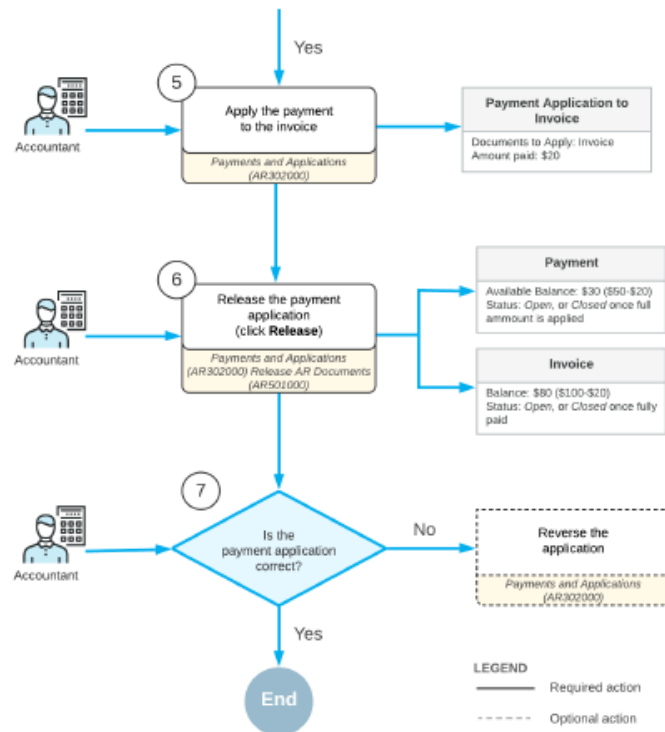
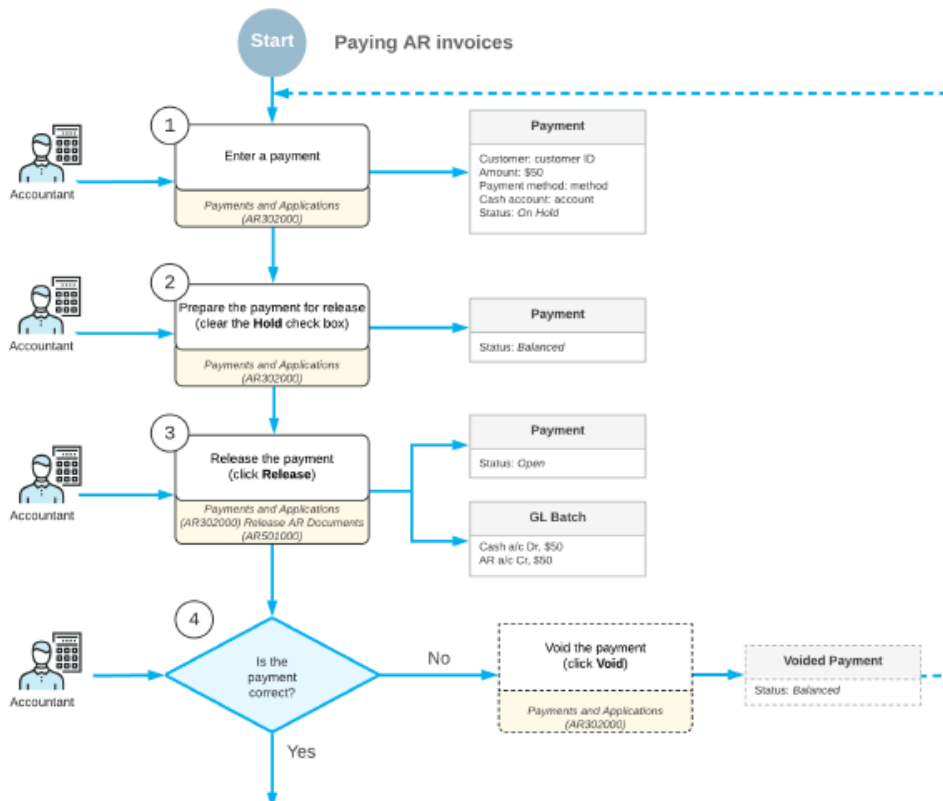
## Release payment

- *Only Balanced status can be released*
- *Payments and Applications (AR302000), or*
- *Release AR Documents (AR5010000)*

## Release application records

- *Fully applied → Payment and paid document status Closed*
- *Partially applied → Payment status remains Open; Paid documents Closed if fully applied or Open if partially applied*

# Paying AR invoices



# Invoice Payments: Generated Transactions

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When you release a payment and its application, the system generates a general ledger batch to update the involved asset accounts with the payment transactions. The payment includes all the information the system needs to generate the batch. The following two accounts are usually involved:

- The asset account specified in the **AR Account** box on the **Financial Details** tab
- The cash account specified in the **Cash Account** box in the Summary area

The following payment transactions will be recorded to the general ledger when the payment is released.

Account	Debit	Credit
Cash account	Payment amount	0.00
Accounts Receivable account	0.00	Payment amount

# Application of a Payment to Multiple Payments

## Generate Consolidated Batches – Unchecked:

- *Batch for each payment*

General Ledger Preferences ☆

NUMBERING SETTINGS

- \* Batch Numbering Sequence: BATCH - GL Batch
- \* Import Numbering Sequence: TBIMPORT - GL Trial Balance
- \* Schedule Numbering Sequence: SCHEDULE - Repeating Task
- \* Allocation Numbering Sequence: ALLOCATION - GL Allocation
- \* Document Batch Numbering Sequence: BATCH - GL Batch

POSTING SETTINGS

Generate Reversing Entry: On Post

- ☒ Automatically Post on Release
- ☒ Restrict Access to Closed Periods
- ☐ Generate Consolidated Batches
- ☐ Automatically Release Reclassification Batches

DATA ENTRY SETTINGS

☒ Reuse reference numbers in Journal Vouchers

### Release AR Documents ☆

RELEASE RELEASE ALL

Type	Reference Nbr.	Customer	Customer Name	Customer Order Nbr.	Status	Date	Post Period	Amount	Currency	Description
Payment	000065	GOODFOOD	GoodFood One Restaurant	0033	Balanced	1/30/2020	01-2020	225.00	USD	Check 98675
Payment	000066	GOODFOOD	GoodFood One Restaurant	0034	Balanced	1/30/2020	01-2020	250.00	USD	
Payment	000067	GOODFOOD	GoodFood One Restaurant	0035	Balanced	1/30/2020	01-2020	500.00	USD	Check #9853
Payment	000068	CANDYY	Candy Cafe	0036	Balanced	1/30/2020	01-2020	167.87	USD	

### Journal Transactions ☆

Module: All Status: All Ledger: All Post Period: All

Module	Batch Number	Status	Ledger	Transaction Date	Post Period	Description	Control Total	Currency	Created On
AR	AR000162	Posted	ACTUAL	1/30/2020	01-2020		167.87	USD	3/13/2021
AR	AR000161	Posted	ACTUAL	1/30/2020	01-2020	Check #9853	500.00	USD	3/13/2021
AR	AR000160	Posted	ACTUAL	1/30/2020	01-2020		250.00	USD	3/13/2021
AR	AR000159	Posted	ACTUAL	1/30/2020	01-2020	Check 98675	225.00	USD	3/13/2021



The system creates a consolidated GL batch for all the released invoices and credit memos if the **Generate Consolidated Batches** check box is selected on the [General Ledger Preferences](#) (GL102000) form.

# Application of Multiple Payments to a Single AR Document

## Balanced (status)/Unreleased Invoice

Applications Tab

Load documents

Check Box

Amount Paid

Invoices and Memos

← SAVE & CLOSE ↻ + 🗑️ 📄 ⏪ ⏩ RELEASE ACTIONS INQUIRIES REPORTS

Type: Invoice Customer: HIMBAKERY - HM's Bakery & Cafe Detail Total: 225.00  
Reference Nbr.: 000097 \* Location: MAIN - Primary Location Discount Total: 0.00  
Status: **Balanced** ☐ Hold \* Terms: 30D - 30 Days VAT Taxable T... 0.00  
☐ Post Period: 01-2020 \* Due Date: 2/29/2020 ☐ Apply Retainage VAT Exempt T... 0.00  
\* Date: 1/30/2020 \* Cash Discount: 2/29/2020 ☐ Pay by Line Tax Total: 0.00  
\* Post Period: 01-2020 \* Project/Contract: X - Non-Project Code Balance: 225.00  
Customer Ord... Cash Discount: 0.00  
Description: Online Training

DOCUMENT DETAILS FINANCIAL DETAILS ADDRESS DETAILS TAX DETAILS APPROVAL DETAILS **APPLICATIONS** COMPLIANCE

🔄 + X LOAD DOCUMENTS AUTO APPLY 🗑️ 📄

	<input type="checkbox"/> Branch	Doc. Type	Reference Nbr.	Amount Paid	Cash Discount Taken	Write-Off Amount	Write-Off Reason Code	Payment Date	Balance	Description	Currency	Payment Period	Payment Ref.	Status
	<input type="checkbox"/>	HEADOFFICE Credit Memo	000071	0.00	0.0000	0.00	BALW/OFF	1/24/2020	43.00	Returned 2 damaged jars	USD	01-2020		Op
	<input checked="" type="checkbox"/>	HEADOFFICE Payment	000069	225.00	0.0000	0.00	BALW/OFF	1/30/2020	0.00	Check #99585	USD	01-2020	99585	Op

## Lesson 4.3: Paying AR Invoices

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### Story

Suppose that on January 30, 2020, the SweetLife Fruits & Jams company received a check for \$300 from one of its customers that had purchased an offline training course on January 9, 2020.

Acting as a SweetLife accountant, you need to create the payment in the system and apply it to the \$300 invoice dated 1/9/2020.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *Business Date 1/30/2020*
- *SweetLife Head Office and Wholesale Center*

1.Create Payment



2.Release Payment



# The payment applied to the invoice before release

## Payments and Applications

NOTES ACTIVITIES FILES BUSINESS EVENTS CUSTOMIZATION TOOLS ▾

← SAVE & CLOSE ↻ ↶ + ✕ ▾ ⏪ < > ⏩ RELEASE VOID ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

Type:	Payment ▾	Customer:	COFFEESHOP - FourStar Coffee&Sweet ✎	Payment Amo...	300.00 ↻
Reference Nbr.:	<NEW> 🔍	* Location:	MAIN - Primary Location 🔍	Applied to Doc...	300.00
Status:	On Hold	Payment Meth...	CHECK - Check Payment 🔍	Applied to Ord...	0.00
	<input checked="" type="checkbox"/> Hold	Card/Account ...		Available Bala...	0.00
* Application Date:	1/30/2020 ▾	* Cash Account:	10200WH - Wholesale Checking 🔍	Write-Off Amo...	0.00
* Application Pe...	01-2020 🔍			Finance Charg...	0.00
Payment Ref.:	0027			Deducted Cha...	0.00
		Description:	Offline training		

### DOCUMENTS TO APPLY

APPLICATION HISTORY

ORDERS TO APPLY

FINANCIAL DETAILS

FINANCE CHARGES

↻ + ✕ LOAD DOCUMENTS AUTO APPLY ⏪ ☒

				Branch	Doc. Type	* Reference Nbr.	Amount Paid	Cash Discount Taken	Write-Off Amount	Write-Off Reason Code	Date	Due Date	Cash Discount Date	Cross Rate	Balance	Cash Discount Balance	Description	Currency
>				HEADOFFICE	Invoice	<a href="#">000078</a>	300.00	0.00	0.00	BALWOFF	1/9/2020	2/8/2020	2/8/2020	1.00000000	0.00	0.00	Offline training	USD

# Q&A

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## Day 3

- Lesson 4.1: Configuring Customers
- Lesson 4.2: Working with AR Invoices
- Lesson 4.3: Paying AR Invoices

## Day 4

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# Timing and Agenda

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March 18, 2021 -10 AM -11 AM PT

Day 3

Lesson 4.1: Configuring Customers

Lesson 4.2: Working with AR Invoices

Lesson 4.3: Paying AR Invoices

March 19, 2021 -10 AM -11 AM PT

Day 4

Lesson 4.4: Correcting AR Invoices

Lesson 4.5: Processing Customer Refunds

## Lesson 4.4: Correcting AR Invoices

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### Learning Objectives

In this lesson, you will learn how to do the following:

- Create and release a credit memo
- Apply the credit memo to an open invoice
- Create and release a debit memo
- Apply the debit memo to a payment

# AR Invoice Correction

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## Open (Released)

- *Edit Cash Discount Date*
- *Edit Due Date*

## Closed Invoice

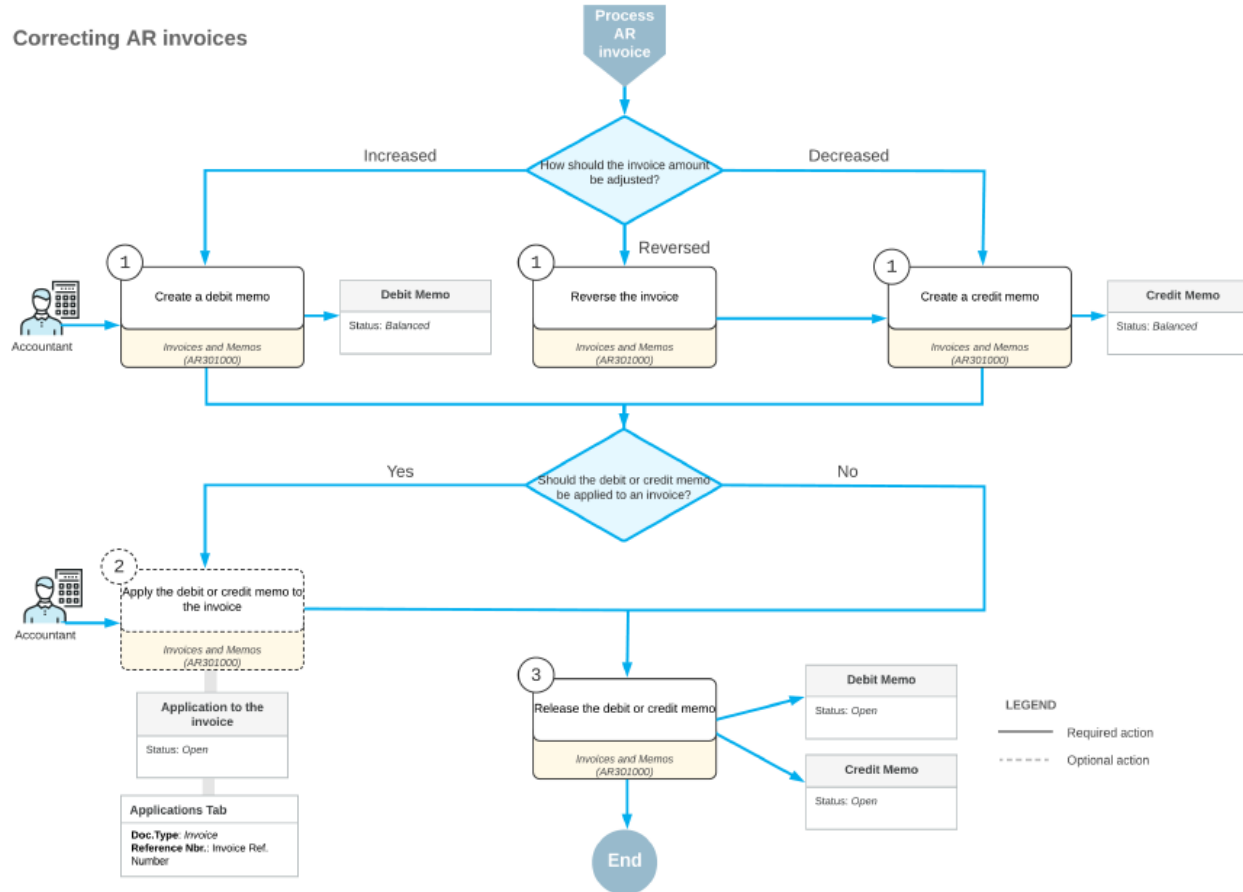
- *Cannot Edit a closed invoice*

## Correcting a Closed Invoice:

- ***Issue a new document*** – *Credit Memo or Debit Memo and apply to the invoice*
  - ***Credit Memo Decreases*** *Customer's Debt*
  - ***Debit Memo Increases*** *Customer's Debt*
- ***Reverse Invoice***
  - ***Automatically creates Credit memo***
- ***Reverse and Apply to Memo***
  - ***Automatically creates Credit memo and applies to the invoice***

# Correcting AR invoices

## Correcting AR invoices



## Lesson 4.4: To Create a Credit Memo

---

### Story

Suppose that on January 16, 2020, the SweetLife Fruits & Jams company sold five days of online training to one of its customers, GoodFood One Restaurant in the amount of \$225. An AR clerk created an invoice for five days of training for GoodFood One Restaurant. The actual number of training days turned out to be four, and now SweetLife needs to reduce the customer balance of GoodFood One Restaurant by \$45.

Acting as a SweetLife accountant, you have to create a credit memo and apply it to the open invoice to reduce the customer balance by \$45.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *Business Date 1/30/2020*
- *SweetLife Head Office and Wholesale Center*

1.Create & Release Credit Memo      ➡      2.Apply Credit Memo to Invoice



# The released credit memo applied to the invoice

## Payments and Applications

NOTES ACTIVITIES FILES NOTIFICATIONS CUSTOMIZATION

SAVE & CLOSE ↻ + ⌵ ⌴ ⌵ ⌶ RELEASE VOID ACTIONS ▾ INQUIRIES ▾ REPORTS ▾ 00:00:00

Type:	Credit Me...	Customer:	GOODFOOD - GoodFood One Restaurar	Payment Amo...	45.00
Reference Nbr:	000090	Location:	MAIN - Primary Location	Applied to Doc...	0.00
Status:	Closed	Card/Account ...		Applied to Ord...	0.00
	<input type="checkbox"/> Hold			Available Bal...	0.00
Application Date:	1/30/2020			Write-Off Amo...	0.00
Application Pe...	01-2020			Finance Chrg...	0.00
				Deducted Cha...	0.00
Description:		Service undelivered by invoice 000076			

DOCUMENTS TO APPLY APPLICATION HISTORY ORDERS TO APPLY FINANCIAL DETAILS FINANCE CHARGES

REVERSE APPLICATION

	Branch	Batch Number	Doc. Type	Reference Nbr.	Customer	Amount Paid	Cash Discount Taken	Write-Off Amount	Application Period	Date	Due Date	Cash Discount Date	Balance	Cash Discount Balance	Description	Currency	Post Period	Customer Order Nbr.
>	HEADOFFICE		Invoice	000076	GOODFOOD	45.00	0.00	0.00	01-2020	1/16/2020	2/15/2020	2/15/2020	180.00	0.00	Online training	USD	01-2020	

## Lesson 4.4: To Create a Debit Memo

---

### Story

Suppose that an invoice sent by SweetLife Fruits & Jams company to FourStar Coffee&Sweets Shop for a three-day training in the amount of \$135 undercharged the customer, as the number of trainees was higher than agreed. The amount to be additionally charged from the customer for this training is \$67.50.

Acting as a SweetLife accountant, you need to create a debit memo in the amount of \$67.50 and process the customer's payment of the debit memo.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *Business Date 1/30/2020*
- *SweetLife Head Office and Wholesale Center*

1.Create & Release Debit Memo            2.Apply Payment to Debit Memo

# The debit memo with the payment applied

## Payments and Applications

NOTES ACTIVITIES FILES BUSINESS EVENTS CUSTOMIZATION TOOLS

SAVE & CLOSE + - K < > >I RELEASE VOID ACTIONS INQUIRIES REPORTS

Type:	Payment	Customer:	COFFEESHOP - FourStar Coffee&Sweet	Payment Amo...	67.50
Reference Nbr.:	<NEW>	* Location:	MAIN - Primary Location	Applied to Doc...	67.50
Status:	On Hold	Payment Meth...	CHECK - Check Payment	Applied to Ord...	0.00
	<input checked="" type="checkbox"/> Hold	Card/Account ...		Available Bala...	0.00
* Application Date:	1/30/2020	* Cash Account:	10200WH - Wholesale Checking	Write-Off Amo...	0.00
* Application Pe...	01-2020			Finance Charg...	0.00
Payment Ref.:	0028			Deducted Cha...	0.00
Description:			Additional charge for offline training		

DOCUMENTS TO APPLY APPLICATION HISTORY ORDERS TO APPLY FINANCIAL DETAILS FINANCE CHARGES

LOAD DOCUMENTS AUTO APPLY

Branch	Doc. Type	* Reference Nbr.	Amount Paid	Cash Discount Taken	Write-Off Amount	Write-Off Reason Code	Date	Due Date	Cash Discount Date	Cross Rate	Balance	Cash Discount Balance	Description	Currency
HEADOFFICE	Debit Memo	000093	67.50	0.00	0.00	BALWOFF	1/30/2020	2/29/2020	2/29/2020	1.00000000	0.00	0.00	Additional char...	USD

# Lesson 4.5: Processing Customer Refunds

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## Learning Objectives

In this lesson, you will learn how to do the following:

- Create a customer refund
- Void a customer refund

# Customer Refunds

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Record a refund for returned goods

Record overpaid amount

Record unused amount of prepayment

Two methods:

- *Payments and Applications (AR302000)*
- *Invoices and Memos – Actions > Customer Refund (AR301000)*

## Correct a Customer Refund

---





Void:

- *Payments and Applications (AR302000)*

# Customer Refunds Corrected

Select the Customer Refund document → Click **Void** → Release

- *Voided Refund document type created*
- *Status of the Refund changes to Voided*
- *Status of the Voided refund changed to Closed*

		HEADOFFICE	Customer Refund	<a href="#">000072</a>	01-2020	1/22/2020	Voided	110.00	0.00	
>			HEADOFFICE	Voided Refund	<a href="#">000072</a>	01-2020	1/22/2020	Closed	-110.00	0.00

## Lesson 4.5: To Create a Customer Refund

---

### Story

Suppose that in January, HM's Bakery & Cafe (*HIMBAKERY*) bought twelve jars of apple jam from the SweetLife Fruits & Jams company for the total amount of \$258 and returned two damaged jars. One of the SweetLife accountants has already created a credit memo in the system for the amount of the damaged goods (\$43).

Acting as the chief accountant of SweetLife, you need to create a customer refund for this credit memo.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *Business Date 1/30/2020*
- *SweetLife Head Office and Wholesale Center*

1.Create Customer Refund            2.Release Customer Refund



# The customer refund created for HMLBAKERY

## Payments and Applications

NOTES ACTIVITIES FILES BUSINESS EVENTS CUSTOMIZATION TOOLS

SAVE & CLOSE RELEASE VOID ACTIONS INQUIRIES REPORTS

Type:	Customer ...	Customer:	HMLBAKERY - HM's Bakery & Cafe	Payment Amo...	43.00
Reference Nbr.:	000067	* Location:	MAIN - Primary Location	Applied to Doc...	43.00
Status:	On Hold	Payment Meth...	CHECK - Check Payment	Applied to Ord...	0.00
	<input checked="" type="checkbox"/> Hold	Card/Account ...		Available Bala...	0.00
* Application Date:	1/30/2020	* Cash Account:	10200WH - Wholesale Checking	Write-Off Amo...	0.00
* Application Pe...	01-2020			Finance Charg...	0.00
Payment Ref.:	0029			Deducted Cha...	0.00
		Description:	Refund for damaged goods		

DOCUMENTS TO APPLY APPLICATION HISTORY FINANCIAL DETAILS FINANCE CHARGES

LOAD DOCUMENTS AUTO APPLY

			Branch	Doc. Type	* Reference Nbr.	Amount Paid	Cash Discount Taken	Write-Off Amount	Write-Off Reason Code	Date	Due Date	Cash Discount Date	Cross Rate	Balance	Cash Discount Balance	Description	Currency
>			HEADOFFICE	Credit Memo	000071	43.00	0.00	0.00		1/24/2020			1.00000000	0.00	0.00	Returned 2 da...	USD

## Lesson 4.5: To Void a Customer Refund

---

### Story

Suppose that a customer refund for HM's Bakery & Cafe (*HIMBAKERY*) that you created in the previous activity has to be voided (because the date is incorrect) so that a new refund can be created.

Acting as the chief accountant of SweetLife, you need to void the customer refund.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- *Business Date 1/30/2020*
- *SweetLife Head Office and Wholesale Center*

1.Void Customer Refund



2.Release Voided Refund

# The voided refund for the HMLBAKERY customer

## Payments and Applications

NOTES ACTIVITIES FILES BUSINESS EVENTS CUSTOMIZATION TOOLS

SAVE & CLOSE ↺ + 🗑️ 📄 ⏪ ⏩ RELEASE VOID ACTIONS INQUIRIES REPORTS 00:00:00

Type: <b>Voided Re...</b>	Customer: HMLBAKERY - HM's Bakery & Cafe	Payment Amo... -43.00
Reference Nbr.: 000057	Location: MAIN - Primary Location	Applied to Doc... 0.00
Status: Closed	Payment Meth... CHECK - Check Payment	Applied to Ord... 0.00
<input type="checkbox"/> Hold	Card/Account ...	Available Bala... 0.00
Application Date: 1/31/2020	Cash Account: 10200VH - Wholesale Checking	Write-Off Amo... 0.00
Application Pa... 01-2020		Finance Charg... 0.00
Payment Ref.: 0029		Deducted Cha... 0.00
Description: Refund for damaged goods		

DOCUMENTS TO APPLY APPLICATION HISTORY ORDERS TO APPLY FINANCIAL DETAILS FINANCE CHARGES

🔄 + ×	LOAD DOCUMENTS	AUTO APPLY	⏪ ⏩	🗑️											
📄	Branch	Doc. Type	*Reference Nbr.	Amount Paid	Cash Discount Taken	Write-Off Amount	Write-Off Reason Code	Date	Due Date	Cash Discount Date	Cross Rate	Balance	Cash Discount Balance	Description	Currency

# Q&A

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## Day 4

- Lesson 4.4: Correcting AR Invoices
- Lesson 4.5: Processing Customer Refunds

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# Thank you

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**Debbie Reed**