

The **Financial** Edge<sup>TM</sup>

Records Guide for Accounts Payable

## **121715**

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# Products



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**Glossary:** A purchase order is an order placed with a vendor for goods or services.

If you have the optional module *Purchase Orders*, you can create product records in **Accounts Payable**. Using product records saves time when adding line items on purchase orders because you can quickly select a product you previously created, instead of entering the information every time you create a purchase order for identical items.

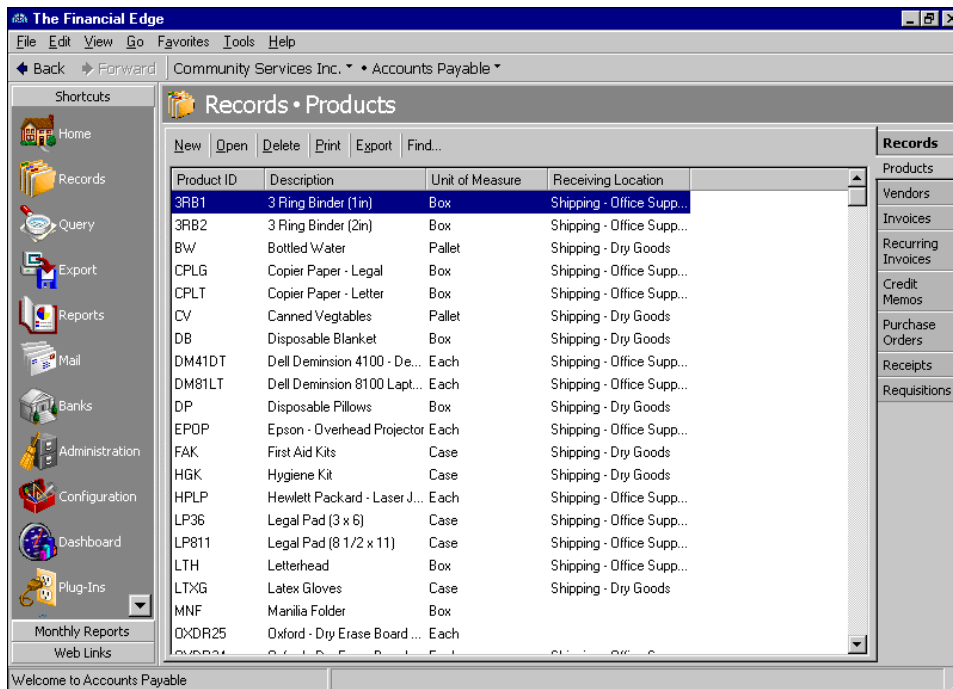
**Note:** Visit our website at [www.blackbaud.com](http://www.blackbaud.com) for the latest documentation and information.

Using product records not only saves time, but also improves consistency and decreases errors in your organization's purchase orders. Employees no longer need to re-enter product characteristics, including item description, ID number, and quantity, when creating a purchase order for routinely purchased items. They can simply select the products to order from previously created product records that have been reviewed for accuracy. If necessary, employees can create a product record on-the-fly and use it the next time they create a similar purchase order.

## Accessing Product Records

**Warning:** The **Products** link appears only if your organization has installed the optional module *Purchase Orders*.

In **Accounts Payable**, you can manage product records from either *Records* or *Configuration*. The **Products** link in *Records* opens the Products page from *Configuration*. From the Products page, you can add new product records and open, delete, print, export, or find existing product records.



In **Accounts Payable**, you can manage product records from either *Records* or *Configuration*. The **Products** link in *Records* opens the Products page from *Configuration*. From the Products page, you can add new product records and open, delete, print, export, or find existing product records.

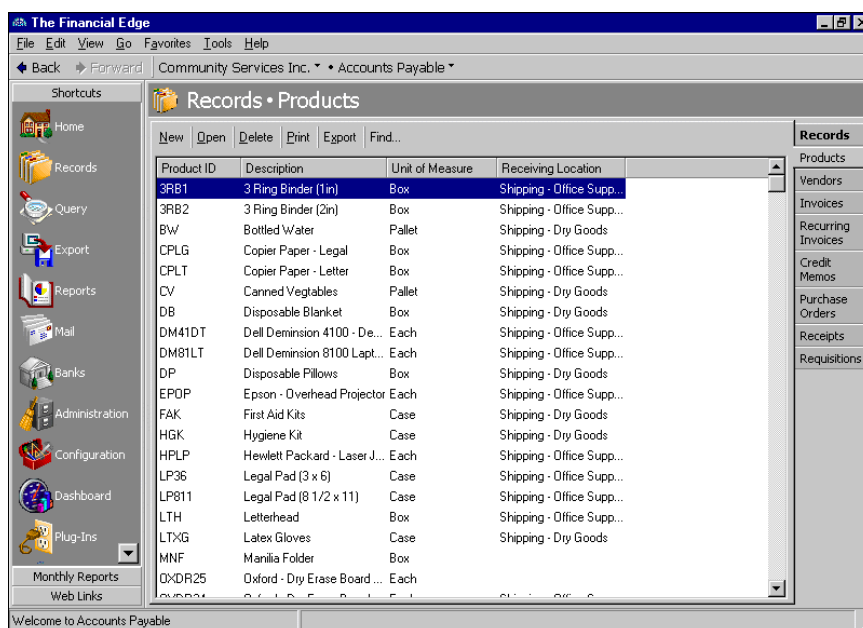
## Finding and Opening Product Records

**Glossary:** A product is an object purchased by a person or organization. In **Accounts Payable**, product records maintain information about items you purchase for your organization, such as copier paper, audio tapes, or T-shirts. A billing item is a service, automatic item, charge, refund, tax, or other item you include on records such as charges, credits, or refunds.

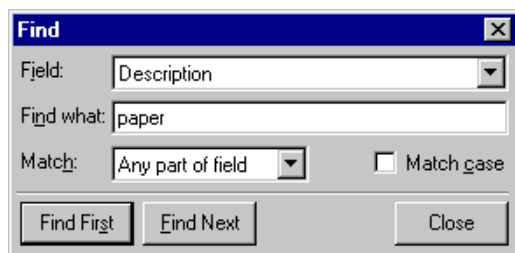
To find a product record in the list on the Products page, click **Find** on the action bar. To open a product record, select the record and click **Open** on the action bar.

### ► Opening a product record from the Products page of Records

1. On the navigation bar, click **Records**. The Records page appears.
2. Click **Products**. The Products page appears.



3. To search for a product in the list, click **Find** on the action bar. The Find screen appears.



4. In the **Field** field, select to find records by product ID, description, unit of measure, or receiving location.
5. In the **Find what** field, enter the criteria to find in the selected field.
6. In the **Match** field, select for the criteria you enter to match the whole field, any part of the field, or the start of the field.
7. For the criteria you enter to be case-sensitive, mark **Match case**.
8. To find the first product in the list on the Products page matching the criteria, click **Find First**.
9. To find the next product in the list on the Products page matching the criteria, click **Find Next**.

10. When you have found the product, click **Cancel** to close the Find screen.
11. To open the record selected on the Products page, click **Open** on the action bar. The product record appears.

The screenshot shows a software window titled "CPLT - Copier Paper - Letter". It has a menu bar with "File", "Edit", "View", "Product", "Favorites", "Tools", and "Help". Below the menu is a toolbar with icons for "Save and Close", "Delete", "Find", "Print", "New", "Open", "Close", "Help", and a dropdown arrow. The main area contains a "Product Information" tab with the following fields: "Product ID:" with the value "CPLT", "Description:" with "Copier Paper - Letter", "Unit of measure:" with a dropdown set to "Box", "Standard unit cost:" with "\$52,000", "Quantity decimals:" with "2", "Receiving location:" with a dropdown set to "Shipping - Central Warehouse", "Vendor name:" with an empty field and a lock icon, "Vendor Part #:" with an empty field, and "Notes:" with a text area. At the bottom left is a checkbox labeled "Do not allow this product to be used on new line items". The status bar at the bottom right shows the date "07/11/2008".

12. After you view or edit the record, click **Save and Close** on the toolbar to return to the Products page.

## Adding Product Records

You create product records for items or services you routinely purchase from vendors. Using product records improves accuracy and efficiency by saving you from repeatedly entering the same product information in a purchase order. This also helps improve consistency in the product information. Once a product is entered into the system, you can edit information on the record or delete the record, as long as the product is not in use by one or more line items.

If you enter common values repeatedly for multiple products, you can create a default set with these values to save time during data entry. The values are defaults only and you can still change any field on a record. From the menu bar of the record, select **Product, Load Defaults from** to select an existing default set or create a new default set for the record type. To manage default sets for all record types in the program, select **Tools, Organize/Create Defaults**. For more information about default sets, see the Program Basics chapter in the *Program Basics Guide*.

You can add product records from either *Records* or *Configuration*. The **Products** link in *Records* opens the Products page from *Configuration*. You can also add product records from line items while creating purchase orders.

### ► Adding a product record from the Products page

1. On the navigation bar, click **Records**. The Records page appears.
2. Click the **Products** link. The Products page appears.

**Tip:** You can use default sets to define common information for records. For a new record, you can select **Product, Load Defaults from** to select a default set of information to copy into the record. For more information about using default sets, see the *Program Basics Guide*.



- On the action bar, click **New**. The New Product screen appears.

- In the **Product ID** field, enter a unique ID for the product.
- In the **Description** field, enter a description to help identify the product.

**Tip:** In fields containing table entries defined in *Configuration*, you can add a new entry by simply typing it in. The system prompts you to add the entry to the table.

- In the **Unit of measure** field, select the unit of measure to use when measuring the product's quantity. The entries available in this field are pulled from the **Unit of Measure** table defined in *Configuration*. You can quickly access the table and add new units of measure by clicking **Unit of measure**, which is a link as well as the name of the field.
- In the **Standard unit cost** field, enter the price of a single unit.
- In the **Quantity decimals** field, enter the number of decimal places to allow when defining the quantity of a product.
- In the **Receiving location** field, select a location. Receiving locations are pulled from a code table defined in *Configuration*. You can quickly access the table and add new locations by clicking **Receiving location**, which is a link as well as the name of the field.

**Note:** Whether you enter the name or ID depends on your selection for General Options on the Records tab of the Options screen.

- In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor or use the binoculars to locate a vendor.
- In the **Vendor Part #** field, enter the number assigned to this product by the vendor.
- In the **Notes** field, you can add any additional notes about this product.
- If you do not want this product to be used, mark **Do not allow this product to appear on new line items**. If you mark this checkbox, the product does not appear as an available option when defining line items.

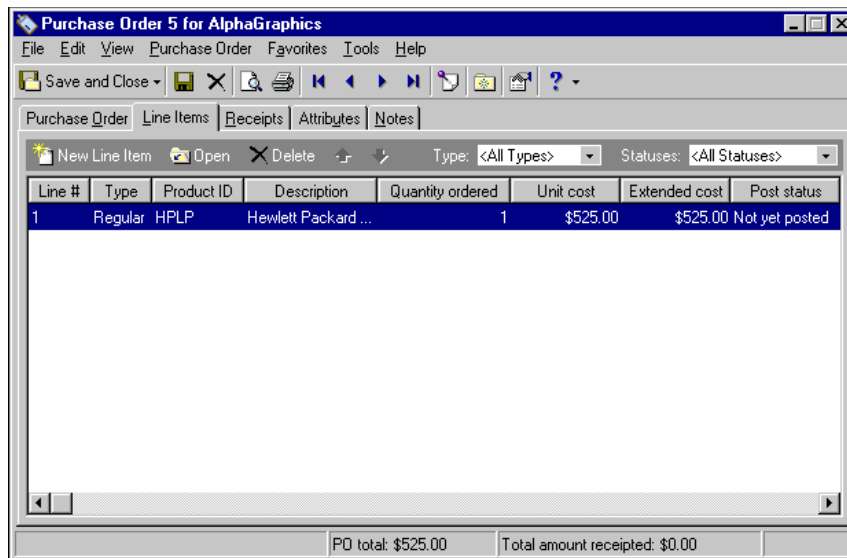
**Warning:** Products in use by one or more line items on a purchase order cannot be deleted.

- To save the product and return to the Products page, click **Save and Close** or press **CTRL+L**. To save the product and add another new product record, click **Save and New** or press **CTRL+E**.

► Adding a product record from a line item

**Tip:** Adding a product from a line item is useful for quickly adding products to your system while entering line items in a purchase order.

1. From an open purchase order, select the Line Items tab.



2. On the action bar, click **New Line Item**. The New Line Item for PO screen appears.

Type: Regular Line item number: 000002

Product ID: <No product ID>

Description:

Unit of Measure	Quantity Ordered	Unit Cost	Extended Cost
	0.000		\$0.00

Date required: Department: Requested by: Deliver to: Post status/Date: Not yet posted

Notes:

3. In the **Product ID** field, click the binoculars. The Open screen for products appears.

The 'Open' dialog box is shown with the title bar 'Open'. It has a 'Find' field containing 'Product' and a 'Search using query:' dropdown set to '<Default>'. Below the search bar is a toolbar with 'Open' and 'Add a New Product' buttons. The main area is empty. At the bottom, there are filter criteria fields: 'Product ID:', 'Description:', 'Last modified by:', and 'Last modified on:'. Below these are buttons: 'Hide Filters', 'Clear Filters', 'Previous Filters', 'Filters are not applied', 'Find Now', 'Open', and 'Cancel'. A status bar at the bottom says 'Press F7 to zoom'.

4. On the action bar, click **Add a New Product**. The New Product screen appears.

The 'New Product' form is shown with the title bar 'New Product'. It has a menu bar with 'File', 'Edit', 'View', 'Product', 'Favorites', 'Tools', and 'Help'. Below the menu bar is a toolbar with 'Save and Close' and various icons. The form has tabs for 'Product Information', 'Pricing Schedule', 'Categories', 'Attributes', and 'Distribution'. The 'Product Information' tab is active. It contains fields for: 'Product ID:', 'Description:', 'Unit of measure:', 'Standard unit cost:', 'Quantity decimals:' (set to 3), 'Receiving location:', 'Vendor name:', 'Vendor Part #:', and 'Notes:'. There is also an 'ID:' field next to the 'Vendor name' field. At the bottom, there is a checkbox labeled 'Do not allow this product to be used on new line items'. The status bar at the bottom right shows the date '07/11/2008'.

**Note:** When adding a new product from a line item, the **Do not allow this product to appear on new line items** checkbox is inactive.

5. In the **Product ID** field, enter a unique ID for the product.
6. In the **Description** field, enter a description to help identify the product.
7. In the **Unit of measure** field, select the unit of measure to use when measuring the product's quantity. The entries available in this field are pulled from the **Unit of Measure** table defined in *Configuration*. You can quickly access the table and add new units of measure by clicking **Unit of measure**, which is a link as well as the name of the field.

8. In the **Standard unit cost** field, enter the price of a single unit.
9. In the **Quantity decimals** field, enter the number of decimal places to allow when defining the quantity of a product.
10. In the **Receiving location** field, select a location. Receiving location is pulled from a code table defined in *Configuration*. You can quickly access the table and add new locations by clicking **Receiving location**, which is a link as well as the name of the field.

**Note:** Whether you enter the name or ID depends on your selection for General Options on the Records tab of the Options screen.

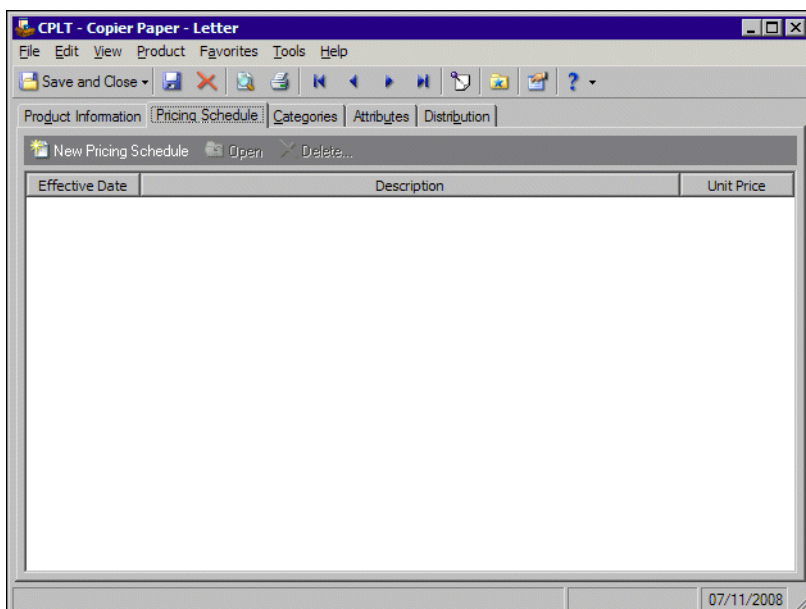
11. In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor or use the binoculars to locate a vendor.
12. In the **Vendor Part #** field, enter the number assigned to this product by the vendor.
13. In the **Notes** field, you can add any additional notes about this product.
14. If you do not want this product to be used on new line items, mark **Do not allow this product to appear on new line items**. If you mark this checkbox, the product does not appear as an available option when defining line items.
15. To save the product and return to the New Line Item screen for the purchase order, click **Save and Close** or press **CTRL+L**. To save the product and add another new product record, click **Save and New** or press **CTRL+E**.

## Adding Product Pricing Schedules

On the Pricing Schedule tab of a product record, you can specify price changes to take effect on certain dates. For example, if you have a price increase that starts January 1, you can create a pricing schedule that automatically increases the price for that product after the specified effective date. When a product is used on a purchase order, the price defined in the pricing schedule that is effective as of the purchase order's transaction date defaults into the purchase order.

### ► Adding a pricing schedule on a product record

1. From an open product record, select the Pricing Schedule tab.



2. To add a new pricing schedule, click **New Pricing Schedule** on the action bar. The Add a Pricing Schedule screen appears.

3. In the **Prices are effective as of** field, enter the beginning date for this price change.
4. In the **Description** field, enter a description for this pricing schedule.
5. In the **Pricing** field, select “Use a single unit price for all quantities” or “Base unit price on quantity”.

If you select “Use a single unit price for all quantities”, in the grid, enter the new unit price. If you select “Base unit price on quantity”, the **Minimum Quantity**, **Maximum Quantity**, and **Unit Price** columns appear in the grid. Enter the maximum quantity eligible for the first price range. The minimum quantity defaults to 0.00. In the **Unit Price** column, enter the per unit price for those quantities. Repeat for additional quantity ranges.

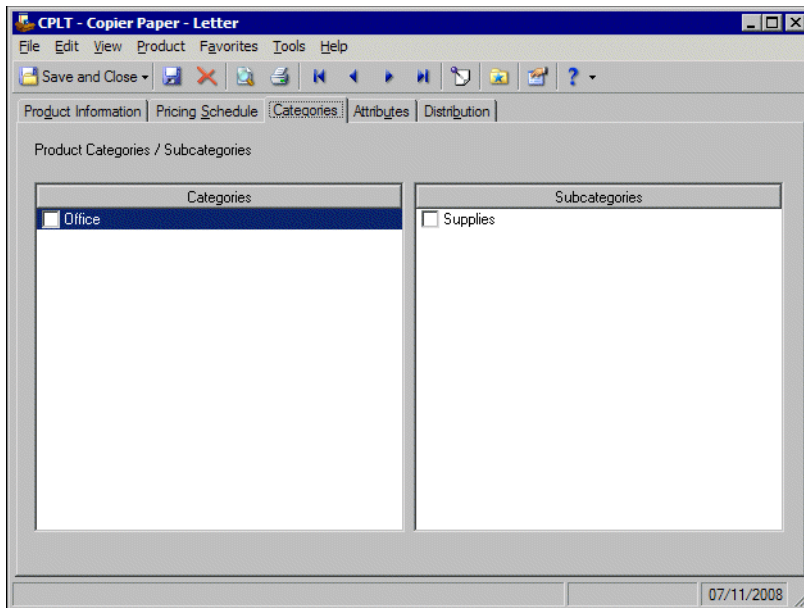
6. To save the pricing schedule, click **OK**.

## Adding Categories

Use the Categories tab to assign categories and subcategories to a product. Categories are created in *Configuration*. For more information about creating categories, see the *Configuration Guide for Accounts Payable*.

► **Adding categories to a product record**

1. From an open product record, select the Categories tab.



2. In the **Categories** box, mark the checkbox for the categories you want to attach to this product record.
3. In the **Subcategories** box, mark the checkbox for the subcategories you want to attach to this product record.
4. To return to the Products page, click **Save and Close**.

## Adding Product Default Distributions

When adding new product records, you should also establish default account distribution information for the product. You can designate the credit and debit accounts, the percent to distribute to each account, and whether to further classify the distributions using projects, classes, and transaction codes. If you define default distributions on the product record, you will not have to enter those details every time you use the product.

When you save the product record, **Accounts Payable** automatically verifies that all distributions balance, so you are assured the distributions will post.

► **Adding default distributions on a product record**

**Tip:** To move between rows in a grid column, press **Ctrl +** the up or down arrow key.

1. From an open product record, select the Distribution tab.

2. In the **DR Account Number** column, enter the debit accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

You can also use a default account distribution defined in *Configuration*. Click **Load Distribution** and select **From Table**.

3. Enter the percentage of the distribution in the **Percent** column. You can manually enter percents for each account or you can click **Distribute Evenly** to distribute percents equally among the selected accounts.
4. If you enter credit and debit accounts from different funds, in the **Interfund** field above the distribution grid, select an interfund set to balance the accounts. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
5. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
6. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

**Note:** On a Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in *Accounts Payable*.

7. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the product record Distribution tab.
8. To save the product and return to the Products page, click **Save and Close**.

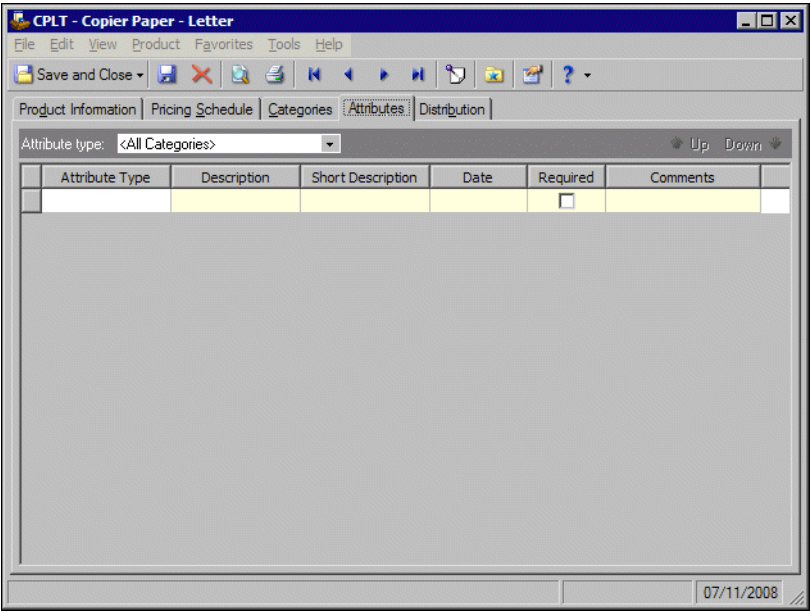
# Adding Attributes

**Note:** Attribute types are defined in *Configuration*. For more information about defining attribute types, see the *Configuration Guide for Accounts Payable*.

Use the Attributes tab to record additional information about a product. You can report on products with specific attributes. You can also use product attributes as filters in other areas of **Accounts Payable**, such as *Query* and *Reports*.

► **Adding an attribute to a product record**

1. From an open product record, select the Attributes tab.



2. In the **Attribute type** field, you can filter the attribute types appearing in the grid.
3. In the **Attribute Type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, enter or select a value for the attribute. Whether you enter text, numbers, dates, or currency, select “Yes” or “No”, or select a table entry depends on how the attribute type is defined.
5. In the **Date** column, enter the date you add the attribute.

**Note:** The **Required** column is for informational purposes only. You can make an attribute required in *Configuration* when defining attribute types. If required, the attribute automatically appears on the product. You must enter a description for the attribute.

6. Enter any additional comments or more detailed information in the **Comments** column. You can enter free-form text in this column.
7. To return to the Products page, click **Save and Close**.



# Invoices



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**Note:** Visit our website at [www.blackbaud.com](http://www.blackbaud.com) the latest documentation and information.

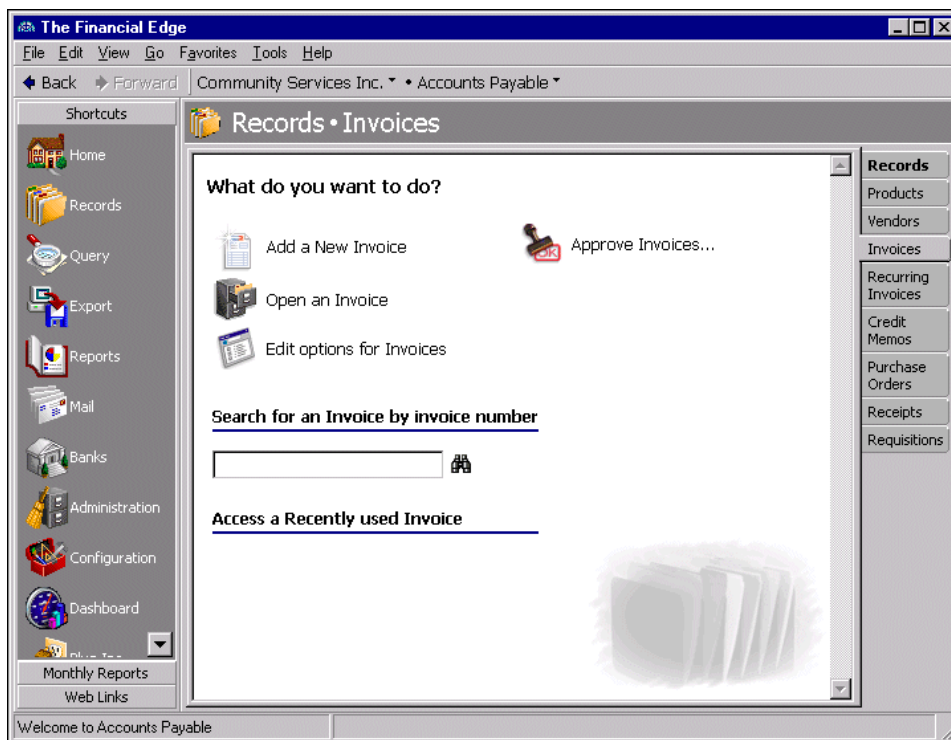
Invoices are essential for paying bills and maintaining an accurate picture of your organization's financial standing. You create invoice records in **Accounts Payable** to manage bills and payments. You can set a business rule to require invoice approval before paying or posting.

In **Accounts Payable**, you can create two types of invoice records: regular and recurring. A regular invoice is a request for payment from a vendor for goods or services rendered, while a recurring invoice is a template you use to create a regular invoice according to a schedule. A recurring invoice is never posted or included in any balance calculation. In **Accounts Payable**, you can manage recurring invoices from the Recurring Invoices page of *Records*.

## Accessing Invoice Records

**Note:** The **Approve Invoices** link appears automatically when you set the business rule requiring invoice approval before paying or posting.

Because records are such an important part of **Accounts Payable**, we have placed all record types in one area so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record, or file. When you open *Records*, you can directly access several record types, including invoice records. Click **Records** on the navigation bar and then click the **Invoices** link. The Invoices page appears.



Consider the Invoices page the starting point for invoice records. From this page, you can add a new invoice record or open existing invoice records.

You can edit invoice record options by clicking the **Edit options for Invoices** link. This link opens the Options screen for records.

To save time when searching for a specific invoice record, you can use the **Search for an Invoice by invoice number** field. The Invoices page also lists recently accessed invoice records.

## Finding and Opening Invoice Records

**Note:** For more information about using filters on the Open screen to search for records, see the *Program Basics Guide*.

To find and open an invoice record, you must be familiar with the Open screen. The Open screen has a number of filters you can use to narrow your search and quickly locate the invoice you want to open. The search process is not case-sensitive, so you can enter Smith, smith, or SMITH and get the same results. You can also use wildcard characters if you are not sure how a word is spelled — use a question mark to replace a single character and an asterisk to replace a series of characters.

**Tip:** For a quick search, use the **Search for an Invoice by invoice number** field on the Invoices page.

You access the Open screen by selecting **File, Open, Invoice**, or by clicking **Open an Invoice** from the Invoices page.

### ► Opening an invoice record from the Invoices page of Records

1. From the Invoices page of *Records*, click **Open an Invoice**. The Open screen for Invoices appears.

Find: Invoice Search using query: <Default>

Open Add a New Invoice Options

Find Invoices that meet these criteria: ☐ Exact match only

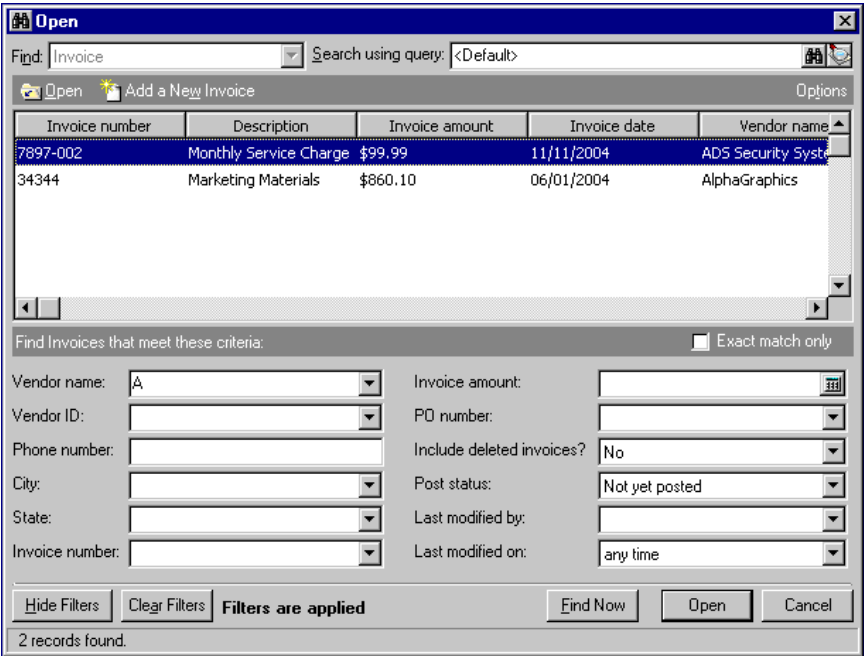
Vendor name:	<input type="text"/>	Invoice amount:	<input type="text"/>
Vendor ID:	<input type="text"/>	PO number:	<input type="text"/>
Phone number:	<input type="text"/>	Include deleted invoices?	No
City:	<input type="text"/>	Post status:	Posted
State:	<input type="text"/>	Last modified by:	<input type="text"/>
Invoice number:	<input type="text"/>	Last modified on:	any time

Hide Filters Clear Filters Filters are not applied Find Now Open Cancel

Press F7 to zoom

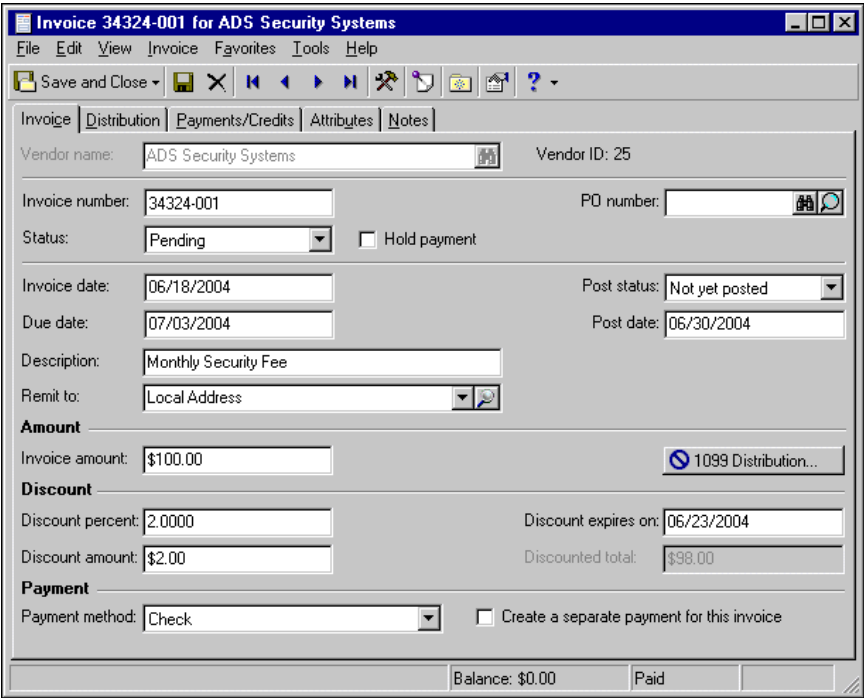
2. In the **Find Invoices that meet these criteria** frame, enter the criteria you are using to search for the invoice.
3. After you enter your search criteria, click **Find Now**. The program searches the database and displays all invoices meeting your criteria.

4. In the grid, select the invoice to open.



Invoice number	Description	Invoice amount	Invoice date	Vendor name
7897-002	Monthly Service Charge	\$99.99	11/11/2004	ADS Security Systems
34344	Marketing Materials	\$860.10	06/01/2004	AlphaGraphics

5. Click **Open**. The invoice record appears.



6. After you view or edit the record, click **Save and Close** on the toolbar to return to the Invoices page.

# Adding Invoice Records

On the Invoice tab of an invoice record, you enter basic information about the invoice, such as posting date and status, vendor name, and the invoice amount.

If you enter common values repeatedly for multiple invoices, you can create a default set with these values to save time during data entry. The values are defaults only and you can still change any field on a record. From the menu bar of the record, select **Invoice, Load Defaults from** to select an existing default set or create a new default set for the record type. To manage default sets for all record types in the program, select **Tools, Organize/Create Defaults**. For more information about default sets, see the Program Basics chapter in the *Program Basics Guide*.

**Glossary:** A business rule is a predefined setting in *Configuration* that controls a function, establishes a specific procedure, or standardizes displays and requirements in the programs. Business rules affect all users of the program.

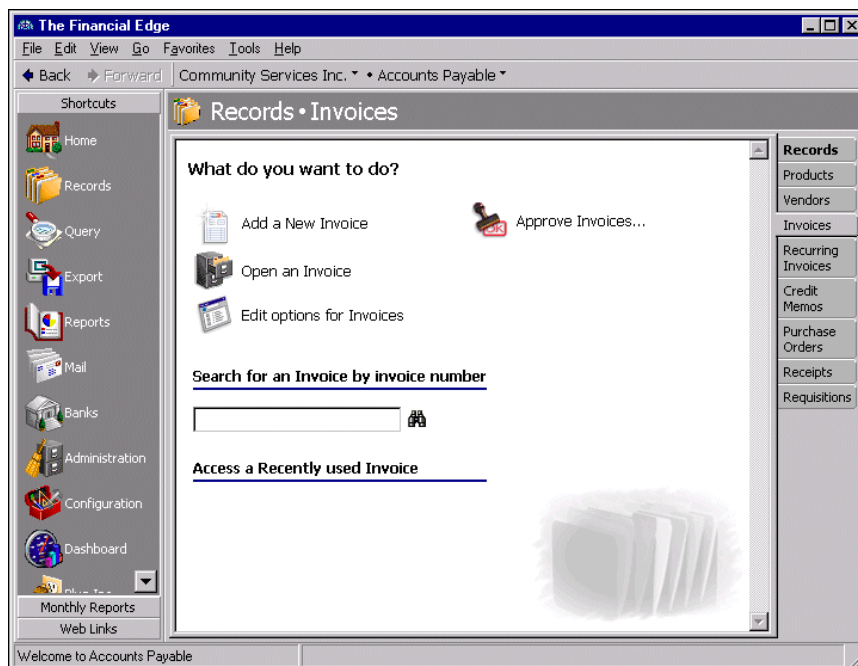
We recommend that you set a business rule in *Configuration* to check for duplicate invoices automatically and specify the criteria for duplicates. If necessary, you can also search for a duplicate record from an existing record by selecting **Invoice, Duplicate Search** from the menu bar.

If the business rule requiring approval before paying invoices is set, all invoices must be approved before they can be paid or posted. To approve invoices, you must have security rights. For more information about business rules, see the *Configuration Guide for Accounts Payable*.

You can add invoices from the Invoices page of *Records*, the Open screen for invoices, or by selecting **File, New** from an invoice record.

#### ► Adding an invoice record

1. On the navigation bar, click **Records**.
2. Click **Invoices**. The Invoices page appears.



**Tip:** You can use default sets to define common information for records. For a new record, you can select **Invoice, Load Defaults from** to select a default set of information to copy into the record. For more information about using default sets, see the *Program Basics Guide*.

3. Click **Add a New Invoice**. The New Invoice screen appears.

**Note:** Whether you enter the name or ID depends on your selection for General Options on the Records tab of the Options screen.

4. In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor or use the binoculars to locate a vendor. This field entry is required.
5. In the **Invoice number** field, enter the invoice number.
6. In the **Status** field, select “Pending” or “Approved” as the current approval status of the invoice. If the invoice is neither pending nor approved, mark **Hold payment**.

**Note:** You can set a business rule to validate purchase order numbers on invoices.

7. In the **PO number** field, enter a purchase order number, if applicable. If you have the optional module *Purchase Orders*, you can use the binoculars to locate or add a purchase order or use the magnifying glass to open and edit the purchase order.
8. In the **Invoice date** field, enter the invoice date.
9. In the **Due date** field, enter the payment due date.
10. In the **Description** field, enter a description of the invoice.
11. In the **Remit to** field, select the vendor’s billing address or click the magnifying glass to open and edit the billing address.

**Note:** In *Configuration*, we recommend you specify duplicate criteria and select to automatically check for duplicate invoices. For more information about business rules, see the *Configuration Guide for Accounts Payable*.

12. In the **Post status** field, select “Not yet posted” or “Do not post”. “Do not post” is typically used only for archived invoices or activity already posted in the general ledger.
13. In the **Post date** field, enter the post date.
14. In the **Invoice amount** field, the amount due on the invoice defaults from the receipt.

15. To add a 1099 distribution, click **1099 Distribution**. For more information about 1099 distributions, see “Managing 1099 Information” on page 40.
16. If the vendor offers a discount percent for early payments, enter the percent in the **Discount percent** field. The discount amount displays automatically.  
If the vendor offers a discount amount for early payments, enter the amount in the **Discount amount** field. The discount percent appears automatically.
17. In the **Discount expires on** field, enter the last date the payment must be received in order to qualify for a discount.
18. The **Discounted total** field displays the adjusted amount based on the **Invoice amount**, **Discount percent**, and **Discount amount** fields.
19. In the **Payment Method** field, select a payment method. Electronic funds transfers are available only with the optional module *EFT*.

**Note:** To ensure that an invoice is the only item paid with a single check, mark **Create a separate payment for this invoice**.

20. To create a separate payment for the invoice, mark **Create a separate payment for this invoice**.
21. To save the invoice and return to the Invoices page, click **Save and Close**.

## Managing Invoice Distributions

Invoice distributions contain account distribution information such as debit and credit accounts, amounts to distribute, and whether to classify distributions using projects, classes, or transaction codes. By pre-defining distributions in *Configuration*, you can quickly and easily assign distributions to invoice records. You can also define distributions on vendor records and the distributions default in for an invoice record created for the vendor. **Accounts Payable** automatically verifies that all distributions balance when you save the invoice, so you are assured the distributions will post.

On the GL Distribution tab, you can enter negative distribution amounts to record refunds or credits on the invoice, which will result in a net amount. Keep in mind, negative amounts appear in parentheses and can only be used on accounts payable invoices.

Every invoice must have an associated debit account. **Accounts Payable** automatically inserts default credit accounts from the Accounts Payable Summary information on the Default Accounts page of *Configuration*. The Supervisor can establish security settings to hide the credit account columns.

**Note:** You can set business rules in *Configuration* to never allow over-budget spending or to warn you when you are exceeding your budget.

If you have the optional module *Budget Management*, you can use the **Budget** button on the Distributions tab of the invoice record to check current spending against the general ledger budget. This feature is handy because you can measure how much money you have spent compared to how much you should have spent. You can easily see when you are over budget and plan accordingly.

### ► Distributing an invoice

**Tip:** To move between rows in a grid column, press **Ctrl +** the up or down arrow key.

1. From an open invoice record, select the Distribution tab.

DR Account N...	DR Account De...	Amount	Description	CR Account Number	CR Account De...	Project ID
01-5200-00	Office Supplies	\$575.00	Supply	01-2000-00	Accounts Payable	1001
01-5010-02	Client Services Se...	(\$50.00)	Refund	01-2000-00	Accounts Payable	

2. In the field above the distribution grid, select "Distribution".

**Note:** On the GL Distribution tab, you can enter negative distributions to record refunds or credits on the invoice, which will result in a net amount. Negative amounts appear in parentheses.

3. In the **DR Account Number** column, default debit accounts appear from the vendor record. You could also click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default accounts from the vendor record, select **From Vendor**.

You can also manually enter the debit accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

4. To enter distributions by amount, click the **\$** button. To enter distributions by percent, click the **%** button.
5. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column. You can manually enter amounts or percents for each account or you can click **Distribute Evenly** to distribute amounts or percents equally among the selected accounts.

**Note:** The Supervisor can establish security settings to hide the **CR Account Number** column.

6. The **CR Account Number** column displays default values, depending on default Accounts Payable Summary Account settings established on the Default Accounts page in *Configuration*.

You can also manually enter the credit accounts for the distribution. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

7. In the **Description** column, you can enter specific information you want associated with each line item. To have this information display in the **Reference** column of the General Ledger Detail and Post reports, you must add the **Line Item Description** field to the Invoice Posting Information section of *Configuration*.



8. In the **Interfund** field above the distribution grid, select an interfund set to balance the accounts if you enter debit and credit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
9. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
10. In the **Class** column, select a class for the distribution.
11. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

**Note:** On a Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in **Accounts Payable**.

12. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.  
You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the invoice record Distribution tab.
13. If you have the optional module *Budget Management*, you can click **Budget** on the action bar above the grid to check the account or project against its budget.
14. To preview **General Ledger** debits and credits for the invoice, click **DR/CR Entries** on the action bar above the grid.
15. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the invoice record Distribution tab.
16. To distribute discounts to the debit accounts from the invoice, mark **Distribute discounts to debit (expense) account(s) from invoice**. If this box is unmarked, discounts are distributed to the default discount account from the Default Accounts page of *Configuration*.
17. To save the invoice and return to the Invoices page, click **Save and Close**.

► **Adding a miscellaneous entry to an invoice**

1. From an open invoice record, select the Distribution tab.

Invoice 55854-040 for A+ Office Supplies

File Edit View Invoice Favorites Tools Help

Save and Close

Invoice **GL Distribution** Payments/Credits Attributes Notes

Distribution Interfund: 01 Budget Entries \$ %

DR Account N...	DR Account De...	Amount	Description	CR Account Number	CR Account De...	Project ID
01-5200-00	Office Supplies	\$575.00	Supply	01-2000-00	Accounts Payable	1001
01-5010-02	Client Services Se...	(\$50.00)	Refund	01-2000-00	Accounts Payable	

Distribution... Load Distribution... Distribute Evenly Attributes... Delete All... Remaining: \$50.00

☐ Distribute discounts to debit (expense) account(s) from invoice

Balance: \$575.00 Approved 09/14/2012

2. In the field above the grid, select "Miscellaneous Entries".

New Invoice

File Edit View Invoice Favorites Tools Help

Save and Close

Invoice **Distribution** Payments/Credits Attributes Notes

Miscellaneous Entries Interfund: 01 Budget Entries \$ %

DR Account Number	DR Account Des...	Amount	CR Account Number	CR Account Des...	P
-------------------	-------------------	--------	-------------------	-------------------	---

Distribution... Load Distribution... Distribute Evenly Attributes... Delete All...

☐ Distribute discounts to debit (expense) account(s) from invoice

Balance: \$0.00 Pending

**Note:** Default accounts entered on the vendor record appear automatically.

3. In the **DR Account Number** column, default miscellaneous entry debit accounts appear from the vendor record. You could also click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default accounts from the vendor record, select **From Vendor**.

You can also manually enter the debit accounts for the miscellaneous entry. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

4. Enter the amount of the distribution in the **Amount** column. You can manually enter amounts for each account or you can click **Distribute Evenly** to distribute amounts equally among the selected accounts.
5. In the **CR Account Number** column, default miscellaneous entry credit accounts appear from the vendor record. You could also click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default accounts from the vendor record, select **From Vendor**.

You can also manually enter the credit accounts for the miscellaneous entry. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

6. In the **Interfund** field above the grid, select an interfund set to balance the accounts if you enter debit and credit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
7. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
8. In the **Class** column, select a class for the entry.
9. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

**Note:** On a Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in **Accounts Payable**.

10. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.  
You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the invoice record Distribution tab.
11. If you have the optional module *Budget Management*, you can click **Budget** on the action bar above the grid to check the account or project against its budget.
12. To preview **General Ledger** debits and credits for the invoice, click **DR/CR Entries** on the action bar above the grid.
13. To attach transaction attributes to an account in the entry, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the invoice record Distribution tab.
14. To distribute discounts to the debit accounts from the invoice, mark **Distribute discounts to debit (expense) account(s) from invoice**. If this box is unmarked, discounts are distributed to the default discount account from the Default Accounts page of *Configuration*.
15. To save the invoice and return to the Invoices page, click **Save and Close**.

# Approving Invoices

If the business rule requiring invoice approval before paying invoices is set, someone with Supervisor rights must approve the invoice before it can be paid. This is a valuable security feature that safeguards your accounts from unauthorized payments. You can approve an invoice from the invoice record or approve multiple invoices from the Records page.

- “Online Invoice Requests” on page 26

## ► Approving an invoice from the invoice record

**Warning:** If the business rule requiring approval before paying invoices is set, someone with Supervisor rights must approve invoices.

1. From an open invoice record, select the Invoice tab.

**Invoice 34324-001 for ADS Security Systems**

File Edit View Invoice Favorites Tools Help

Save and Close

Invoice | Distribution | Payments/Credits | Attributes | Notes

Vendor name: ADS Security Systems Vendor ID: 25

Invoice number: 34324-001 PO number:

Status: Pending ☐ Hold payment

Invoice date: 06/18/2004 Post status: Not yet posted

Due date: 07/03/2004 Post date: 06/30/2004

Description: Monthly Security Fee

Remit to: Local Address

**Amount**

Invoice amount: \$100.00 1099 Distribution...

**Discount**

Discount percent: 2.0000 Discount expires on: 06/23/2004

Discount amount: \$2.00 Discounted total: \$98.00

**Payment**

Payment method: Check ☐ Create a separate payment for this invoice

Balance: \$0.00 Paid

2. In the **Status** field, select “Approved”.
3. To close the invoice and save your changes, click **Save and Close**.

► **Approving multiple invoices from the Invoices page of Records**

1. On the Invoices page, click **Approve Invoices**. The Approve Invoices page appears.

2. To open an invoice for viewing or editing, select the invoice and click **Open**.
3. To mark all invoices for approval, click **Select All**. To unmark all invoices, click **Deselect All**.
4. To find certain invoices, click **Find**. The Find screen appears.

5. In the **Field** field, select a search category such as “Invoice” or “Vendor”.
6. In the **Find what** field, enter information for the invoices you want to find. For example, if you selected “Vendor” in the **Field** field, you can enter the first three letters of the vendor name to narrow the search.
7. In the **Match** field, select the part of the field to search.
8. To match upper or lower case characters, mark **Match case**.
9. When you have entered your search criteria, click **Find First** or **Find Next**. *Accounts Payable* selects the first or next invoice matching the qualifying criteria.
10. To view only invoices pending approval, select “Pending” in the **Current Status** field.
11. In the field on the right, you can select to include or exclude invoices on hold.
12. To select invoices for approval, mark checkboxes next to the invoices in the **Change** column.
13. To approve only invoices created in optional module *Fast!*, mark **Only include invoices created from Fast**.
14. To sort invoices in ascending or descending order, click a column heading such as **Invoice** or **Vendor**.
15. In the **Change status to** field, select “Approved”.
16. To approve the selected invoices, click **Change Status**.
17. To exit the Approve Invoices screen and return to the Records page, click **Close**.

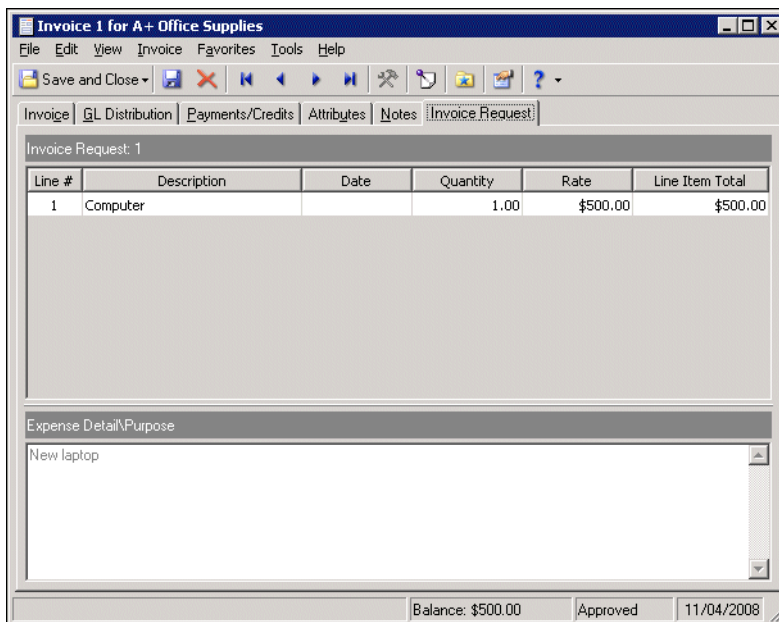
## Online Invoice Requests

Invoice requests can be created online using *WebInvoicing*. Once they are approved, an invoice is generated in **Accounts Payable** and an Invoice Request tab appears on the invoice record. The Invoice Request tab displays line item detail, such as the line item description, rate, line item total, and any notes about the invoice request the requestor entered online. If the requestor attached any documents to the invoice, such as scanned receipts, an **Attachments** link appears and you can download these documents to review.

Information on the Invoice Request tab is for informational purposes only, and cannot be edited. This tab appears only on invoice records that were created online using *WebInvoicing*.

### ► View invoice request information

1. From an open invoice, select the Invoice Request tab.



2. The Invoice Request grid displays line item detail, such as the line item description, rate and line item total.
3. The Expense Detail\Purpose grid displays any notes the requestor entered online regarding the invoice request.

## Managing Payments and Credits

The Payments/Credits tab of an invoice displays scheduled payments and credit memos. You can use the **Pay Now** feature to pay an invoice with a computer check or manual check, or use the **Schedule Payment** button to establish a payment schedule. For more information about payment options, see the Payment Tasks chapter of the *Banks Guide*. On the Payments/Credits tab, you can also apply credit memos to invoices.

## Scheduling Invoice Payments

When scheduling payments, you have unlimited options on the Edit Payment Schedule for Invoices screen. For example, with the Semi-monthly selection, you can schedule two payments per month and select either specific days or the first and last days of the month. An Irregular payment schedule generates invoices for any dates and amounts you enter in the payment grid.

1. From an open invoice record, select the Payments/Credits tab.
2. Click **Schedule Payments**. The Edit Payment Schedule for Invoice screen appears.

**Edit Payment Schedule for Invoice 7897-002 for ADS Security Systems**

Invoice date: Invoice amount: \$99.99

Description: Invoice balance: \$99.99

Frequency: Irregular Number of payments: 1

Enter payment dates and amounts in the grid.

Date	Amount
	\$99.99

Starting on: 10/22/2004

Make payments on selected dates.

Total Scheduled: \$99.99

Unscheduled: \$0.00

3. In the **Frequency** field, select how often to make payments.  
If you select “Annually”, “Monthly”, “Semi-monthly”, or “Weekly”, other fields appear for you to select the recurring date of the payment.  
If you select “Irregular”, you can enter the specific dates for the payments in the payment grid.
4. In the **Number of Payments** field, enter the number of payments to schedule.
5. In the **Starting on** field, enter the date of the first invoice.
6. The **Next** field automatically displays the next scheduled payment.
7. In the grid, the **Date** and **Amount** columns display scheduled payment dates and amounts.
8. To update the grid information to show currently scheduled payment dates and amounts, click **Update**.
9. To save the payment schedule and return to the Payments/Credit Memos tab, click **OK**.

## Paying Invoices

**Note:** If the business rule requiring approval before invoices are paid or posted is set, someone with approval rights must change the post status from “Pending” to “Approved” before you can use **Pay Now**.

From the Payments/Credits tab of an invoice record, you can click **Pay Now** to open the Create Payments for Invoice screen. This screen is similar to the Add a One-Time Check screen in *Banks*. Here, you create checks to pay your invoices.

### ► Adding payment information

On the General tab, you can enter the amount and payee information for the one-time check. You can also select posting information and make formatting selections for the check.

On the Distribution tab, you can view distribution information entered on the invoice record. The History of Changes tab displays an historic record of key changes made to the invoice payment, such as changes in payment status and check number. The information provides an audit trail. Information on the Distribution and History of Changes tabs is for informational purposes only, and cannot be edited.

1. From the Payments/Credits tab of an open invoice, click **Pay Now**. The Create a Payment for Invoice screen opens on the General tab.

**Note:** You cannot pay EFT invoices using **Pay Now**. To pay invoices with an EFT, use the Create Payments process in *Banks*.

2. In the **Bank account** field, select a bank account. The bank account description appears automatically.
3. In the **Check date** field, enter the check date.
4. The **Amount** field is for informational purposes only and displays values from the **Invoice amount** or **Discount amount** fields of the invoice.
5. In the check type field, select “Computer check number” or “Manual check number”.
6. In the check number field, enter a check number.
7. If you select a computer check type, in the **Check format** field, select a check format.
8. The **Payee name**, **Address**, and **Tax ID number** fields are for informational purposes and display vendor information from the invoice.
9. The **Contact** field and grid are for informational purposes and display contact information from the invoice.
10. In the **Post status/date** fields, select a current posting status and the date posted to the general ledger. If you select “Specific Date”, enter a date.
11. If the check has cleared, mark **Cleared on** and enter the date it cleared.
12. The **Reversal status/date** fields are for informational purposes only and display reversal information from the invoice.



13. To create the payment and return to the Payments/Credits tab, click **Record and Close**.

### ► Setting payment options

**Glossary:** An electronic signature is a scanned bitmap image used on checks, purchase orders, and other documents in *Accounts Payable*, *Accounts Receivable*, *Cash Receipts*, and *Payroll*.

Using payment options, you can format checks and add electronic signatures.

1. From the Payments/Credits tab of an open invoice, click **Pay Now**. The Create a Payment for Invoice screen opens on the General tab.
2. Select the Format tab.

The screenshot shows the 'Create a Payment for Invoice 7897-002' window with the 'Format' tab selected. The window has a menu bar (File, Edit, View, Payment, Help) and a toolbar with buttons for 'Record and Close', 'Print Later and Close', 'Print Now', and a help icon. Below the toolbar are tabs for 'General', 'Distribution', 'Format', and 'History of Changes'. The 'Format' tab contains sub-tabs for 'Payment Options', 'Printer Options', and 'MICR Line...'. The 'Format and Print Options' section includes fields for 'Check note:', 'Check stub note:', 'Check printed to:', 'Signature 1:', 'Signature 2:', and 'Transit ABA number:'. The 'Signature(s)' section has a table with two columns: 'Signature' and 'Preview'. The 'Custom MICR Line' section has fields for 'Auxiliary', 'Routing', and 'On-Us'. The 'Not reconciled' button is at the bottom right.

Format and Print Options	
Check note:	No note printed on the check
Check stub note:	No note printed on the check stub
Check printed to:	
Signature 1:	Never print signature
Signature 2:	Never print signature
Transit ABA number:	

Signature(s)	
Signature	Preview
1 Electronic signature is not allowed	
2 Electronic signature is not allowed	

Custom MICR Line

Auxiliary	Routing	On-Us
⑈00 ⑈00 ⑈⑈	⑈ 2 ⑈ 3 ⑈ 5 ⑈ 6 ⑈ 7 ⑈ 8 ⑈ ⑈	⑈ 2 ⑈ 3 ⑈ 5 ⑈ 6 ⑈ 7 ⑈ ⑈

Not reconciled

3. Click **Payment Options**. The Payment Options for Accounts Payable Computer Checks screen appears.

The screenshot shows the 'Payment Options for Accounts Payable Computer Checks' window. The left sidebar contains a list of options: 'Check Format' (selected), 'Address Alignment', 'Check Stub Information', 'Electronic Signature 1', 'Electronic Signature 2', 'Notes', and 'Print Format'. The main area is titled 'Check Format' and includes a 'Transit ABA number:' field. There is a checkbox 'Include' followed by a dropdown menu and the text 'on the check only'. The 'Logos' section has a checkbox 'Include check stub logo from file:' followed by a file selection field and a 'Check logo' dropdown. Another checkbox 'Include check logo for the' is followed by an 'Organization' dropdown and a file selection field. The 'Actual size: 0.75" x 0.75"' is noted. At the bottom, there is a checkbox 'Save these changes to the Bank Account' and 'OK' and 'Cancel' buttons.

Payment Options for Accounts Payable Computer Checks

Check Format

Transit ABA number:

☐ Include  on the  check only

Logos

☐ Include check stub logo from file:   Check logo

☐ Include check logo for the  Organization  from file:

Actual size: 0.75" x 0.75"

☐ Save these changes to the Bank Account

OK Cancel

**Note:** The Check Format screen is available only for blank (unprinted) checks.

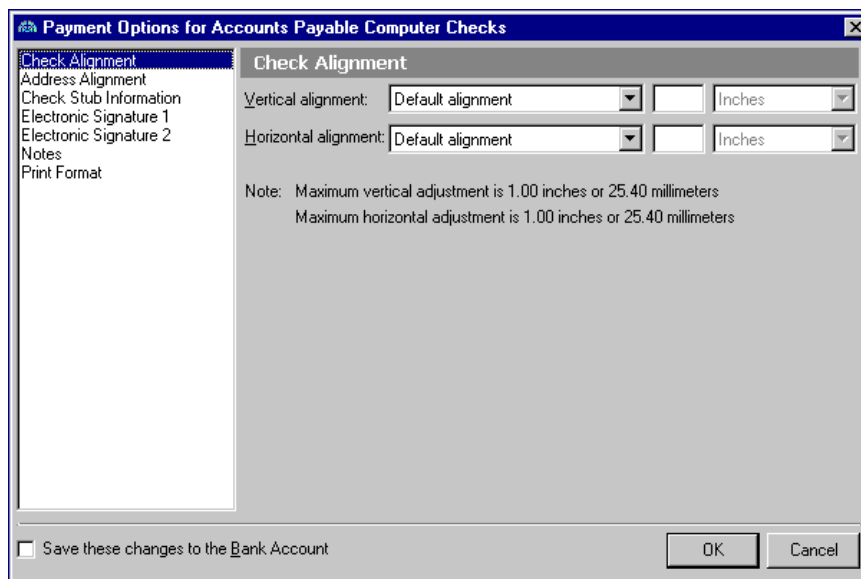
4. If you selected a blank check format on the General tab, you can edit check formatting options. In the list on the left, select **Check Format**.
5. In the **Transit ABA Number** field, enter the transit ABA number in the format specified by your bank.
6. To include an address on the checks, mark **Include** and select the address.
7. In the **on the** field, select whether to print the address on the check, check stub, or both.

**Note:** You can print \*.bmp, \*.gif, or \*.jpg logos on your checks or check stubs.

8. To print a logo on the check stub, mark **Include check stub logo from file** and click the ellipsis in the field to select the graphic file.
9. To print a logo on the check, mark **Include check logo for the [ ] from file** and select either “Organization” or “Bank” as the logo to print. Click the ellipsis in the field to select the graphic file.

**Note:** There is room on the check to print either your organization logo or the bank logo, not both.

10. The box on the right displays a thumbnail preview of the logo. In the field above, you can switch between the check stub logo and the check logo.
11. To define the alignment of the checks on your pre-printed check forms, in the list on the left, select **Check Alignment**.



**Note:** The Check Alignment screen is available only for pre-printed checks.

12. In the **Vertical alignment** field, you can select the default placement or move the printed information up or down a set distance.
13. In the **Horizontal alignment** field, you can select the default placement or move the printed information left or right a set distance.

**Note:** Addresses for your organization are defined in *Configuration*.

14. To define the alignment of addresses on your check forms, in the list on the left, select **Address Alignment**.

The screenshot shows the 'Payment Options for Accounts Payable Computer Checks' dialog box with the 'Address Alignment' tab selected. On the left, a list contains 'Check Format', 'Address Alignment' (highlighted), 'Check Stub Information', 'Electronic Signature 1', 'Electronic Signature 2', 'Notes', and 'Print Format'. The main area is titled 'Address Alignment' and contains two rows of controls: 'Vertical alignment' and 'Horizontal alignment'. Each row has a dropdown menu set to 'Default alignment', a text input field, and a unit dropdown set to 'Inches'. Below these is a note: 'Note: Maximum vertical adjustment is 1.00 inches or 25.40 millimeters' and 'Maximum horizontal adjustment is 1.00 inches or 25.40 millimeters'. At the bottom, there is a checkbox 'Save these changes to the Bank Account' and 'OK' and 'Cancel' buttons.

15. In the **Vertical alignment** field, you can select the default placement or move the printed information up or down a set distance.
16. In the **Horizontal alignment** field, you can select the default placement or move the printed information left or right a set distance.

**Tip:** Use the **Select All** or **Deselect All** buttons to mark or unmark all the checkboxes with one click.

17. To select information to print on checks, in the list on the left, select **Check Stub Information**.

The screenshot shows the 'Payment Options for Accounts Payable Computer Checks' dialog box with the 'Check Stub Information' tab selected. On the left, a list contains 'Check Alignment', 'Address Alignment', 'Check Stub Information' (highlighted), 'Electronic Signature 1', 'Electronic Signature 2', 'Notes', and 'Print Format'. The main area is titled 'Check Stub Information' and contains a section 'Print this information on the check stub:' with a list of checkboxes: 'Vendor ID', 'Tax ID Number', 'Contact', 'Fax', 'Phone', and 'Email'. To the right of this list are 'Select All' and 'Deselect All' buttons. Below the list is a checkbox 'Show the Discount column' which is checked. At the bottom, there is a checkbox 'Save these changes to the Bank Account' and 'OK' and 'Cancel' buttons.

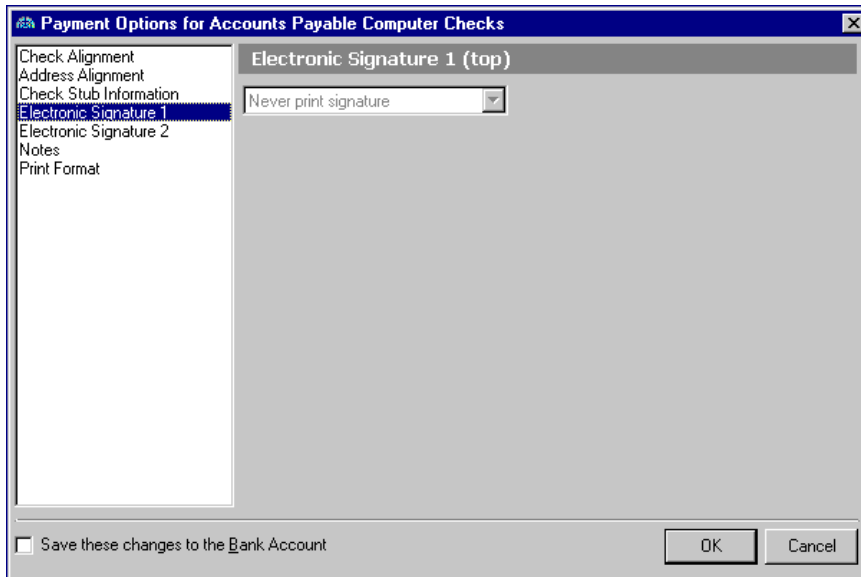
**Note:** Check stub information you can print varies depending on the check type.

18. In the **Print this information on the check stub** box, mark the vendor information you want to print. Available print options vary depending on the check format you select.

19. To show the discount amount as recorded in the vendor record, leave the **Show the Discount column** checkbox marked.

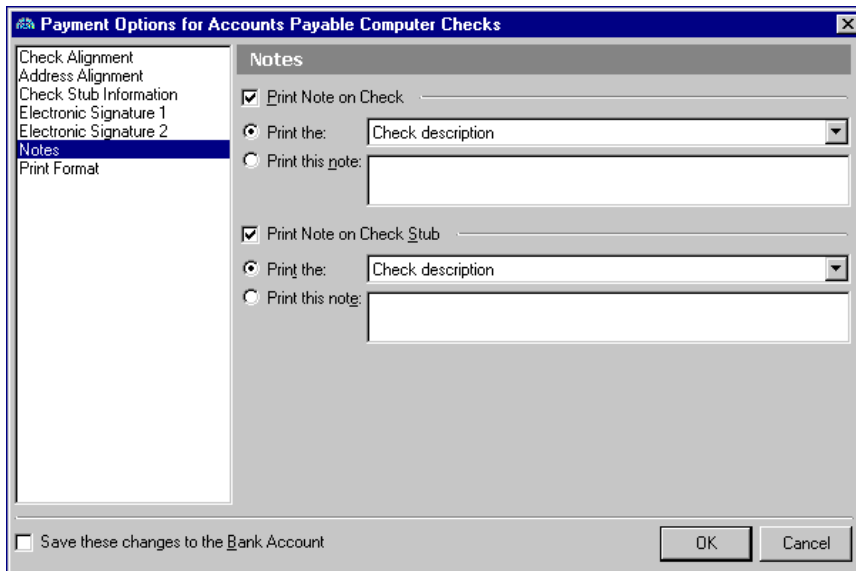
**Note:** You can print electronic signatures on checks only if you have the security rights.

20. **Electronic Signature 1** and **Electronic Signature 2** are for informational purposes only and display defaults established on the bank account record.



**Note:** You can print messages on the check stub only if you use a blank paper check format.

21. To print notes on the check or check stub, from the list on the left, select **Notes**.

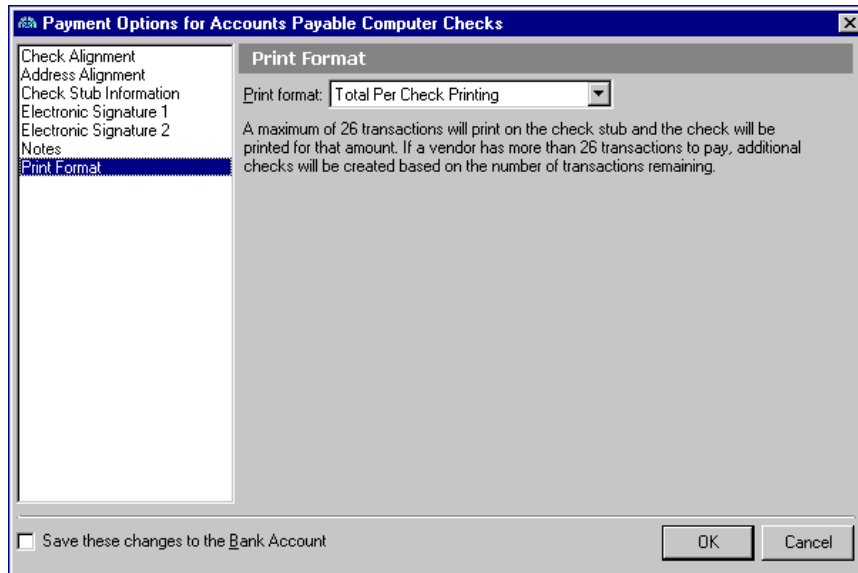


22. To print a note on the check, mark **Print Note on Check**. To select information to print on the check, mark **Print the** and select information from the vendor record, such as "Check description" or "Tax ID number". To create a new note for the check, mark **Print this note** and enter your note in the text box.

23. To print a note on the check stub, mark **Print Note on Check Stub**. To select information to print on the check stub, mark **Print the** and select information from the vendor record, such as “Check description” or “Tax ID number”.

To create a new note for the check stub, mark **Print this note** and enter a note in the text box.

24. To edit default print formats, from the list on the left, select **Print Format**.



25. In the **Print Format** field, select “Total Per Check Printing” or “Additional Document Check Printing”. The selected print format determines whether multiple transactions are recorded on the check stub or on transaction detail sheets.
26. To save your changes to the bank account record, mark **Save these changes to the Bank Account**.
27. When you are finished entering payment options, click **OK**. You return to the Create a Payment for Invoice screen.
28. To close the Create a Payment for Invoice screen and return to the invoice record, click **Record and Close**.

#### ► Setting the printer

1. From the Payments/Credits tab of an open invoice, click **Pay Now**. The Create a Payment for Invoice screen opens on the General tab.

2. Select the Format tab.

The screenshot shows the 'Create a Payment for Invoice 7897-002' window with the 'Format' tab selected. The window has a menu bar (File, Edit, View, Payment, Help) and a toolbar with buttons for 'Record and Close', 'Print Later and Close', 'Print Now', and a help icon. Below the toolbar are tabs for 'General', 'Distribution', 'Format', and 'History of Changes'. The 'Format' tab contains sub-tabs for 'Payment Options', 'Printer Options', and 'MICR Line...'. The 'Format and Print Options' section includes fields for 'Check note:', 'Check stub note:', 'Check printed to:', 'Signature 1:', 'Signature 2:', and 'Transit ABA number:'. The 'Signature(s)' section has a table with two rows, both indicating 'Electronic signature is not allowed'. The 'Custom MICR Line' section shows fields for 'Auxiliary', 'Routing', and 'On-Us' with corresponding MICR line characters. A 'Not reconciled' button is at the bottom right.

Signature	Preview
1 Electronic signature is not allowed	
2 Electronic signature is not allowed	

3. Click **Printer Options**. The Printer Options screen appears.

The screenshot shows the 'Printer Options' window. It has a title bar with a close button. The main area contains a label 'Print checks to this printer:' followed by a dropdown menu showing 'HP LaserJet 4 Plus'. At the bottom are 'OK' and 'Cancel' buttons.

4. In the **Print checks to this printer** field, select a printer.
5. Click **OK**. You return to the Create a Payment for Invoice screen.
6. To close the Create a Payment for Invoice screen and return to the invoice record, click **Record and Close**.

► **Adding a custom MICR line**

You can create a custom MICR line only for blank (unprinted) checks.

1. From the Payments/Credits tab of an open invoice, click **Pay Now**. The Create a Payment for Invoice screen opens on the General tab.



# Applying Credit Memos

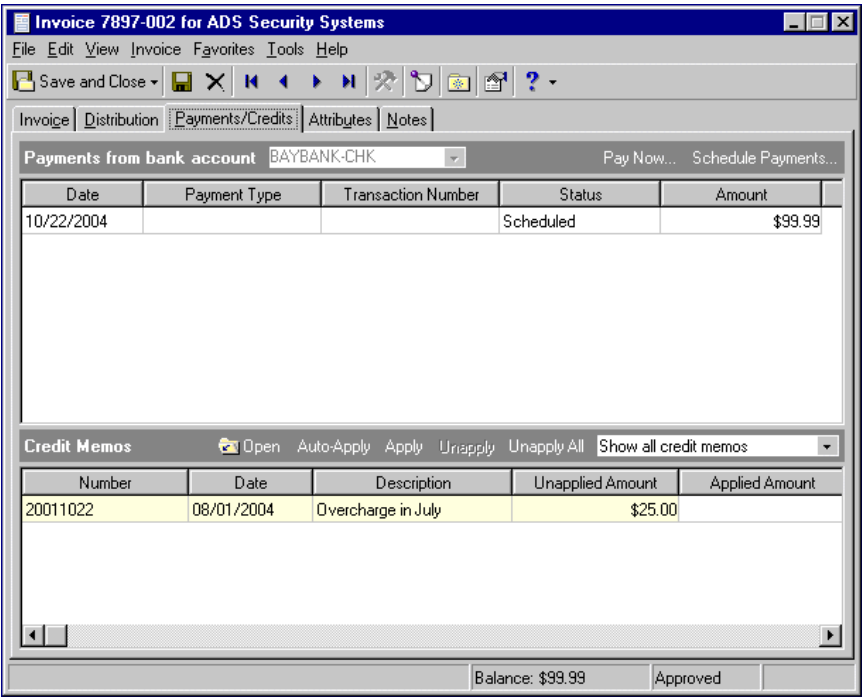
**Note:** You can open invoices from an open credit memo. In the Application History grid, select the invoice you want to open and click **Open**.

Credit memos are simply discounts or credits you receive from a vendor that reduce the amount you owe. Examples include rebates, reimbursements, and refunds. You can manage credit memos and apply them to your invoices from the Payments/Credits tab on the invoice record. Credit memos do not affect an invoice until you apply them.

For more information about credit memos, see the Credit Memos chapter of this guide.

► **Applying a credit memo to an invoice**

- 1. From an open invoice record, select the Payments/Credits tab.



- 2. On the Credit Memos action bar, select “Show all credit memos” in the field on the far right. All credit memos for the vendor that have an unapplied balance appear in the grid.
- 3. To sort the credit memos in ascending or descending order, click a column heading such as **Number** or **Date**.
- 4. To apply all available credit memos, click **Auto-Apply**. To apply one credit memo, select the credit memo and click **Apply**.
- 5. To close the invoice record and return to the Invoices page, click **Save and Close**.



► **Unapplying a credit memo from an invoice**

1. From an open invoice record, select the Payments/Credits tab.

**Invoice 7897-002 for ADS Security Systems**

File Edit View Invoice Favorites Tools Help

Save and Close

Invoice | Distribution | **Payments/Credits** | Attributes | Notes

Payments from bank account: BAYBANK-CHK Pay Now... Schedule Payments...

Date	Payment Type	Transaction Number	Status	Amount
10/22/2004			Scheduled	\$74.99

**Credit Memos** Open Auto-Apply Apply Unapply Unapply All Show all credit memos

Number	Date	Description	Unapplied Amount	Applied Amount
20011022	08/01/2004	Overcharge in July	\$0.00	\$25.00

Balance: \$74.99 Approved

2. On the Credit Memos action bar, select “Only show applied credit memos” in the field on the right. All credit memos applied to the invoice appear in the grid.
3. To unapply all credit memos, click **Unapply All**. To unapply a specific credit memo, select the credit memo and click **Unapply**.
4. To close the invoice record and return to the Invoices page, click **Save and Close**.

## Managing Invoice Adjustments

Adjustments are corrections you make to a posted invoice that reverse the incorrect post and then create another post with new distributions. The Adjustments tab appears only if the invoice has adjustments. You can make a new adjustment to an invoice only if it was paid with one check and all existing adjustments are posted. To make a new adjustment to a posted invoice, from the menu bar, select **Invoice, New Adjustment**.

► **Adding an adjustment to an invoice**

1. From a posted invoice record, on the toolbar, click **New Adjustment**. The New Adjustment screen appears.

**New Adjustment**

Adjustment | **New Distribution** | Previous Distribution

Entered by: Supervisor

Adjustment date: 11/12/2004

New transaction amount: \$99.98      Current transaction amount: \$99.99

Adjustment post status: Not yet posted

Adjustment post date: 11/11/2004      Use Invoice Post Date

Reason: Overcharge

Notes:

OK      Cancel

**Glossary:** A user name is a name used to gain access to a computer system. User names, and often passwords, are required in multi-user systems. In most such systems, users can select their own user names and passwords.

2. On the Adjustment tab, the **Entered by** field is for informational purposes only and displays your user name.
3. In the **Adjustment date** field, enter date of the adjustment.
4. In the **New transaction amount** field, enter the new amount. The **Current transaction amount** field is for informational purposes only and displays the posted invoice amount.
5. The **Adjustment post status** field is for informational purposes only and displays the current post status.
6. In the **Adjustment post date** field, enter a post date or click **Use Invoice Post Date** to insert the invoice post date. The post date must be in an open period.
7. In the **Reason** field, enter a reason for the adjustment, such as “Add late fee”.
8. In the **Notes** field, enter notes for the adjustment.
9. Select the New Distribution tab.
10. In the field above the distribution grid, select “Distribution” or “Miscellaneous Entries”.

**New Adjustment**

Adjustment | **New Distribution** | Previous Distribution

Distribution:      Interfund:      Budget:      Entries:      \$      %

DR Account Number	DR Account Des...	Amount	CR Account Number	CR Account Des...	Project ID
01-53850-00	Grounds Maintena...	\$99.98	01-21000-00	Accounts Payable	

Distribution...      Load Distribution...      Distribute Evenly      Attributes...      Delete All...      Remaining: \$0.00

OK      Cancel

11. If you select "Distribution" and enter debit and credit accounts that are in different funds, in the **Interfund** field, you must select an interfund entry to balance the accounts.
12. If you have the optional module *Budget Management*, you can click **Budget** to check the account or project against the budget. Budget checking is not available for miscellaneous entries.
13. To preview **General Ledger** debits and credits for the invoice, click **DR/CR Entries**.
14. To enter distributions by amount, click the **\$** button. To enter distributions by percent, click the **%** button.

**Note:** When the binoculars appear in an account column, you can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

15. If you defined default debit accounts on the Distribution tab of the vendor record, they appear automatically in the **DR Account Number** column. Otherwise, enter debit accounts for the distribution. When you enter a debit account number, the description appears automatically in the **DR Account Description** column.

DR Account Number	DR Account Des...	Amount	CR Account Number	CR Account Des...	Project ID
01-53850-00	Grounds Maintena...	\$99.99	01-21000-00	Accounts Payable	

Remaining: \$0.00

16. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column.

**Note:** The Supervisor can establish security settings to hide the **CR Account Number** column.

17. The **CR Account Number** column displays default values, depending on default Accounts Payable Summary Account settings established in *Configuration*.
18. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
19. In the **Class** column, select a class for the distribution.
20. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined in *Configuration*. In the grid, select a value for each transaction code.
21. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.  
You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the invoice record Distribution tab.
22. To use a default distribution, click **Load Distribution**. To use a default distribution from *Configuration* or add a new distribution table, select **From Table**. To use the distribution from the vendor record Distribution tab, select **From Vendor**.

23. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
24. To view transaction attribute information, click **Attributes**.
25. To distribute discounts to the debit accounts from the invoice, mark **Distribute discounts to debit (expense) account(s) from invoice**. If this box is unmarked, discounts are distributed to the default discount account from the Default Accounts page of *Configuration*.
26. To save the adjustment and return to the invoice record, click **OK**.

## Managing 1099 Information

You can add 1099 information and distributions to an invoice by clicking the **1099 Distribution** button. On the 1099 Distribution screen, you enter 1099 box numbers, the states in which the amounts were earned, and the amounts or percentages. Then, at tax reporting time, you can quickly and easily determine which vendors require 1099 forms by performing a query or creating a vendor 1099 Activity Report. Before you can add 1099 distributions for states, you must first go to the General page of *Configuration* and define those states and state ID numbers in the state grid. If the invoice is for a 1099 vendor, a checkmark appears on the **1099 Distribution** button.

### ► Adding 1099 distribution information to an invoice

**Note:** 1099 distributions can be edited or deleted at any time.

1. From an open invoice record, click **1099 Distribution**.

1099 Box Number	State	Percent

2. To enter distributions by amounts, click the **\$** button. To enter distributions by percent, click the **%** button.
3. In the **1099 Box Number** column, select the 1099 box number in which to enter the distribution.

**Note:** You cannot produce 1099 distributions for states until you define states and state ID numbers on the General page of *Configuration*.

4. In the **State** column, select a state. A state entry is required for box number 16-State tax withheld.
5. In the **Percent** column, enter the percent of the distribution or, in the **Amount** column, enter the amount. To distribute the amount or percent evenly among all boxes, you can click **Distribute Evenly**.
6. To delete all of the distribution information, click **Delete All**.
7. To save the distribution and return to the invoice record, click **OK**.

# Managing Attributes and Notes

You can further define an invoice record on other invoice record tabs. On the Attributes tab, you can add attributes for an additional level of detail and reporting capability. On the Notes tab, you can add notes specific to that invoice record.

## Adding Attributes

**Note:** Attribute types are defined in *Configuration*. For more information about defining attribute types, see the *Configuration Guide for Accounts Payable*.

Use the Attributes tab to record additional information about an invoice. You can report on invoices with specific attributes. You can also use invoice attributes as filters in other areas of **Accounts Payable**, such as *Query* and *Reports*.

### ► Adding an attribute to an invoice record

1. From an open invoice record, select the Attributes tab.

Attribute Type	Description	Short Description	Date	Required	Comments
				<input type="checkbox"/>	

2. In the **Attribute Type** field, you can filter the attribute types appearing in the grid.
3. In the **Attribute Type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, enter or select a value for the attribute. Whether you enter text, numbers, dates, or currency, select Yes or No, or select a table entry depends on how the attribute type is defined.
5. In the **Date** column, enter the date you add the attribute.

**Note:** The **Required** column is for informational purposes only. You can make an attribute required in *Configuration* when defining attribute types. If required, the attribute automatically appears on the invoice. You must enter a description for the attribute.

6. Enter any additional comments or more detailed information in the **Comments** column. You can enter free-form text in this column.
7. To return to the Invoices page, click **Save and Close**.

## Adding Notes

In **Accounts Payable**, the Notes tab makes it easy to maintain helpful pieces of information about an invoice. For example, you can create notepads to record special information about the invoice, delivery information, or vendor contact information you may need later. Each notepad has a date, type, description, title, and author.

### ► Adding a note to an invoice record

**Note:** As an alternative to notes, you can annotate a record by selecting **Edit, Annotate** from the menu bar. To set the annotation to pop up automatically when you open the invoice, mark **Display annotation automatically**.

1. From an open invoice record, select the Notes tab.
2. On the action bar, click **New Note**. The New Note screen appears.

**Tip:** For faster data entry when entering dates, press **F3** for today's date or **F7** for a calendar.

3. In the **Date** field, enter the date of the note.
4. In the **Type** field, select a notepad type. Notepad types are defined in Tables in *Configuration*.
5. In the **Description** field, enter a description for the note.
6. In the **Title** field, enter a title for the note.
7. In the **Author** field, enter or select the note's author.

**Note:** You can use the formatting options on the toolbar to format your note.

8. In the text box, enter any notes to associate with the invoice.

9. To return to the Notes tab, click **Save and Close**.





# Vendors



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You create vendor records in **Accounts Payable** to store information such as the vendor's addresses, contact persons, Tax ID number, and credit limit, and track activity and 1099 information.

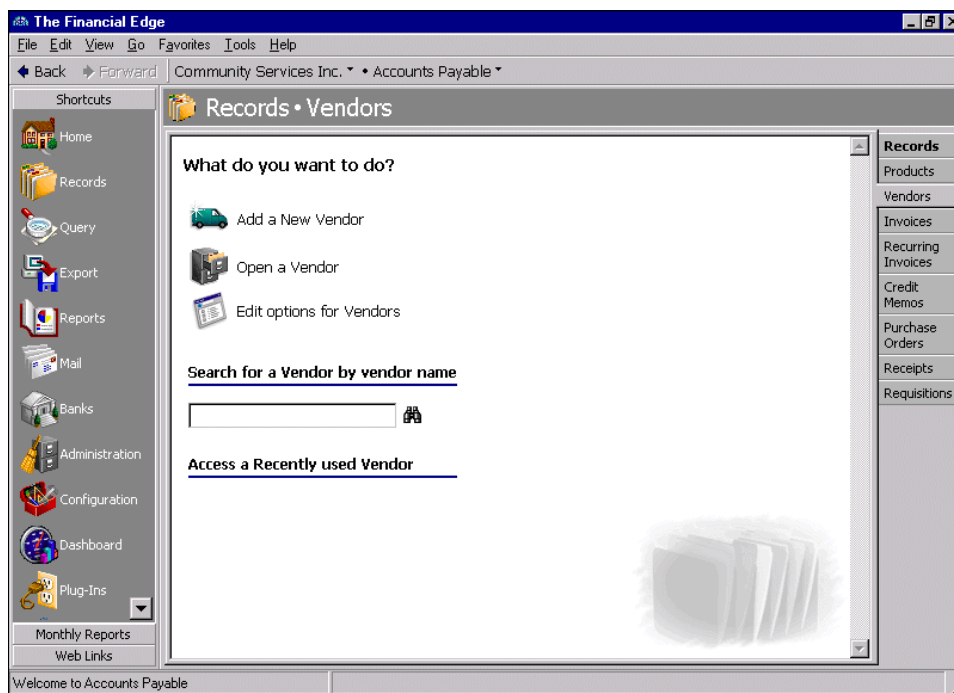
**Note:** You can set business rules for vendors in *Configuration*. For more information about business rules, see the *Configuration Guide for Accounts Payable*.

You can create other records from a vendor record, including regular invoices, recurring invoices, and credit memos. If you have the optional module *Purchase Orders*, you can also create purchase order and receipt records from a vendor record. Each of these records is discussed in separate chapters in this guide.

You can record a manual check from the **Vendor** menu of the vendor record. A manual check is used to record payments you have already made. For more information about manual checks, see the *Banks Guide*.

## Accessing Vendor Records

Because records are such an important part of **Accounts Payable**, we have placed all record types in one area so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record, or file. When you open *Records*, you can directly access several record types, including vendor records. Click **Records** on the navigation bar and then click the **Vendors** link. The Vendors page appears.



Consider the Vendors page the starting point for vendor records. From this page, you can add a new vendor record or open existing vendor records.

You can edit vendor record options by clicking the **Edit options for Vendors** link. This link opens the Options screen for records.

To save time when searching for a specific vendor record, you can use the **Search for a Vendor by vendor name/ID** field. Whether you can search by ID or name depends on your selection for General Options on the Records tab of the Options screen. The Vendors page also lists recently accessed vendor records.

## Finding and Opening Vendor Records

**Note:** For more information about using filters on the Open screen to search for records, see the *Program Basics Guide*.

To find and open a vendor record, you must be familiar with the Open screen. The Open screen has a number of filters you can use to narrow your search and quickly locate the vendor you want to open. The search process is not case-sensitive, so you can enter Smith, smith, or SMITH and get the same results. You can also use wildcard characters if you are not sure how a word is spelled — use a question mark to replace a single character and an asterisk to replace a series of characters.

**Tip:** For a quick search, use the **Search for a Vendor by vendor name/ID** field on the Vendors page.

You access the Open screen by selecting **File, Open, Vendor**, or by clicking **Open a Vendor** from the Vendors page.

- ▶ **Opening a vendor record from the Vendors page of Records**
  1. On the navigation bar, click **Records**.
  2. Click **Vendors**. The Vendors page appears.
  3. Click **Open a Vendor**. The Open screen for Vendors appears.

The screenshot shows the 'Open' window with a search bar at the top containing 'Vendor' and a search query dropdown set to '<Default>'. Below the search bar is a table with columns: Vendor name, Alias, Vendor ID, City, and State. The table lists several vendors, with 'ADT Security Systems' selected. Below the table is a section titled 'Find Vendors that meet these criteria:' containing various filter fields like Vendor ID, Vendor Name, Alias, Contact Name, City, State, Phone Number, Invoice #, Credit Memo #, Purchase order #, Last modified by, and Last modified on. At the bottom, there are buttons for 'Hide Filters', 'Clear Filters', 'Find Now', 'Open', and 'Cancel'. A status bar at the very bottom says 'Press F7 to zoom'.

Vendor name	Alias	Vendor ID	City	State
ADT Security Systems		25	Charleston	SC
AlphaGraphics		37	Charleston	SC
Amato Business Syste...		14	Charleston	SC
AT&T Wireless Services		4	Charleston	SC
Auto Express		16	Charleston	SC
Bakker & Associates		39	New York	NY

4. In the **Find Vendors that meet these criteria** frame, enter the criteria you are using to search for the vendor. Criteria you can use includes the vendor name, ID, contact name, city, state, or alias.
5. After you enter your search criteria, click **Find Now**. The program searches your database and displays all vendors who meet your search criteria.
6. In the grid, select the vendor to open.

7. Click **Open**. The vendor record appears.

The screenshot shows a software window titled "25 - ADT Security Systems". It has a menu bar with "File", "Edit", "View", "Vendor", "Favorites", "Tools", and "Help". Below the menu bar is a toolbar with icons for "Save and Close", "Print", "Find", "New", "Open", "Close", "Undo", "Redo", "Copy", "Paste", "Delete", "Help", and a dropdown arrow. The main area of the window is divided into several tabs: "Notes", "History of Changes", "Media", and "Actions". Under the "Actions" tab, there are sub-tabs: "Vendor", "Activity", "Recurring", "Purchase Orders", "Addresses", "EFT Bank Information", "Distribution", and "Attributes". The "Vendor" sub-tab is selected. The form contains the following fields and values:

Vendor name:	ADT Security Systems		
Vendor ID:	25	Address:	4328 Elliot Circle Charleston, SC 29416
Status:	Active	Contact:	Naheem Ballish
Customer number:	1321654ADT	Position:	
Tax ID number:	45-78541256		
Terms:			
<input type="checkbox"/> Credit limit:			
Payment method:	Check		
Payment options:	One payment for all invoices		
Bank account:			
<input type="checkbox"/> 1099 Vendor?	<input type="checkbox"/> 1099 Distribution...		

At the bottom right of the form, there is a "Print?" checkbox and a "User ID:" field. Below the form, there is a "PIN:" field and a "Active" button.

8. After you view or edit the record, click **Save and Close** on the toolbar to return to the Vendors page.

# Adding Vendor Records

On the Vendor tab of a vendor record, you enter basic information about the vendor, such as status, tax identification number, and payment method. You can add vendors from the Vendors page of *Records*, the Open screen for vendors, or by selecting **File, New** from a vendor record.

If you enter common values repeatedly for multiple vendor records, you can create a default set with these values to save time during data entry. The values are defaults only and you can still change any field on a record. From the menu bar of the record, select **Vendor, Load Defaults from** to select an existing default set or create a new default set for the record type. To manage default sets for all record types in the program, select **Tools, Organize/Create Defaults**. For more information about default sets, see the Program Basics chapter in the *Program Basics Guide*.

**Glossary:** A business rule is a predefined setting in *Configuration* that controls a function, establishes a specific procedure, or standardizes displays and requirements in the programs. Business rules affect all users of the program.

We recommend that you set a business rule in *Configuration* to check for duplicate vendors automatically and specify the criteria for duplicates. For more information about business rules, see the *Configuration Guide for Accounts Payable*. If necessary, you can also search for a duplicate record from an existing record by selecting **Vendor, Duplicate Search** from the menu bar.

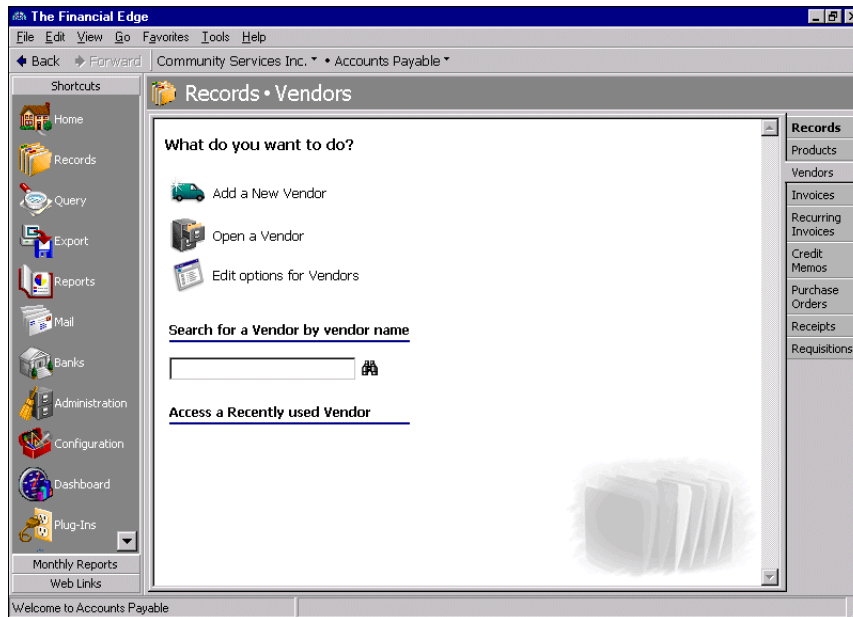
In *Administration* in **Accounts Payable**, you can run utilities to remove historical vendor activity, purge vendor records, and merge information from a duplicate vendor with information from the primary vendor. For more information about *Administration*, see the *Administration Guide for The Financial Edge*.

## ► Adding a vendor record

1. On the navigation bar, click **Records**.

**Note:** To establish vendor options, click **Edit options for vendors** on the Vendors page. This link opens the Options screen for records. For more information about options, see the Options chapter of the *Program Basics Guide*.

2. Click the **Vendors** link. The Vendors page appears.



**Tip:** You can use default sets to define common information for records. For a new record, you can select **Vendor, Load Defaults from** to select a default set of information to copy into the record. For more information about using default sets, see the *Program Basics Guide*.

3. Click **Add a New Vendor**. The New Vendor screen appears.

**Note:** If the vendor is an individual person, insert a backslash instead of a space between the person's first and last name to search for the vendor by last name. The name still appears correctly without the backslash on reports, invoices, and mailings.

4. In the **Vendor name** field, enter the name of the vendor. This field is required when adding a new vendor record.
5. The vendor ID automatically appears in the **Vendor ID** field of saved vendor records if you mark the **Automatically generate vendor IDs starting with** option on the Vendor page of Business Rules in *Configuration*. If you do not want the ID to generate automatically, enter the ID.
6. In the **Status** field, select "Active", "Inactive", or "On Hold". This field is required when adding a new vendor record.
7. In the **Customer number** field, you can enter your customer number or account number if you were assigned one by the vendor.

**Note:** You must have the appropriate security rights to view, add, delete, edit, or output tax ID and bank account numbers. If you do not have rights, these numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

8. In the **Tax ID number** field, enter the vendor's federal tax ID number. This number prints on the vendor's 1099 form.
9. In the **Terms** field, select an invoice term. Terms are created in *Configuration*.
10. For the program to warn you during invoice entry and purchase order line item entry when you exceed the credit limit, mark the **Credit limit** checkbox and enter the amount.

**Glossary:** Terms are payment rules established for payments to vendors or payments from customers. Terms specify how long a customer who purchases on account may wait to pay an invoice. Terms may include discount provisions for early payment of an invoice.

11. In the **Payment method** field, select "Check," "Electronic Funds Transfer", or "Bank Draft". This field is required when adding a new vendor record.
12. In the **Payment options** field, select "One payment per invoice" or "One payment for all invoices". This field is required when adding a new vendor record.
13. In the **Bank account** field, select a bank account. The drop-down list contains bank accounts you created in *Banks*.
14. If this is a vendor that receives a 1099, mark the **1099 Vendor?** checkbox.
15. To access the 1099 Distribution screen, click **1099 Distribution**. For more information about 1099 Distributions, see "Managing 1099 Information" on page 55.
16. You can enter address information manually or click **Address** to access the Address screen. For more information about entering vendor address information, see "Adding vendor address information from the Vendor tab" on page 51.
17. You can enter contact information manually or click **Contact** to access the Contact tab of the Address screen. For more information about entering contact information, see "Adding vendor contact information from the Vendor tab" on page 54.
18. In the **Position** field, enter the contact's position. To print the position on reports and invoices, mark **Print?**.
19. In the contact grid, the information you entered in the contact grid on the General tab of the Address screen appears. You can add and edit the same contact information from either location.
20. You can complete the phone grid manually or enter the information from the Contact screen. The information you enter on the Contact tab defaults to the Vendor tab.

21. If you have the optional module *Visual Basic for Applications* (VBA) for **The Financial Edge**, the **User ID** and **PIN** fields appear. You can write a custom application that allows vendors to log into the system to view their activity grid.

In the **User ID** field, you can enter the user ID assigned to the vendor.

In the **PIN** field, you can enter the password assigned to the vendor.

**Note:** In *Configuration*, we recommend you specify duplicate criteria and select to automatically check for duplicate vendors. For more information about business rules, see the *Configuration Guide for Accounts Payable*.

22. To save the vendor record and return to the Vendors page, click **Save and Close** or press **CTRL+L**. To save the vendor record and add another new vendor record, click **Save and New** or press **CTRL+E**.

## Managing Vendor Addresses and Contacts

When you create a vendor record, you should add address and contact information to the record. You can store all this information on the Vendor and Addresses tabs of the vendor record.

### ► Adding vendor address information from the Vendor tab

1. From an open vendor record, select the Vendor tab.
2. From the Vendor tab, click **Address**. The Address screen opens to the General tab.

Address for ADT Security Systems					
General   Options   Contact					
Description: Imported Address					
Country: United States	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Contact Number</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>(800) 468-8996</td> </tr> </tbody> </table>	Contact Type	Contact Number	Business	(800) 468-8996
Contact Type	Contact Number				
Business	(800) 468-8996				
Address: 4328 Elliot Circle					
City: Charleston					
State: SC South Carolina					
ZIP: 29416					
Address as it will be printed: 4328 Elliot Circle Charleston, SC 29416					
<input checked="" type="checkbox"/> Synchronize with individual address fields					
OK Cancel					

3. In the **Description** field, enter a description for the address.
4. In the **Country** field, select the country of the vendor.
5. In the **Address** field, enter the vendor's address.
6. In the **City** field, enter the vendor's city.
7. In the **State** field, select the vendor's state.
8. In the **ZIP** field, enter the vendor's ZIP Code.
9. In the contact grid, select types in the **Contact Type** column and enter details in the **Contact Number** column. This grid is the same as the contact grid on the Vendor tab of the vendor record.

10. In the **Address as it will be printed** box, verify the address is formatted the way you want it printed on reports, invoices, and mailings. The **Address as it will be printed** box is the same as the **Address** box on the Vendor tab of the vendor record. To update the address boxes based on the individual address fields on the Addresses screen or update individual address fields on the Addresses screen based on the address boxes, mark **Synchronize with individual address fields**.
11. Select the Options tab.

12. In the **Name** field, you can enter the vendor name you want to print on invoices, checks, and purchase orders that use the same address. If you leave this field blank, the name on the Vendor tab prints.
13. In the **Alias** field, you can enter a vendor alias. You can use alias as a filter when trying to locate vendors from the search screen. The alias you provide does not print on any documents.
14. Mark **Primary address for vendor** to indicate the address is the primary address for the vendor. The primary address appears on all invoices and purchase orders unless you specify another address as the default.

**Warning:** It is important that the combination of name control and taxpayer identification number (TIN) provided on an electronically filed return match IRS's record of name controls and TINs.

15. Mark **Default address for invoices** to indicate the address as the default address for all invoices.
16. Mark **Default address for purchase orders** to indicate the address as the default address for all purchase orders.
17. In the **1099 name** field, enter the name you want to appear as the Recipient on the 1099 form. This is an optional field.  

Please be aware that what you enter in this field is pulled into the magnetic media file to serve as the name control value, and therefore, must be formatted correctly. You must enter a person's last name first. For organization names, the first four characters you enter will be used.

We recommend you review the rules in the Business Name Control matrix provided by the IRS to verify your name control prior to e-filing.
18. The **1099 name 2** field is optional. If you enter a name, it appears on the 1099 form under the **1099 Name** field.
19. Mark **Default address for 1099 forms** to indicate the address as the default address for all 1099 forms.
20. To return to the Vendor tab of the vendor record, click **OK**.



► **Adding vendor address information from the Addresses tab**

1. From an open vendor record, select the Addresses tab.

The screenshot shows the 'New Vendor' window with the 'Addresses' tab selected. The window has a menu bar (File, Edit, View, Vendor, Favorites, Tools, Help) and a toolbar with icons for 'Save and Close', 'New Address', 'Open', and 'Delete'. Below the toolbar are tabs for 'Notes', 'History of Changes', 'Media', and 'Actions'. The 'Addresses' tab is active, showing a table with columns: 'Description', 'Name', 'City, State', 'Contact Name', and 'Primary?'. The first row contains the text '<Vendor Address>' and a checked 'Primary?' checkbox. At the bottom right, there is an 'Active' button.

2. On the action bar, click **New Address**. The Address screen appears.

The screenshot shows the 'Address for ADT Security Systems' window. It has tabs for 'General', 'Options', and 'Contact'. The 'General' tab is active, showing fields for 'Description' (Imported Address), 'Country' (United States), 'Address' (4328 Elliot Circle), 'City' (Charleston), 'State' (SC - South Carolina), and 'ZIP' (29416). To the right is a 'Contact' grid with columns 'Contact Type' and 'Contact Number'. The first row shows 'Business' and '(800) 468-8996'. At the bottom, there is a field for 'Address as it will be printed' showing '4328 Elliot Circle, Charleston, SC 29416' and a checked checkbox for 'Synchronize with individual address fields'. 'OK' and 'Cancel' buttons are at the bottom.

3. In the **Description** field, enter a description for the address.
4. In the **Country** field, select the country of the vendor.
5. In the **Address** field, enter the vendor's address.
6. In the **City** field, enter the vendor's city.
7. In the **State** field, select the vendor's state.
8. In the **ZIP** field, enter the vendor's ZIP Code.
9. In the contact grid, select types in the **Contact Type** column and enter details in the **Contact Number** column. This grid is the same as the contact grid on the Vendor tab of the vendor record.

10. In the **Address as it will be printed** box, verify the address is formatted the way you want it printed on reports, invoices, and mailings. The **Address as it will be printed** box is the same as the **Address** box on the Vendor tab of the vendor record. To update the address boxes based on the individual address fields on the Addresses screen or update individual address fields on the Addresses screen based on the address boxes, mark **Synchronize with individual address fields**.
11. To return to the Addresses tab, click **OK**.

► **Adding vendor contact information from the Vendor tab**

1. From an open vendor record, select the Vendor tab.

25 - ADT Security Systems

File Edit View Vendor Favorites Tools Help

Save and Close

Notes History of Changes Media Actions

Vendor Activity Recurring Purchase Orders Addresses EFT Bank Information Distribution Attributes

Vendor name: ADT Security Systems

Vendor ID: 25

Status: Active

Customer number: 1321654ADT

Tax ID number: 45-78541256

Terms:

☐ Credit limit:

Payment method: Check

Payment options: One payment for all invoices

Bank account:

☐ 1099 Vendor? 1099 Distribution...

Address: 4328 Elliot Circle  
Charleston, SC 29416

Contact: Naheem Ballrish

Position:

☐ Print?

Contact Type	Contact Number
Business	(800) 468-8996

User ID:

PIN:

Active

2. From the Vendor tab, click **Contact**. The Address screen opens to the Contact tab.

Address for ADT Security Systems

General Options Contact

Contact

Title 1: Title 2:

First name: Naheem

Middle name:

Last name: Ballrish

Suffix 1: Suffix 2:

Position: ☐ Print?

Full name: Naheem Ballrish

☒ Synchronize full name and individual name fields

OK Cancel

3. In the **Title 1** field, select a primary title for the contact.
4. In the **Title 2** field, select a secondary title for the contact.

5. In the **First name** field, enter the contact's first name.
6. In the **Middle name** field, enter the contact's middle name.
7. In the **Last name** field, enter the contact's last name.
8. In the **Suffix 1** and **Suffix 2** fields, select formal suffixes such as "Jr." or "Ph.D".
9. In the **Position** field, enter the contact's job title. To print the information entered in the **Position** field, mark the **Print?** checkbox.
10. In the **Full name** field, verify or edit how the contact's full name should appear. To update the full name based on the individual name fields or update individual name fields based on full name, you can mark **Synchronize full name and individual name fields**.

## Managing 1099 Information

**Note:** To order 1099 forms, contact Blackbaud's Business Forms department.

Tracking a 1099 vendor involves defining information in two key areas: vendors and invoices. On the vendor record, be sure to enter the 1099 vendor's tax identification number (TIN) in the **Tax ID number** field. This information prints on the 1099 form. To order 1099 forms, contact Blackbaud's Business Forms department.

### ► Setting up a 1099 vendor

1. Open the vendor you want to make a 1099 vendor.

The screenshot shows a software window titled "25 - ADT Security Systems". The window has a menu bar (File, Edit, View, Vendor, Favorites, Tools, Help) and a toolbar with various icons. Below the toolbar are tabs for Notes, History of Changes, Media, and Actions. Under the Actions tab, there are sub-tabs: Vendor, Activity, Recurring, Purchase Orders, Addresses, EFT Bank Information, Distribution, and Attributes. The main form area contains the following fields and controls:

- Vendor name: ADT Security Systems
- Vendor ID: 25
- Status: Active (dropdown menu)
- Customer number: 1321654ADT
- Tax ID number: 45-78541256
- Terms: (dropdown menu)
- ☐ Credit limit: (text field)
- Payment method: Check (dropdown menu)
- Payment options: One payment for all invoices (dropdown menu)
- Bank account: (text field)
- Address: 4328 Elliot Circle, Charleston, SC 29416
- Contact: Naheem Ballish
- Position: (text field)
- ☐ Print?
- Contact Type: Business
- Contact Number: (800) 468-8996
- User ID: (text field)
- PIN: (text field)
- ☒ 1099 Vendor? (with a "1099 Distribution..." button next to it)

At the bottom right of the form, there is an "Active" button.

2. Enter a **Tax ID number**. This number can be a Social Security Number (###-##-####) or Employer Identification Number (##-#####).

3. Click **Address** and select the Options tab.

4. In the **Name** field, you can enter the vendor name you want to print on invoices, checks, and purchase orders that use the same address. If you leave this field blank, the name on the Vendor tab prints.
5. In the **Alias** field, you can enter a vendor alias. You can use alias as a filter when trying to locate vendors from the search screen. The alias you provide does not print on any documents.
6. Mark **Primary address for vendor** to indicate the address is the primary address for the vendor. The primary address appears on all invoices and purchase orders unless you specify another address as the default.

**Warning:** It is important that the combination of name control and taxpayer identification number (TIN) provided on an electronically filed return match IRS's record of name controls and TINs.

7. Mark **Default address for invoices** to indicate the address as the default address for all invoices.
8. Mark **Default address for purchase orders** to indicate the address as the default address for all purchase orders.
9. In the **1099 name** field, enter the name you want to appear as the Recipient on the 1099 form. This is an optional field.

Please be aware that what you enter in this field is pulled into the magnetic media file to serve as the name control value, and therefore, must be formatted correctly. You must enter a person's last name first. For organization names, the first four characters you enter will be used.

We recommend you review the rules in the Business Name Control matrix provided by the IRS to verify your name control prior to e-filing.

10. The **1099 name 2** field is optional. If you enter a name, it appears on the 1099 form under the **1099 Name** field.
11. Mark **Default address for 1099 forms** to indicate the address as the default address for all 1099 forms.
12. To return to the Vendor tab, click **OK**.
13. To indicate a 1099 vendor, mark the **1099 Vendor?** checkbox.

14. To access the 1099 Distribution screen, click **1099 Distribution**.

1099 Box Number	State	Percent

Distribute Evenly    Delete All...    Remaining: %

☐ Put a check in box 9 of the 1099 for this Vendor

☐ Put a check in the '2nd TIN not.' box of the 1099 for this Vendor

OK    Cancel

15. In the **1099 Box Number** column, select a default box number.
16. In the **State** column, select a state from the table. You cannot produce 1099 distributions for states until you define states and state ID numbers on the General page of *Configuration*.
17. In the **Percent** column, enter a 1099 percent. You can use the calculator or click **Distribute Evenly**.
18. To have Box 9 checked on printed 1099 forms, mark **Put a check in Box 9 of the 1099 for this Vendor**.
19. To have the '2nd TIN not.' box checked on printed 1099 forms, mark **Put a check in the '2nd TIN not.' box of the 1099 for this Vendor**.
20. To return to the Vendor tab, click **OK**.

#### ► Adding 1099 adjustments for a vendor

**Note:** To help you with the end of year process, we've created a [1099 Wizard](#). This interactive help page allows you to quickly access information specific to your question and will take you step-by-step through the process of making adjustments to box amounts and correcting information.

1. From an open vendor record, select **Vendor, Enter 1099 Adjustments**. The 1099 Adjustments screen appears.

Effective Date	1099 Box Number	State	Amount

OK    Cancel

2. In the **Effective Date** column, use the calendar to select a date. This date determines which year will report the 1099 activity.
3. In the **1099 Box Number** column, select a default 1099 box number.
4. In the **State** column, select a state.
5. In the **Amount** column, use the calculator to enter an amount.
6. To return to the Vendor tab, click **OK**.

**Need additional end of year help? Check out these resources:**

- [The Financial End of Year Guide](#) (PDF) to help you with the end of year process.
- [The Ledger blog](#) for insight about the end of year process from Blackbaud employees.

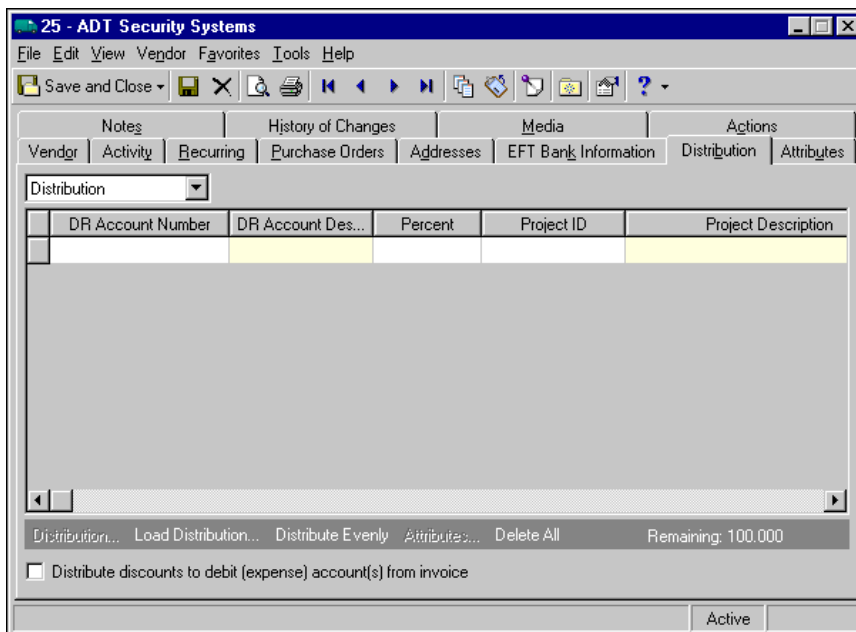
## Managing Vendor Default Distributions

On the Distribution tab of a vendor record, you can establish default debit account distribution information for the vendor. You designate the debit accounts, the percent to distribute to each account, and whether to further classify the distributions using projects, classes, and transaction codes. You can load this default information on invoices, credit memos, and purchase order line items you create for the vendor.

► **Adding default debit accounts on a vendor record**

**Tip:** To move between rows in a grid column, press **Ctrl +** the up or down arrow key.

1. From an open vendor record, select the Distribution tab.
2. In the field above the distribution grid, select “Distribution”.



**Note:** To use an account distribution defined in *Configuration* in **Accounts Payable**, you can click **Load Distribution**.

3. In the **DR Account Number** column, enter the debit accounts for your distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

**Note:** To delete all of the distributions, click **Delete All**. To delete one distribution line, select the row to delete by clicking the button to the left of the grid, then select **Edit, Delete Row** from the menu bar.

4. In the **Percent** column, enter the percentage of each debit account in the distribution. You can manually enter percents for each account or you can click **Distribute Evenly** to distribute percents equally among all selected accounts.
5. If you have the optional module *Projects and Grants*, enter the project ID number in the **Project ID** column or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
6. In the **Class** column, select a class for the distribution.
7. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

**Note:** On the Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in **Accounts Payable**.

8. To split transaction distributions among multiple projects, classes, or transaction codes for a single debit account, select the distribution row and click **Distribution**. The Debit Transaction Distribution screen appears. When you have finished entering information, click **OK** to return to the vendor record Distribution tab.
9. To distribute discounts to the debit accounts from the invoice, mark **Distribute discounts to debit (expense) account(s) from invoice**. If this box is unmarked, discounts are distributed to the default discount account from the Default Accounts page of *Configuration*.
10. To save the vendor record and return to the Vendors page, click **Save and Close**.

#### ► Adding default miscellaneous entry accounts on a vendor record

**Tip:** To move between rows in a grid column, press **Ctrl +** the up or down arrow key.

1. From an open vendor record, select the Distribution tab.

2. In the field above the distribution grid, select “Miscellaneous Entries”.

**Note:** To use an account distribution defined in *Configuration* in **Accounts Payable**, you can click **Load Distribution**.

3. In the **DR Account Number** column, enter the debit accounts for the miscellaneous entry. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

**Note:** To delete all of the distributions, click **Delete All**. To delete one distribution line, select the row to delete by clicking the button to the left of the grid, then select **Edit, Delete Row** from the toolbar.

4. In the **Percent** column, enter the percentage of each debit account in the distribution. You can manually enter percents for each account, or you can click **Distribute Evenly** to distribute percents equally among all selected accounts.
5. In the **CR Account Number** column, enter the credit accounts for the miscellaneous entry. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.
6. In the **Interfund** field above the distribution grid, you must select an interfund set to balance the accounts if you enter debit and credit accounts from different funds. Interfund sets are defined in *Configuration*.
7. If you have the optional module *Projects and Grants*, enter the project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
8. In the **Class** column, select a class for the entry.
9. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

**Note:** On a Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in **Accounts Payable**.



10. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.

You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the vendor record Distribution tab.

11. To attach transaction attributes to an account in the entry, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the vendor record Distribution tab.
12. To distribute discounts to the debit accounts from the invoice, mark **Distribute discounts to debit (expense) account(s) from invoice**. If this box is unmarked, discounts are distributed to the default discount account from the Default Accounts page of *Configuration*.
13. To save the vendor record and return to the Vendors page, click **Save and Close**.

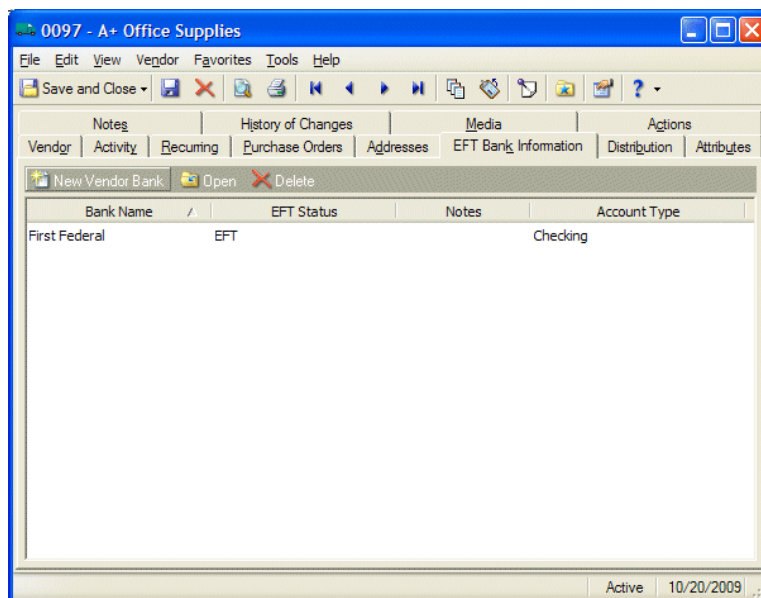
## Managing EFT Bank Information

From the EFT Bank Information tab, you can establish the necessary banking information to perform electronic funds transfers with your vendors. When you add a new vendor bank you can designate the account type, account number, discretionary code, and contact address information.

The EFT Bank Information tab appears only if you have the optional module *Electronic Funds Transfer*.

### ► Adding a new vendor bank to a vendor record

1. From an open vendor record, select the EFT Bank Information tab.



- From the EFT Bank Information tab, click **New Vendor Bank**. The New Bank screen appears.

- In the **EFT status** field, select “EFT”, “Pre-note”, or “Inactive”.
- In the **Account type** field, select “Checking”, “Savings”, or “Other”.
- Mark **International ACH transaction** if the payment is going to an international account. For international transactions, you will need the vendor, or vendor’s bank, to provide you with the routing number type, GO routing number, and the ISO country code.
- In the **Routing number type** field, select the code that identifies the destination bank. This field is required for all international transactions.
- In the **Routing number** field, enter the routing number provided by the vendor’s bank.
- In the **GO routing number** field, enter the nine-digit routing number of the domestic financial institution that will initiate the international transaction. This field is required for all international transactions. Ask your bank for the routing number to use for the GO routing number. GO refers to the US Gateway Operator.
- In the **Account number** field, enter the account number.  
You must have the appropriate security rights to view, add, delete, edit, or output tax ID and bank account numbers. If you do not have rights, these numbers are masked. For more information, see “Personal Information Encryption” on page 27.
- In the **ISO country code** field, enter two-character country code to identify the final destination of the payment. This field is required for all international transactions.
- In the **Discretionary code** field, enter the discretionary code provided by the vendor’s bank.
- In the **Bank name** field, enter the name of the bank.
- To add bank address information, click **Address**. For more information about entering address information, see “Adding vendor bank address information on the vendor record” on page 63.
- To add bank contact information, click **Contact Name**. For more information about entering contact information, see “Adding vendor bank contact information on the vendor record” on page 63.
- In the **Contact position** field, enter the contact’s position.
- In the **Notes** grid, enter any notes associated with the bank.
- In the **Contact info** grid, select a contact type in the **Contact Type** column and enter the contact number in the **Contact Number** column.

18. To return to the EFT Bank Information tab, click **Save and Close**.

► **Adding vendor bank address information on the vendor record**

1. From an open vendor record, select the EFT Bank Information tab.
2. From the EFT Bank Information tab, click **Address**. The Address screen opens to the General tab.

The screenshot shows a software window titled "Address For New Bank". It has two tabs: "General" and "Contact". The "General" tab is active, showing input fields for "Country" (set to "United States"), "Address", "City", "State", and "ZIP". To the right of these fields is a table with two columns: "Contact Type" and "Contact Number". Below the input fields is a checkbox labeled "Synchronize with individual address fields" which is checked, and a text box labeled "Address as it will be printed:". At the bottom of the window are "OK" and "Cancel" buttons. A status bar at the very bottom says "Press F7 to zoom".

3. In the **Country** field, select the country of the bank.
4. In the **Address** field, enter the bank's address.
5. In the **City** field, enter the bank's city.
6. In the **State** field, select the bank's state.
7. In the **ZIP** field, enter the bank's ZIP Code.
8. In the contact grid, select types in the **Contact Type** column and enter details in the **Contact Number** column. This grid is the same as the contact grid on the EFT Bank Information tab of the vendor record.
9. In the **Address as it will be printed** box, verify the address is formatted the way you want it printed on reports. The **Address as it will be printed** box is the same as the **Address** box on the EFT Bank Information tab of the vendor record. To update the address boxes based on the individual address fields on the Addresses screen or update individual address fields on the Addresses screen based on the address boxes, mark **Synchronize with individual address fields**.
10. To return to the New Bank screen, click **OK**.

► **Adding vendor bank contact information on the vendor record**

1. From an open vendor record, select the EFT Bank Information tab.

2. From the EFT Bank Information tab, click **Contact**. The Address screen opens to the Contact tab.

The screenshot shows a window titled "Address For New Bank" with a close button in the top right corner. Inside the window, there are two tabs: "General" and "Contact". The "Contact" tab is selected. The "Contact" tab contains the following fields and controls:

- Title 1:** A dropdown menu.
- Title 2:** A dropdown menu.
- First name:** A text input field.
- Middle name:** A text input field.
- Last name:** A text input field.
- Suffix 1:** A dropdown menu.
- Suffix 2:** A dropdown menu.
- Position:** A text input field.
- Print?** A checkbox.
- Full name:** A dropdown menu.
- Synchronize full name and individual name fields:** A checked checkbox.

At the bottom of the dialog are two buttons: "OK" and "Cancel".

3. In the **Title 1** field, select a primary title for the contact.
4. In the **Title 2** field, select a secondary title for the contact.
5. In the **First name** field, enter the contact's first name.
6. In the **Middle name** field, enter the contact's middle name.
7. In the **Last name** field, enter the contact's last name.
8. In the **Suffix 1** and **Suffix 2** fields, select formal suffixes such as "Jr." or "Ph.D".
9. In the **Position** field, enter the contact's job title. To print the information entered in the **Position** field, mark the **Print?** checkbox.
10. In the **Full name** field, verify or edit how the contact's full name should appear. To update the full name based on the individual name fields or update individual name fields based on full name, you can mark **Synchronize full name and individual name fields**.

## Managing Vendor Activity

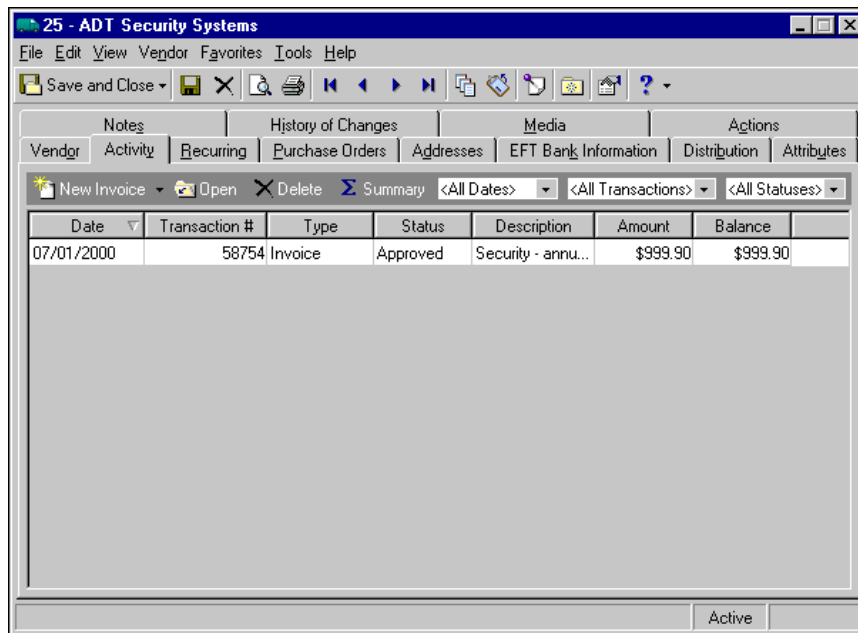
The Activity tab and History of Changes tab on the vendor record help you manage vendor activity. On the Activity tab, you can view, sort, and add invoices and credit memos associated with the vendor. From this tab, you can also access the Summary screen which allows you to view summaries of vendor statistics, invoice activity, and 1099 information.

On the History of Changes tab, you view changes to the vendor record, including who made the change and the date the change was made.

### ► Viewing a vendor's activity

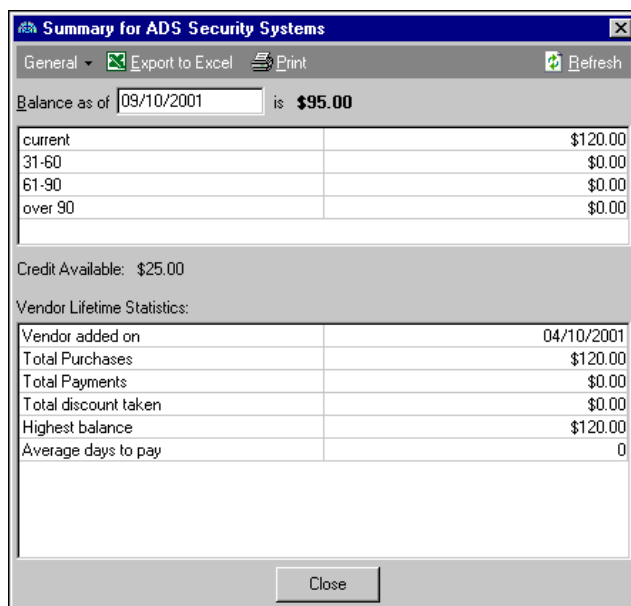
**Note:** To establish vendor options for displaying activity, select **Tools, Options** from the menu bar in **Accounts Payable**. For more information about options, see the Options chapter of the *Program Basics Guide*.

1. From an open vendor record, select the Activity tab.



**Note:** You can also add, open, and delete invoices and credit memos from the Activity tab.

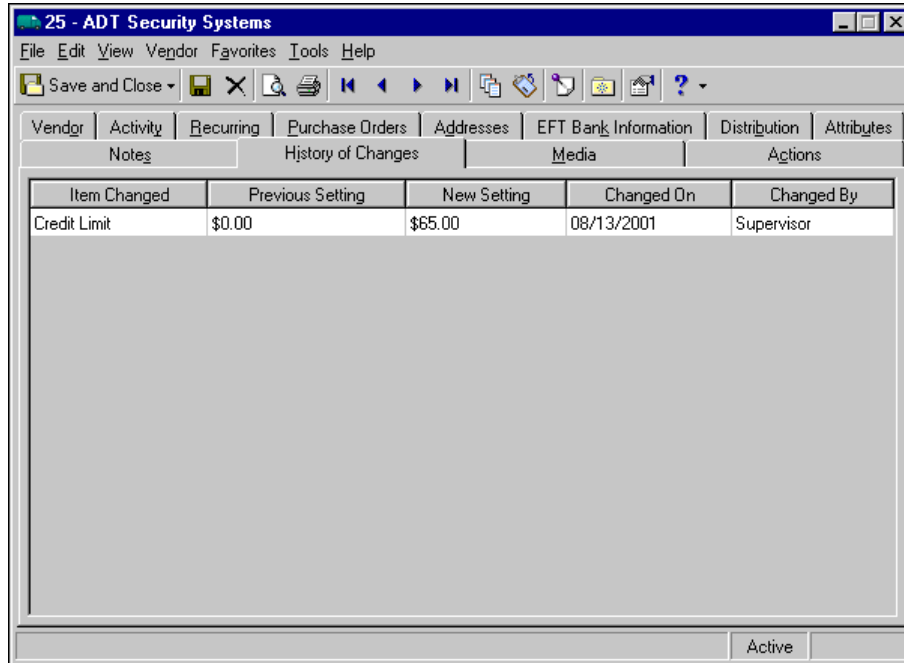
2. The grid displays invoices and credit memos associated with the vendor. Columns in the grid include **Date**, **Transaction #**, **Type**, **Status**, **Description**, **Amount**, and **Balance**.
3. In fields above the grid, you can filter the transactions to appear in the grid by date, transaction type (invoices or credit memos), and status.
4. To view summaries of vendor statistics, invoice activity, and 1099 information, click **Summary**. The Summary screen appears.



5. To return to the Activity tab, click **Close**.

► **Viewing a vendor's history of changes**

From an open vendor record, select the History of Changes tab. The grid displays **Item Changed**, **Previous Setting**, **New Setting**, **Changed On**, and **Changed By** columns. The History of Changes tab is for informational purposes only.



## Managing Actions, Attributes, Media, and Notes

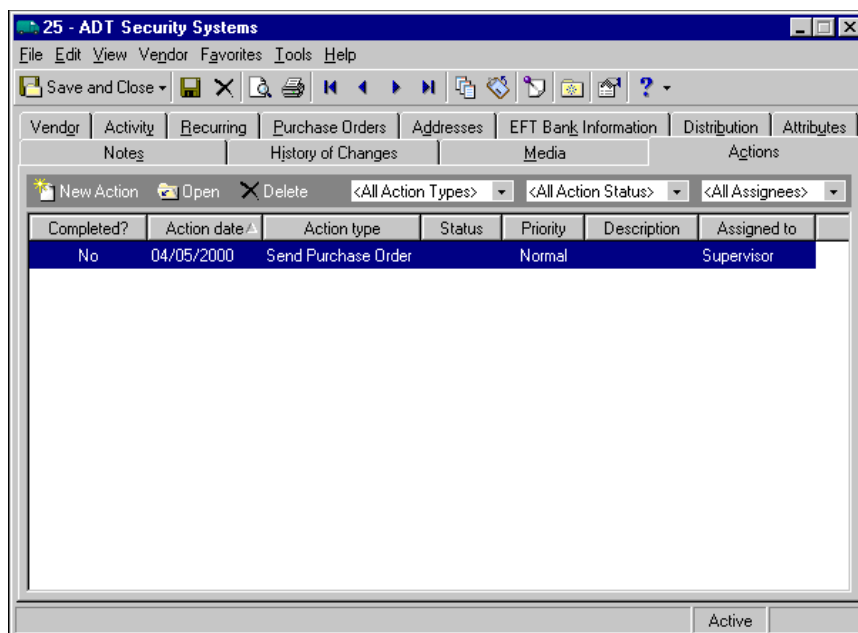
You can further define a vendor record on other vendor record tabs. On the Actions tab, you can track various communications between your organization and the vendor. On the Attributes tab, you can add more characteristics to the vendor record. On the Media tab, you can store media objects for a vendor. On the Notes tab, you can add notes specific to that vendor.

### Adding Actions

The Actions tab tracks the various communications between your organization and a vendor. Actions can include meetings, mailings, phone calls, and e-mail. If you have security rights established from the **Set up system security** link of *Administration*, you can add, edit, and delete actions from this tab.

► **Adding an action to a vendor record**

1. From an open vendor record, select the Actions tab.



2. On the action bar, click **New Action**. The New Action screen appears.

3. In the **Action type** field, select the type of action taken for the record.
4. In the **Action date** field, enter the date on which the action is to be taken.
5. In the **Time** field, enter the time at which the action is to be taken.
6. In the **Status** field, select a status of the action.
7. In the **Priority** field, select the priority of the action as “High”, “Normal”, or “Low”.
8. In the **Assigned to** field, you can assign the action to a user.
9. In the **Description** field, you can add notes describing the action.
10. To send a reminder of this action, mark the **Auto-Remind** checkbox. The action reminder appears on the home page.
11. In the **Send reminder to** field, you can select who to send a reminder to complete the task.
12. In the **Set reminder for** field, specify how much time before the action to send the reminder.

13. When the task is completed, mark the **Completed on** checkbox and the date fills in automatically.
14. To return to the Actions tab, click **Save and Close**.

## Adding Attributes

**Note:** Attribute types are defined in *Configuration*. For more information about defining attribute types, see the *Configuration Guide for Accounts Payable*.

Use the Attributes tab to record additional information about a vendor. You can report on vendors with specific attributes. You can also use vendor attributes as filters in other areas of **Accounts Payable**, such as *Query* and *Reports*.

### ► Adding an attribute to a vendor record

**Warning:** If you delete attributes, be careful not to use the **Delete** button on the toolbar. You could inadvertently delete the vendor record instead of the attribute.

1. From an open vendor record, select the Attributes tab.

Attribute Type	Description	Short Description	Date	Required	Comments
Classification	Local		08/13/2001	<input type="checkbox"/>	
Date began using Vendor	08/13/2001		06/13/2001	<input type="checkbox"/>	
				<input type="checkbox"/>	

2. In the **Attribute Type** field, you can filter the attribute types appearing in the grid.
3. In the **Attribute Type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, enter or select a value for the attribute. Whether you enter text, numbers, dates, or currency, select Yes or No, or select a table entry depends on how the attribute type is defined.
5. In the **Date** column, enter the date you add the attribute.

**Note:** The **Required** column is for informational purposes only. You can make an attribute required in *Configuration* when defining attribute types. If required, the attribute automatically appears on the vendor record. You must enter a description for the attribute.

6. Enter any additional comments or more detailed information in the **Comments** column. You can enter free-form text in this column.
7. To return to the Vendors page, click **Save and Close**.

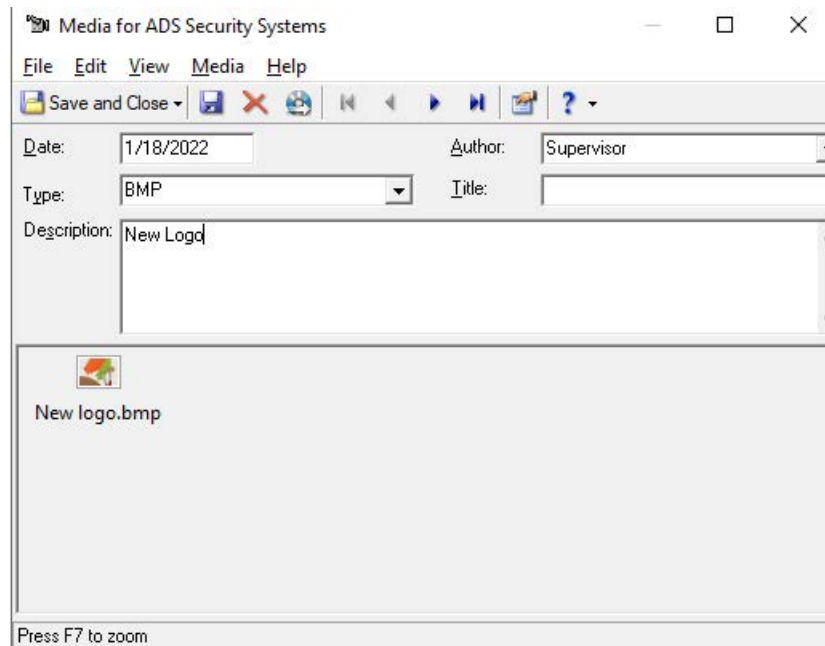


## Adding and Exporting Media

On the Media tab you can store media objects relevant to a vendor. These objects can include newspaper clippings, letters, pictures, and graphs. By storing these objects in your database, **Accounts Payable** keeps this information at your fingertips. The Media tab is a great way to include visual and sound objects on a vendor record. You can also export media.

### Exporting media

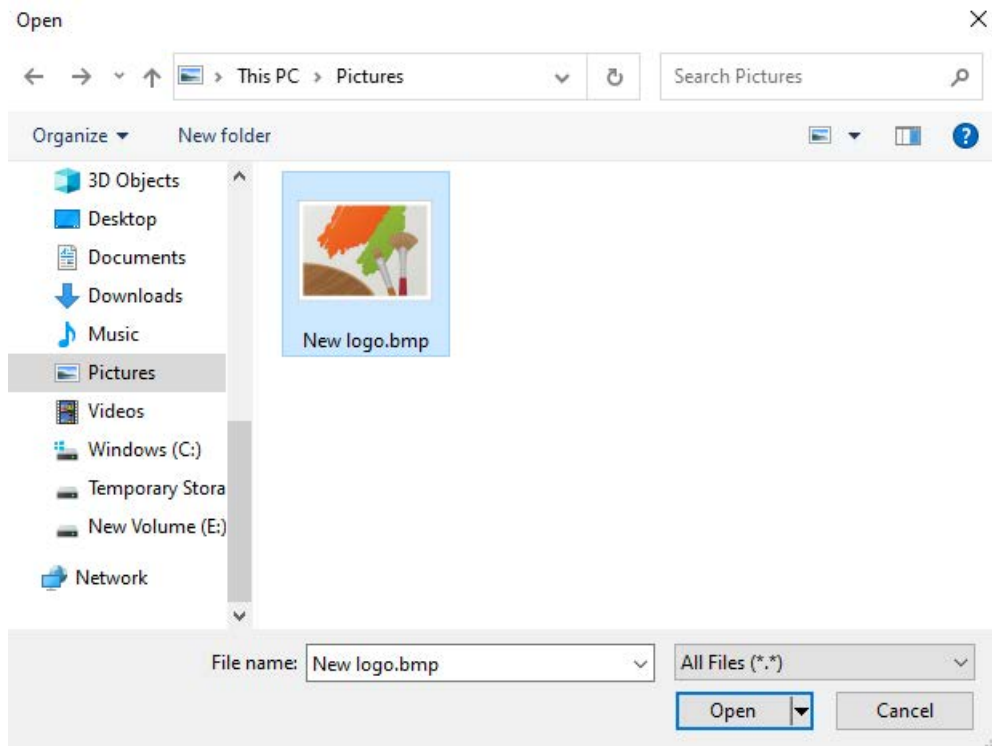
1. From the Media tab of a record, open the media record.



2. Select **Export** on the toolbar, or the **File** menu. The Save As screen appears.
3. Select the **File name** and **Directory**.
4. Select **Save**. The media is exported.

**► Adding existing media to a vendor record**

1. From the Media tab of a vendor record, click **New Media**. The Open screen appears.



2. Select the media object and click Open. The New Media screen appears.

3. In the **Date** field, enter the date to track when the media is added.
4. In the **Type** field, select a media type. You define media types in *Configuration*.
5. In the **Description** field, enter a description of the media object.
6. In the **Title** field, enter a title for the media object.
7. In the **Author** field, select your user name.
8. To save the media file and return to the Media tab, click **Save and Close**.

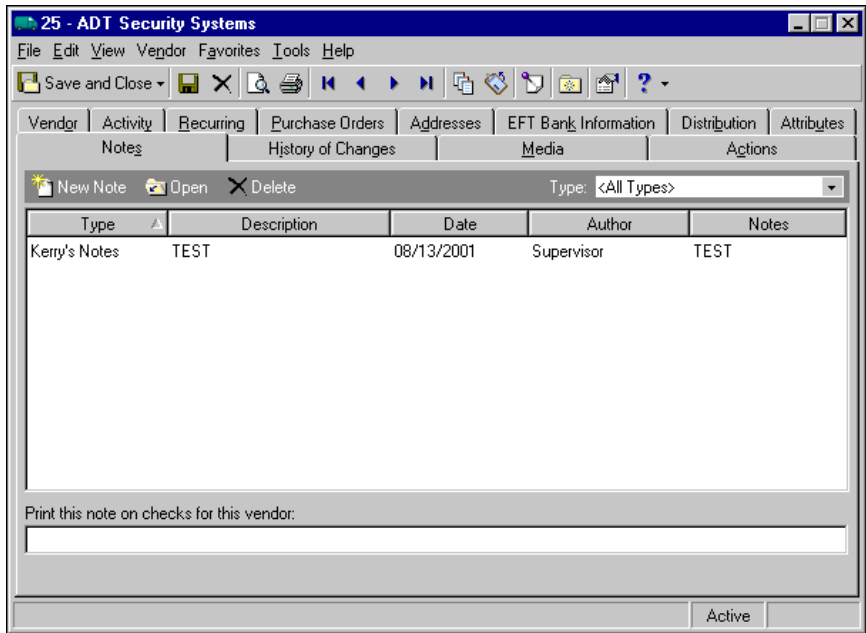
## Adding Notes

In **Accounts Payable**, the Notes tab makes it easy to maintain helpful pieces of information you received, read, or need to remember about a vendor. You can create notepads to record information about a bank account, special information about the vendor, or contact information you may need later. Each notepad has a date, type, description, title, and author.

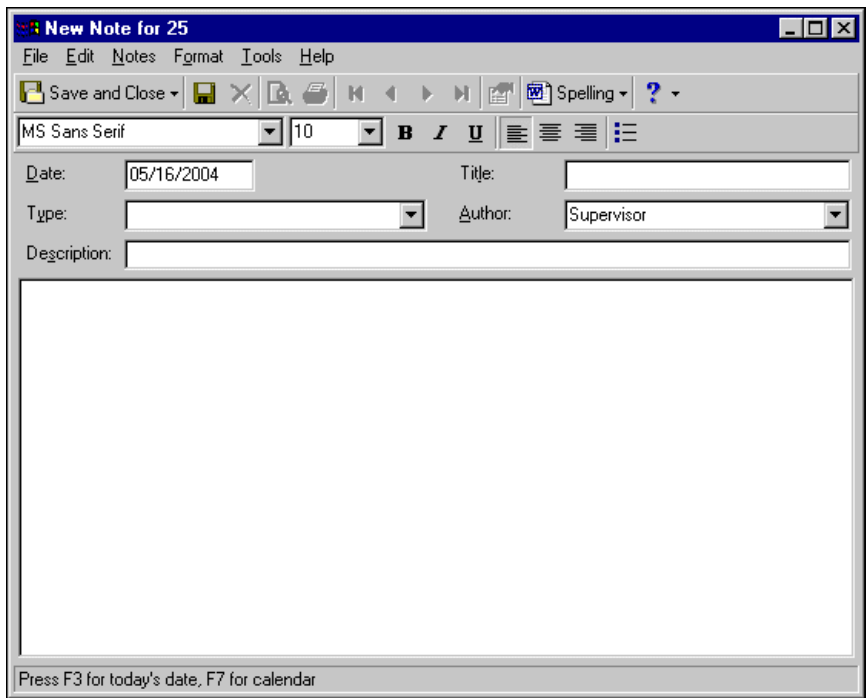
### ► Adding a note to a vendor record

**Note:** As an alternative to notes, you can annotate a record by selecting **Edit, Annotate** from the menu bar. To set the annotation to pop up automatically when you open the vendor record, mark **Display annotation automatically**.

1. From an open vendor record, select the Notes tab.



2. On the action bar, select **New Note**. The New Note screen appears.



**Tip:** For faster data entry when entering dates, press **F3** for today's date or **F7** for a calendar.

3. In the **Date** field, enter the date of the note.
4. In the **Type** field, select a notepad type. Notepad types are defined in Tables in *Configuration*.
5. In the **Description** field, enter a description for the note.
6. In the **Title** field, enter a title for the note.

7. In the **Author** field, enter or select the note's author.

**Note:** You can use the formatting options on the toolbar to format your note.

8. In the text box, enter any notes to associate with the vendor.
9. To return to the Notes tab, click **Save and Close**.



# Recurring Invoices



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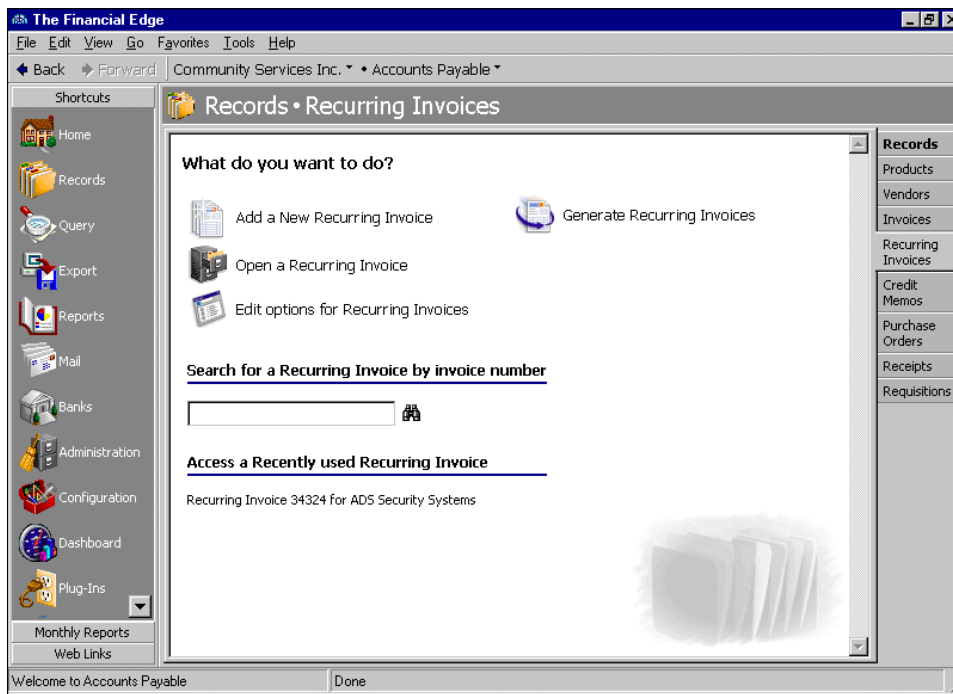
**Note:** Recurring invoices are templates for regular invoices. For more information about regular invoices, see the Invoices chapter of this guide.

Recurring invoices are templates from which you create regular invoices quickly and easily according to a schedule. A regular invoice is a request for payment from a vendor for goods or services rendered. Using recurring invoices is extremely handy for reminding you to pay recurring items such as utility bills, mortgages, and vehicle leases. They also provide basic information such as the vendor name, invoice amount, and payment method, so you do not have to enter the entire invoice from scratch.

Although you can pay and post the invoices you create from a recurring invoice, the recurring invoices are never posted or included in any balance calculation. When it is time to generate regular invoices, **Accounts Payable** reminds you with a pop-up reminder or message on the **Accounts Payable** Home page.

## Accessing Recurring Invoice Records

Because records are such an important part of **Accounts Payable**, we have placed all record types on the Records page so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record, or file. When you open *Records*, you can directly access several record types, including recurring invoice records. To access the Recurring Invoices page, click **Records** on the navigation bar and click the **Recurring Invoices** link. The Recurring Invoices page appears.



Consider the Recurring Invoices page the starting point for recurring invoice records. From this page, you can add a new recurring invoice record or open existing recurring invoice records.

You can edit recurring invoice record options by clicking the **Edit options for Recurring Invoices** link. This link opens the Options screen for records.

To save time when searching for a specific recurring invoice record, you can use the **Search for a Recurring Invoice by invoice number** field. The Recurring Invoices page also lists recently accessed recurring invoice records.



## Finding and Opening Recurring Invoice Records

**Note:** For more information about using filters on the Open screen to search for records, see the *Program Basics Guide*.

To find and open a recurring invoice record, you must be familiar with the Open screen. The Open screen has a number of filters you can use to narrow your search and quickly locate the recurring invoice you want to open. The search process is not case-sensitive, so you can enter Smith, smith, or SMITH and get the same results. You can also use wildcard characters if you are not sure how a word is spelled — use a question mark to replace a single character and an asterisk to replace a series of characters.

**Tip:** For a quick search, use the **Search for a Recurring Invoice by invoice number** field on the Recurring Invoices page.

You access the Open screen by selecting **File, Open, Recurring Invoice**, or by clicking **Open an Recurring Invoice** from the Recurring Invoices page.

### ► Opening a recurring invoice record from the Recurring Invoices page of Records

1. From the Recurring Invoices page of *Records*, click **Open a Recurring Invoice**. The Open screen for Recurring Invoices appears.

The screenshot shows the 'Open' window for Recurring Invoices. At the top, there is a 'Find' dropdown set to 'Recurring Invoice' and a 'Search using query' field set to '<Default>'. Below this is a table with the following data:

Invoice number	Description	Invoice amount	Vendor name	Next payment date
7897	Monthly Security Fee	\$120.00	ADS Security Systems	10/05/2004
12254	Monthly Electricity Bill	\$125.00	Southern Utilities	10/01/2004

Below the table is a section titled 'Find Recurring Invoices that meet these criteria:' with a checkbox for 'Exact match only'. This section contains several filter fields:

- Vendor name: [dropdown]
- Vendor ID: [dropdown]
- Phone number: [text field]
- City: [dropdown]
- State: [dropdown]
- Invoice number: [dropdown]
- Invoice amount: [text field]
- PO number: [dropdown]
- Include inactive invoices?: [dropdown set to 'No']
- Last modified by: [dropdown]
- Last modified on: [dropdown set to 'any time']

At the bottom, there are buttons for 'Hide Filters', 'Clear Filters', 'Filters are applied', 'Find Now', 'Open', and 'Cancel'. A status bar at the very bottom says 'Press F7 to zoom'.

2. In the **Find Recurring Invoices that meet these criteria** frame, enter the criteria you are using to search for the recurring invoice.
3. After you enter your search criteria, click **Find Now**. The program searches the database and displays all recurring invoices meeting your criteria.
4. In the grid, select the recurring invoice to open.

5. Click **Open**. The recurring invoice record appears.

The screenshot shows a software window titled "Recurring Invoice 7897 for ADS Security Systems". It has a menu bar with File, Edit, View, Recurring, Favorites, Tools, and Help. Below the menu is a toolbar with icons for Save and Close, Print, Copy, Paste, Undo, Redo, and Help. The window is divided into several sections: "Recurring Invoice" (with tabs for Distribution, Invoice Schedule, Default Invoice Attributes, and Notes), "Vendor name" (ADS Security Systems), "Invoice number" (7897), "PO number" (empty), "Active/Inactive" (Active), "Description" (Monthly Security Fee), "Remit to" (Imported Address), "Invoice amount" (\$120.00), "Discount terms" (2/10 n30), "Amount" (\$2.40), "Discounted total" (\$117.60), "Payment method" (Check), and "Bank account" (BAYBANK-CHK). The status is "Not yet posted". At the bottom, there is a status bar with "Press F7 for Vendor Search", "Scheduled: 23", and "Generated: 1".

6. After you view or edit the record, click **Save and Close** on the toolbar to save the record and return to the Recurring Invoices page.

## Adding Recurring Invoice Records

On the Recurring Invoice tab of a recurring invoice record, you enter basic information about the recurring invoice, such as posting date and status, vendor name, and the recurring invoice amount.

If you enter common values repeatedly for multiple recurring invoices, you can create a default set with these values to save time during data entry. The values are defaults only and you can still change any field on a record. From the menu bar of the record, select **Recurring, Load Defaults from** to select an existing default set or create a new default set for the record type. To manage default sets for all record types in the program, select **Tools, Organize/Create Defaults**. For more information about default sets, see the Program Basics chapter in the *Program Basics Guide*.

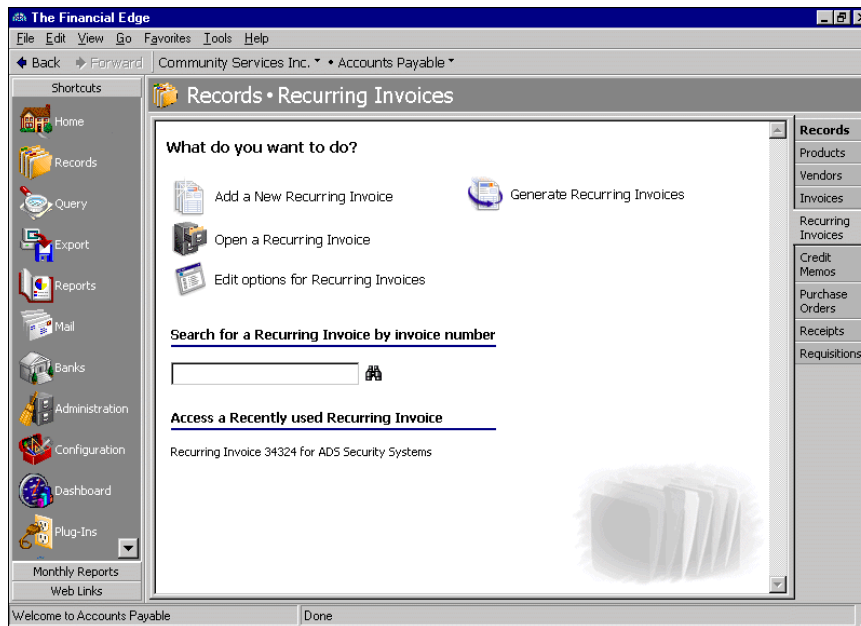
You can add recurring invoices from the Recurring Invoices page of *Records*, the Open screen for recurring invoices, or by selecting **File, New** from a recurring invoice record.

### ► Adding a recurring invoice record

**Note:** In *Accounts Payable*, regular invoices are managed from the Invoices page of *Records*. For more information about regular invoices, see the Invoices chapter of this guide.

1. On the navigation bar, click **Records**.

2. Click **Recurring Invoices**. The Recurring Invoices page appears.



**Tip:** You can use default sets to define common information for records. For a new record, you can select **Recurring, Load Defaults from** to select a default set of information to copy into the record. For more information about using default sets, see the *Program Basics Guide*.

3. Click **Add a New Recurring Invoice**. The New Recurring Invoice screen appears.

**Note:** Whether you enter the name or ID depends on your selection for General Options on the Records tab of the Options screen.

4. In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor or use the binoculars to locate a vendor. This field entry is required.
5. In the **Invoice number** field, enter the invoice number.

6. In the **Active/Inactive** field, select whether the invoice is active or inactive.
7. In the **Description** field, enter a description of the recurring invoice.
8. In the **Remit to** field, select the vendor's billing address or click the magnifying glass to open and edit the billing address.

**Note:** You can set a business rule to validate purchase order numbers on invoices.

9. In the **PO number** field, enter a purchase order number, if applicable. If you have the optional module *Purchase Orders*, you can use the binoculars to locate or add a purchase order or use the magnifying glass to open and edit the purchase order.
10. In the **Default Post Status** field, select "Not yet posted" or "Do not post". "Do not post" is typically used only for archived invoices or activity already posted in the general ledger.
11. In the **Invoice amount** field, enter the amount due.
12. To add a 1099 distribution, click **1099 Distribution**. For more information about 1099 distributions, see "Managing 1099 Information" on page 88.

**Glossary:** Terms are payment rules established for payments to vendors or payments from customers. Terms specify how long a customer who purchases on account may wait to pay an invoice. Terms may include discount provisions for early payment of an invoice.

13. If the vendor offers discount terms for early payments, select the terms in the **Discount terms** field. Terms are defined in *Configuration*.
14. After you select the discount terms, the amount and discounted total appear automatically. To view or edit the terms, click the magnifying glass in the **Discount terms** field. You can add new terms in *Configuration*. For more information about terms, see the *Configuration Guide for Accounts Payable*.
15. In the **Payment method** field, select "Bank Draft", "Check", or "Electronic Funds Transfer". Electronic funds transfers can be made only with the optional module *Electronic Funds Transfer*.
16. To create a separate payment for each invoice, mark **Create a separate payment for each invoice**.
17. To save the recurring invoice and return to the Recurring Invoices page, click **Save and Close**.

## Managing Recurring Invoice Distributions

Recurring invoice distributions contain account distribution information such as debit and credit accounts, amounts to distribute, and whether to classify distributions using projects, classes, or transaction codes. By pre-defining distributions in *Configuration*, you can quickly and easily assign distributions to recurring invoice records. You can also define distributions on vendor records and the distributions default in for a recurring invoice record created for the vendor. **Accounts Payable** automatically verifies that all distributions balance when you save the recurring invoice, so you are assured the distributions will post.

Every recurring invoice must have an associated debit account. **Accounts Payable** automatically inserts default credit accounts from the Accounts Payable Summary information on the Default Accounts page of *Configuration*. The Supervisor can establish security settings to hide the credit account columns.

### ► Distributing a recurring invoice

**Tip:** To move between rows in a grid column, press **Ctrl +** the up or down arrow key.

1. From an open recurring invoice record, select the Distribution tab.

2. In the field above the distribution grid, select "Distribution".

**Note:** Default accounts entered on the vendor record appear automatically.

3. In the **DR Account Number** column, default debit accounts appear from the vendor record. You could also click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default debit accounts from the vendor record, select **From Vendor**.

You can also manually enter the debit accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

4. To enter distributions by amount, click the \$ button. To enter distributions by percent, click the % button.
5. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column. You can manually enter amounts or percents for each account or you can click **Distribute Evenly** to distribute amounts or percents equally among the selected accounts.

**Note:** The Supervisor can establish security settings to hide the **CR Account Number** column.

6. The **CR Account Number** column displays default values, depending on default Accounts Payable Summary Account settings established on the Default Accounts page in *Configuration*.

You can also manually enter the credit accounts for the distribution. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

7. In the **Interfund** field above the distribution grid, select an interfund set to balance the accounts if you enter debit and credit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
8. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

9. In the **Class** column, select a class for the distribution.
10. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
11. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.

You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the recurring invoice record Distribution tab.

12. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the recurring invoice record Distribution tab.
13. To distribute discounts to the debit accounts from the invoice, mark **Distribute discounts to debit (expense) account(s) from invoice**. If this box is unmarked, discounts are distributed to the default discount account from the Default Accounts page of *Configuration*.
14. To save the recurring invoice and return to the Recurring Invoices page, click **Save and Close**.

► **Adding a miscellaneous entry to a recurring invoice record**

You can use miscellaneous entries to make balancing adjustments associated with the invoice to the general ledger.

1. From an open recurring invoice record, select the Distribution tab.

The screenshot shows the 'New Recurring Invoice' window with the 'Distribution' tab selected. The window has a menu bar (File, Edit, View, Recurring, Favorites, Tools, Help) and a toolbar with icons for Save and Close, Print, and other functions. Below the toolbar, there are tabs for 'Recurring Invoice', 'Distribution', 'Invoice Schedule', 'Default Invoice Attributes', and 'Notes'. The 'Distribution' tab is active, showing a grid with columns: DR Account Number, DR Account Description, Amount, CR Account Number, CR Account Description, and Project. The 'Distribution' dropdown is set to 'Distribution' and 'Interfund' is set to 'Interfund'. The 'Remaining' amount is \$99.99. The checkbox 'Distribute discounts to debit (expense) account(s) from invoice' is unchecked.

- In the field above the grid, select “Miscellaneous Entries”.

The screenshot shows the 'New Recurring Invoice' window. The 'Miscellaneous Entries' dropdown is selected, and the 'Interfund' field is set to '01'. The grid below is empty. The window includes a menu bar (File, Edit, View, Recurring, Favorites, Tools, Help), a toolbar, and a status bar at the bottom showing 'Unlimited' and 'Generated: 0'.

**Note:** Default accounts entered on the vendor record appear automatically.

- In the **DR Account Number** column, default miscellaneous entry debit accounts appear from the vendor record. You could also click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default accounts from the vendor record, select **From Vendor**.

You can also manually enter the debit accounts for the miscellaneous entry. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

- Enter the amount of the distribution in the **Amount** column. You can manually enter amounts for each account or you can click **Distribute Evenly** to distribute amounts equally among the selected accounts.
- In the **CR Account Number** column, default miscellaneous entry credit accounts appear from the vendor record. You could also click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default accounts from the vendor record, select **From Vendor**.

You can also manually enter the credit accounts for the miscellaneous entry. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

- In the **Interfund** field above the grid, select an interfund set to balance the accounts if you enter debit and credit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
- If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
- In the **Class** column, select a class for the entry.
- If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

10. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.

You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the recurring invoice record Distribution tab.

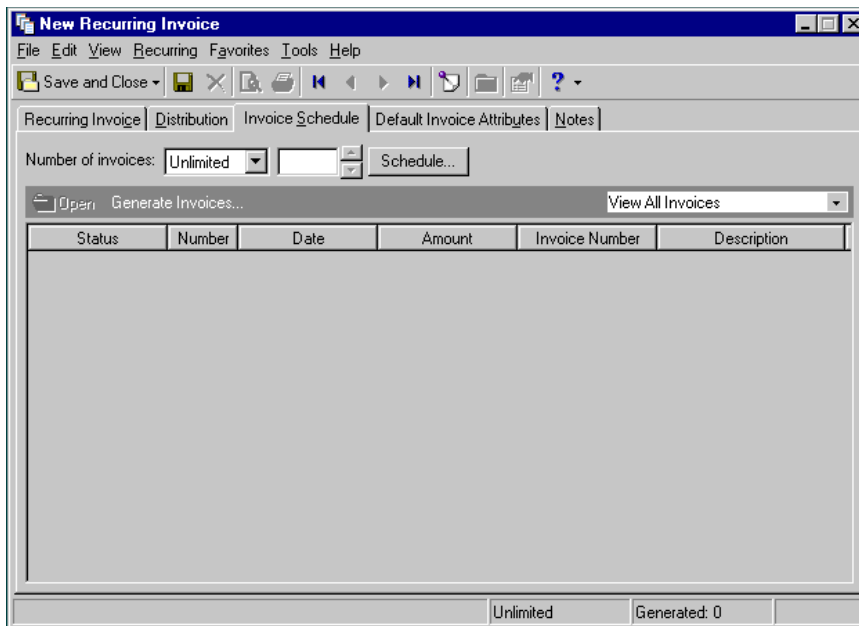
11. To attach transaction attributes to an account in the entry, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the recurring invoice record Distribution tab.
12. To distribute discounts to the debit accounts from the invoice, mark **Distribute discounts to debit (expense) account(s) from invoice**. If this box is unmarked, discounts are distributed to the default discount account from the Default Accounts page of *Configuration*.
13. To save the recurring invoice and return to the Recurring Invoices page, click **Save and Close**.

## Managing Invoice Schedules

Recurring invoices generate invoices based on a schedule you determine. It is a simple process—you designate when and how often to pay the vendor, and **Accounts Payable** reminds you when it is time to pay. Recurring invoice business rules determine when and how the reminders appear.

### ► Adding a scheduled payment

1. From an open recurring invoice, select the Invoice Schedule tab.



2. In the **Number of invoices** field, select an unlimited or fixed amount of invoices to generate. If you select "Fixed", enter the number of invoices to generate.



3. Click **Schedule**. The Recurring Invoices Frequency screen appears.

**Note:** You cannot use the “Irregular” frequency if you selected to create an unlimited number of invoices.

4. In the **Frequency** field, select “Annually”, “Monthly”, “Semi-monthly”, “Weekly”, or “Irregular” as the frequency of the payment. Other fields appear for you to select the recurring date of the payment. An irregular payment schedule generates invoices for any dates and amounts you enter in the payment grid.
5. In the **Starting on** field, enter the date of the first invoice.
6. The **Next** field automatically displays the next scheduled payment.
7. To update the grid after you make changes, click **Update**.
8. When you finish entering payment schedule information, click **OK** to return to the Invoice Schedule tab.
9. To return to the Recurring Invoices page, click **Save and Close**.

## Generating Invoices

When it is time to generate a scheduled invoice, **Accounts Payable** will remind you by displaying either a pop-up message or the Generate Invoices screen on the Home page, depending on your business rules. You can also generate invoices on your own schedule by opening the Generate Invoices screen from the Invoice Schedule tab of a recurring invoice record or from the Recurring Invoices page of *Records*.

### ► Generating invoices from a recurring invoice record

1. From an open recurring invoice record, select the Invoice Schedule tab.

2. Click **Generate Invoices**. The Generate Invoices screen appears.

**Generate Invoices for ADS Security Systems - Monthly Security Fee**

Invoice total: \$120.00  
 Scheduled: 23  
 Generated: 1

Generate invoices through: 12/31/04  
 Post status: Not yet posted  
 Post date: Invoice date  
☒ View control report before creating invoices

OK Cancel

3. In the generate field, select “Generate invoices through”, “Generate specific number of invoices”, or “Generate all invoices”. If you select “Generate invoices through”, enter the last invoice date to generate. If you select “Generate specific number of invoices”, enter the number of invoices to generate. If you select “Unlimited” in the **Number of invoices** field of the Invoice Schedule tab, you cannot select “Generate all invoices”.
4. In the **Post Status** field, select invoices with a post status of “Do not post” or “Not yet posted”.
5. In the **Post Date** field, select “Invoice date”, “Due date”, or “Specific date”. If you select “Specific date”, enter a post date.
6. To view a report before generating the invoices, mark **View control report before creating invoices**.
7. Click **OK**. If you marked **View control report before creating invoices**, the control report appears. Review and close the control report.
8. The Generate Recurring Invoices screen appears, displaying all invoices meeting your criteria.

**Generate Recurring Invoices**

These invoices match the criteria you specified:

Number	Invoice Number	Vendor	Date Due	Amount
2	7897	ADS Security Systems	10/05/2004	\$120.00
3	7897	ADS Security Systems	11/05/2004	\$120.00
4	7897	ADS Security Systems	12/05/2004	\$120.00

Generate Now Cancel

Invoices found: 3

9. For **Accounts Payable** to generate these invoices, click **Generate Now**.
10. If all invoices do not generate, a control report opens with explanations for the invoices that did not generate. If all invoices successfully generate, you receive a message. To return to the Invoice Schedule tab, click **OK**.

11. To view a generated invoice from the Invoice Schedule tab, select the invoice and click **Open** on the action bar. The invoice appears.

12. To return to the Invoice Schedule tab of the recurring invoice record, click **Save and Close**.

#### ► Generating invoices from the Recurring Invoices page of Records

1. On the navigation bar, click **Records**.
2. Click **Recurring Invoices**. The Recurring Invoices page appears.
3. Click **Generate Recurring Invoices**. The Generate Recurring Invoices screen appears.

4. Click **Generate for** and select to create invoices for all recurring invoice records, selected records, or one record. If you choose **Selected records**, you must select a query of records. If you choose **One record**, you must select the record.
5. In the **Generate invoices due on or before** field, enter the last invoice due date to include.
6. In the **Post Status** field, you can change “From recurring invoice” to select to include invoices with a post status of either “Not yet posted” or “Do not post”.

7. In the **Post Date** field, select “Invoice date”, “Due date”, or “Specific date”. If you select “Specific date”, enter a post date.
8. To display all invoices meeting your criteria before creating invoices, mark **View results before creating invoices**.
9. To view a report before generating the invoices, mark **View control report before creating invoices**.
10. To begin generating the invoices, click **OK**.
11. If you marked **View control report before creating invoices**, the control report appears.
12. If you marked **View results before creating invoices**, the Generate Recurring Invoices screen appears, listing all invoices matching your specified criteria.

Generate?	Invoice Number	Vendor	Total Invoices	Total Due
<input checked="" type="checkbox"/>	2	ADS Security Systems	2	\$240.00
<input checked="" type="checkbox"/>	5	Bug-Be-Gone	2	\$100.00

Recurring invoices found: 2    Recurring invoices selected: 2    Invoices to generate: 4

13. Mark checkboxes for the invoices to include in the **Generate?** column.
14. For **Accounts Payable** to generate the selected invoices, click **Generate Now**.
15. If all invoices do not generate, a control report opens with explanations for the invoices that did not generate. If all invoices successfully generate, you receive a message. To return to the Recurring Invoices page, click **OK**.

## Managing 1099 Information

You can add 1099 information and distributions to a recurring invoice by clicking the **1099 Distribution** button. On the 1099 Distribution screen, you enter 1099 box numbers, the states in which the amounts were earned, and the amounts or percentages. Then, at tax reporting time, you can quickly and easily determine which vendors require 1099 forms by performing a query or creating a vendor 1099 Activity Report. Before you can add 1099 distributions for states, you must first go to the General page of *Configuration* and define those states and state ID numbers in the state grid. If the invoice is for a 1099 vendor, a checkmark appears on the **1099 Distribution** button.

### ► Adding 1099 distribution information to a recurring invoice

1. From an open recurring invoice record, click **1099 Distribution**.

1099 Box Number	State	Percent

Distribute Evenly Delete All.. Total: 0%

OK Cancel

2. To enter distributions by amounts, click the **\$** button. To enter distributions by percent, click the **%** button.
3. In the **1099 Box Number** column, select the 1099 box number in which to enter the distribution.

**Note:** You cannot produce 1099 distributions for states until you define states and state ID numbers on the General page of *Configuration*.

4. In the **State** column, select a state. A state entry is required for box number 16-State tax withheld.
5. In the **Percent** column, enter the percent of the distribution or, in the **Amount** column, enter the amount. To distribute the percent evenly among all boxes, you can click **Distribute Evenly**.
6. To delete all of the distribution information, click **Delete All**.
7. To save the distribution and return to the recurring invoice record, click **OK**.

## Managing Attributes and Notes

You can further define a recurring invoice record on the other tabs. On the Default Invoice Attributes tab, you can add default attributes to add to the generated invoices for an additional level of detail and reporting capability. On the Notes tab, you can add notes specific to that recurring invoice record.

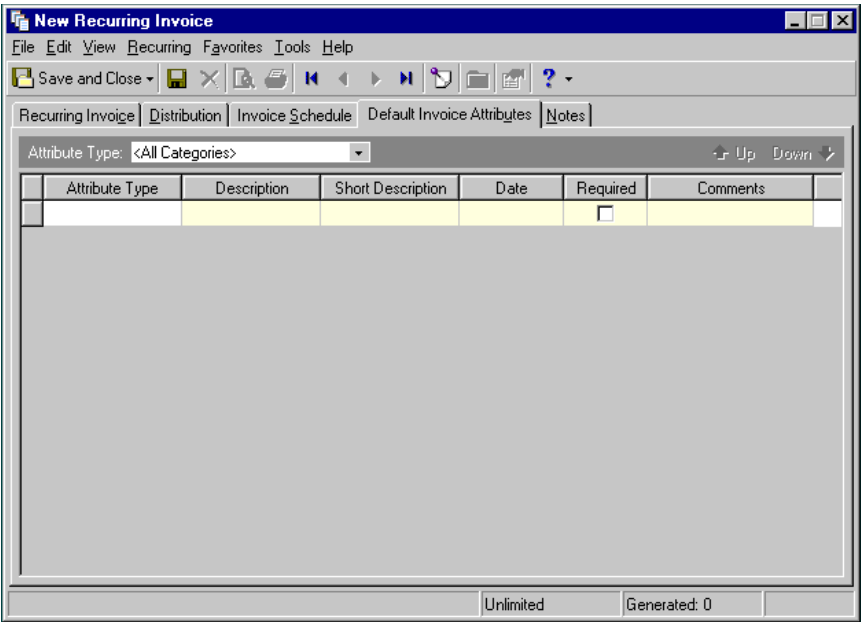
### Adding Attributes

**Note:** Attribute types are defined in *Configuration*. For more information about defining attribute types, see the *Configuration Guide for Accounts Payable*.

Use the Default Invoice Attributes tab on the recurring invoice record to establish default attributes to include on generated invoices. You can report on invoices with specific attributes. You can also use invoice attributes as filters in other areas of **Accounts Payable**, such as *Query* and *Reports*.

► **Adding an attribute to a recurring invoice record**

1. From a recurring invoice record, select the Default Invoice Attributes tab.



2. In the **Attribute Type** field, you can filter the attribute types appearing in the grid.
3. In the **Attribute Type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, enter or select a value for the attribute. Whether you enter text, numbers, dates, or currency, select Yes or No, or select a table entry depends on how the attribute type is defined.
5. In the **Date** column, enter the date you add the attribute.

**Note:** The **Required** column is for informational purposes only. You can make an attribute required in *Configuration* when defining attribute types. If required, the attribute automatically appears on the invoice. You must enter a description for the attribute.

6. Enter any additional comments or more detailed information in the **Comments** column. You can enter free-form text in this column.
7. To close the recurring invoice record and return to the Recurring Invoices page, click **Save and Close**.

## Adding Notes

In *Accounts Payable*, the Notes tab makes it easy to maintain helpful pieces of information about a recurring invoice. For example, you can create notepads to record special information about the recurring invoice, delivery information, or vendor contact information you may need later. Each notepad has a date, type, description, title, and author.

► **Adding a note to a recurring invoice record**

**Note:** As an alternative to notes, you can annotate a record by selecting **Edit, Annotate** from the menu bar. To set the annotation to pop up automatically when you open the invoice, mark **Display annotation automatically**.

1. From an open recurring invoice record, select the Notes tab.

2. From the Notes tab, select **New Note**. The New Note screen appears.

**Tip:** For faster data entry when entering dates, press **F3** for today's date or **F7** for a calendar.

3. In the **Date** field, enter the date of the note.
4. In the **Type** field, select a notepad type. Notepad types are defined in Tables in *Configuration*.
5. In the **Description** field, enter a description for the note.
6. In the **Title** field, enter a title for the note.
7. In the **Author** field, enter or select the note's author.

**Note:** You can use the formatting options on the toolbar to format your note.

8. In the text box, enter any notes to associate with the invoice.
9. To return to the Notes tab, click **Save and Close**.





# Credit Memos



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A credit memo is a document issued by the vendor to record an adjustment against an invoice. It is one of several record types created and maintained in **Accounts Payable**. You can apply a credit memo to one or more invoices to decrease the amount that is owed.

**Note:** Visit our website at [www.blackbaud.com](http://www.blackbaud.com) for the latest documentation and information.

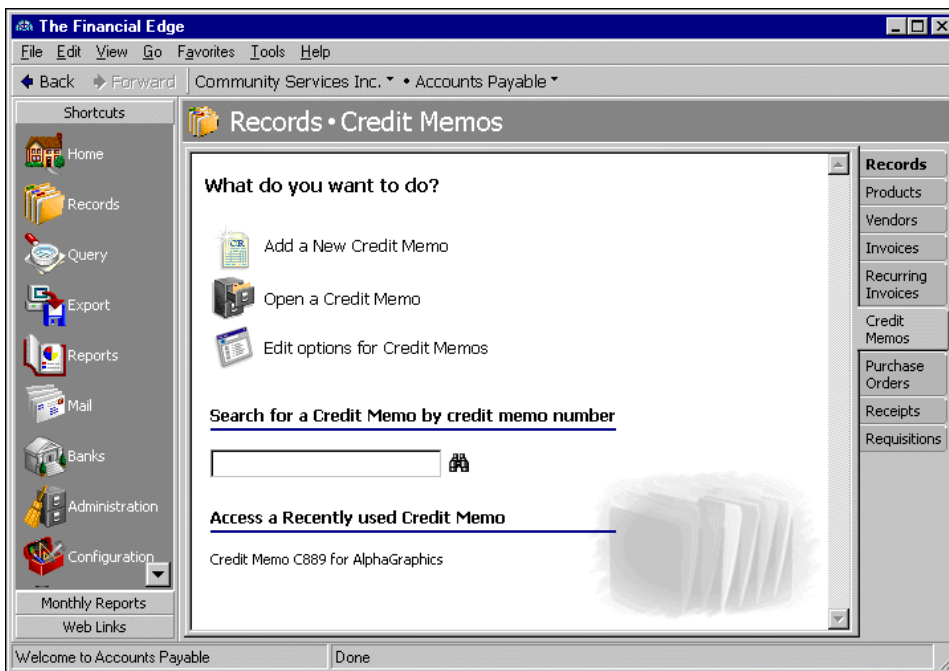
For example, the Lowcountry Preservation Society ordered five hundred souvenir mugs for its upcoming conference. The issued invoice was for \$540. One box of the mugs had been dropped and broken in delivery. A credit memo of \$40 was issued to the organization and applied to the original invoice to decrease the amount owed to \$500.

**Accounts Payable** uses *Records* to group information together. When you add a credit memo to the **Accounts Payable** database, you are creating a new credit memo record. This record stores application, distribution, and posting information.

Credit memos can be created from the Activity tab of a vendor record and from the Credit Memos page of *Records*.

## Accessing Credit Memo Records

Because records are such an important part of **Accounts Payable**, we have placed all record types in one area so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record, or file. When you open *Records*, you can directly access several record types, including credit memo records. Click **Records** on the navigation bar and then click the **Credit Memos** link. The Credit Memos page appears.



Consider the Credit Memos page the starting point for credit memo records. From this page, you can add a new credit memo record or open existing credit memo records.

You can edit credit memo record options by clicking the **Edit options for Credit Memos** link. This link opens the Options screen for records.

To save time when searching for a specific credit memo record, you can use the **Search for a Credit Memo by credit memo number** field. The Credit Memos page also lists recently accessed credit memo records.

You can also open a credit memo from the Activity tab of the vendor who is giving the credit.

## Finding and Opening Credit Memo Records

**Note:** For more information about using filters on the Open screen to search for records, see the *Program Basics Guide*.

To find and open a credit memo record, you must be familiar with the Open screen. The Open screen has a number of filters you can use to narrow your search and quickly locate the credit memo you want to open. The search process is not case-sensitive, so you can enter Smith, smith, or SMITH and get the same results. You can also use wildcard characters if you are not sure how a word is spelled — use a question mark to replace a single character and an asterisk to replace a series of characters.

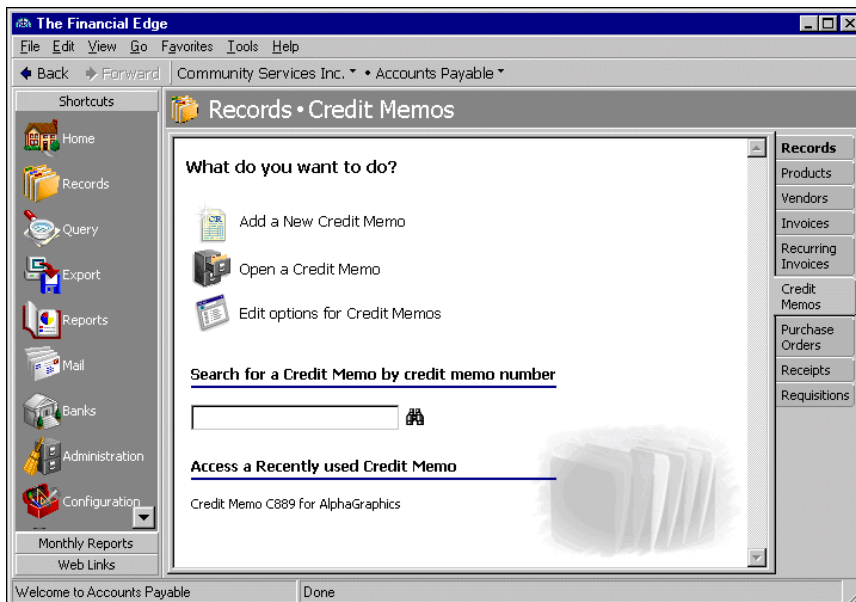
**Tip:** For a quick search, use the **Search for a Credit Memo by credit memo number** field on the Credit Memos page.

You access the Open screen by selecting **File, Open, Credit Memo**, or by clicking **Open a Credit Memo** from the Credit Memos page.

### ► Opening a credit memo record from the Credit Memos page of Records

**Note:** You can also open a credit memo from the Activity tab of the vendor who is giving the credit.

1. On the navigation bar, click **Records**.
2. Click **Credit Memos**. The Credit Memos page appears.



3. Click **Open a Credit Memo**. The Open screen for Credit Memos appears.

Credit memo number	Description	Amount	Date	Vendor name
8798	Bad Supplies	\$50.00	09/01/2004	Russellson Janitori
	Overcharge in July	\$25.00	08/01/2004	ADS Security Syste
63	charged twice for item	\$9.52	09/25/2004	Office Supplies Inc
32	overbilling	\$32.00	09/18/2004	Twin Bridges Printir
18	overcharge	\$2.43	09/27/2004	Twin Bridges Printir
21	overcharge	\$42.00	08/01/2004	Auto Express

Find Credit memos that meet these criteria: ☐ Exact match only

Vendor name:  Credit memo amount:

Vendor ID:  Include deleted? ☒ Yes

Phone number:  Post status:

City:  Application state:

State:  Last modified by:

Credit memo number:  Last modified on: any time

**Filters are not applied**

8 records found.

4. In the **Find Credit memos that meet these criteria** frame, enter the criteria you are using to search for the credit memo. The criteria you can use includes fields such as **Vendor name**, **Vendor ID**, **Credit memo amount**, and **Last modified by**.
5. After you enter your search criteria, click **Find Now**. The program searches your database and displays all credit memos that meet your criteria.
6. In the grid, select the credit memo to open.

Credit memo number	Description	Amount	Date	Vendor name
32	overbilling	\$32.00	09/18/2004	Twin Bridges Printing
15	incomplete service	\$120.00	10/07/2004	Rogers' Pools

Find Credit memos that meet these criteria: ☐ Exact match only

Vendor name:  Credit memo amount:

Vendor ID:  Include deleted? ☒ Yes

Phone number:  Post status:  Not yet posted

City:  Application state:  Unapplied

State:  Last modified by:

Credit memo number:  Last modified on: any time

**Filters are applied**

7. Click **Open**. The credit memo record appears.
8. After you view or edit the record, click **Save and Close** on the toolbar.

# Adding Credit Memo Records

When you add a credit memo, you are creating a new record in the database. As you enter credit memo information on the record, be aware of the output you want to generate on reports or use in queries. You must enter data on the credit memo record on which you want to report or query. To keep your data entry accurate and consistent, we strongly encourage you to set up data entry protocols for your organization.

If you enter common values repeatedly for multiple credit memos, you can create a default set with these values to save time during data entry. The values are defaults only and you can still change any field on a record. From the menu bar of the record, select **Credit Memo, Load Defaults from** to select an existing default set or create a new default set for the record type. To manage default sets for all record types in the program, select **Tools, Organize/Create Defaults**. For more information about default sets, see the Program Basics chapter in the *Program Basics Guide*.

**Glossary:** A business rule is a predefined setting in *Configuration* that controls a function, establishes a specific procedure, or standardizes displays and requirements in the programs. Business rules affect all users of the program.

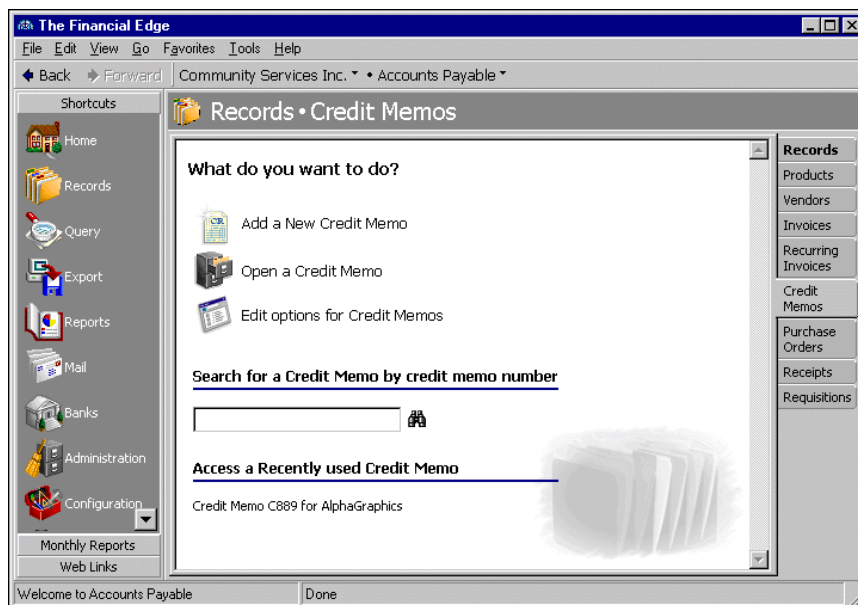
We recommend that you set a business rule in *Configuration* to check for duplicate credit memos automatically and specify the criteria for duplicates. For more information about business rules, see the *Configuration Guide for Accounts Payable*. If necessary, you can also search for a duplicate record from an existing record by selecting **Credit Memo, Duplicate Search** from the menu bar.

You can add credit memos from the Credit Memos page of *Records*, the Open screen for credit memos, or by selecting **File, New** from a credit memo record. You can also add a new credit memo from the Activity tab of a vendor record.

## ► Adding a credit memo record

On the Credit Memo tab, you enter basic important information about the credit memo, such as posting date and status, the name of the vendor who is issuing the credit, and the credit amount.

1. On the navigation bar, click **Records**.
2. Click **Credit Memos**. The Credit Memos page appears.



**Tip:** You can use default sets to define common information for records. For a new record, you can select **Credit Memo, Load Defaults from** to select a default set of information to copy into the record. For more information about using default sets, see the *Program Basics Guide*.

3. Click **Add a New Credit Memo**. The New Credit Memo screen appears.

**Note:** Whether you enter the name or ID depends on your selection for General Options on the Records tab of the Options screen.

4. In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor. To locate a vendor, you can press **F7** or click the binoculars. This field entry is required.
5. In the **Credit memo number** field, enter an alphanumeric ID for the credit memo. The credit memo number can be a maximum of 20 characters.

**Tip:** You can set a default credit memo date, post status, and post date on the Records tab of Options. For more information, see the Options chapter of the *Program Basics Guide*.

6. In the **Credit memo date** field, enter the date to print on the credit memo. If you set a default date on the Records tab of Options, the date automatically appears.
7. In the **Description** field, enter a description, such as “overbilling” or “damaged goods”. You can enter a maximum of 60 characters.
8. In the **Credit memo amount** field, enter the amount of the credit.
9. In the **Post status** field, you can select “Not yet posted” or “Do not post”. Your selection affects whether the credit memo transactions post to the **General Ledger**.

If you select “Do not post”, the unapplied credit memo will not post to the **General Ledger**; but you can still post the credit application. The post status of the credit memo application defaults to the same post status as the credit memo record; however, you can edit the application post status on the Application History screen.

“Do not post” is not an available selection if it was marked as excluded on the Credit Memo Business Rules in *Configuration*.

10. In the **Post date** field, enter the date the credit is posted. If you set a default date on the Records tab of Options, the date automatically appears.

**Note:** In *Configuration*, we recommend you specify duplicate criteria and select to automatically check for duplicate credit memos. For more information about business rules, see the *Configuration Guide for Accounts Payable*.

11. To save the credit memo and return to the Credit Memos page, click **Save and Close**.

## Managing Credit Memo Distributions

When you create a credit memo distribution, you are defining the credit and debit accounts and associated transaction characteristics to which the credit will post. Every credit memo must have an associated credit account. **Accounts Payable** automatically inserts default debit accounts from the Accounts Payable Summary information on the Default Accounts page of *Configuration*. The Supervisor can establish security settings to hide the debit account columns.

You can also use miscellaneous entries to make adjustments associated with the credit memo to the general ledger.

### ► Distributing a credit memo

**Tip:** To move between rows in a grid column, press **Ctrl +** the up or down arrow key.

1. From an open credit memo record, select the Distribution tab.

2. In the field above the distribution grid, select "Distribution".
3. In the **CR Account Number** column, default debit accounts appear from the vendor record to be credited. You could also click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default accounts from the vendor record, select **From Vendor**.

You can also manually enter the credit accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

4. To enter distributions by amount, click the **\$** button. To enter distributions by percent, click the **%** button.
5. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column. You can manually enter amounts or percents for each account or you can click **Distribute Evenly** to distribute amounts or percents equally among the selected accounts.

**Note:** The Supervisor can establish security settings to hide the **DR Account Number** column.

6. The **DR Account Number** column displays default values, depending on default Accounts Payable Summary Account settings established on the Default Accounts page in *Configuration*.

You can also manually enter the debit accounts for the distribution. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

7. In the **Interfund** field above the distribution grid, select an interfund set to balance the accounts if you enter credit and debit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
8. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
9. In the **Class** column, select a class for the distribution.
10. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
11. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.  
You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the credit memo record Distribution tab.
12. To preview **General Ledger** debits and credits for the credit memo, click **DR/CR Entries** on the action bar above the grid.

**Note:** Transaction attributes can be used for reporting and querying within the current year. Transaction attributes do not retain equity from year to year.

13. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the credit memo record Distribution tab.
14. To save the credit memo and return to the Credit Memos page, click **Save and Close**.



► **Adding a miscellaneous entry to a credit memo**

You can use miscellaneous entries to make adjustments associated with the credit memo to the general ledger.

1. From an open credit memo record, select the Distribution tab.

2. In the field above the grid, select "Miscellaneous Entries".

3. In the **CR Account Number** column, designate the accounts to credit. You can click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default miscellaneous entry accounts from the vendor record, select **From Vendor**.

You can also manually enter the credit accounts for the miscellaneous entry. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

4. Enter the amount for the entry in the **Amount** column. You can manually enter amounts for each account or you can click **Distribute Evenly** to distribute amounts equally among the selected accounts.
5. In the **DR Account Number** column, designate a debit account for each credit account. You can click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default miscellaneous entry accounts from the vendor record, select **From Vendor**.

You can also manually enter the debit accounts for the miscellaneous entry. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

6. In the **Interfund** field above the grid, select an interfund set to balance the accounts if you enter credit and debit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
7. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
8. In the **Class** column, select a class for the entry.
9. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
10. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.

You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the credit memo record Distribution tab.

11. To preview **General Ledger** debits and credits for the credit memo, click **DR/CR Entries** on the action bar above the grid.

**Note:** Transaction attributes can be used for reporting and querying within the current year. Transaction attributes do not retain equity from year to year.

12. To attach transaction attributes to an account in the entry, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the credit memo record Distribution tab.
13. To save the credit memo and return to the Credit Memos page, click **Save and Close**.

## Managing Credit Memo Applications

**Glossary:** A credit memo application is the specification of a credit memo to decrease a particular invoice amount.

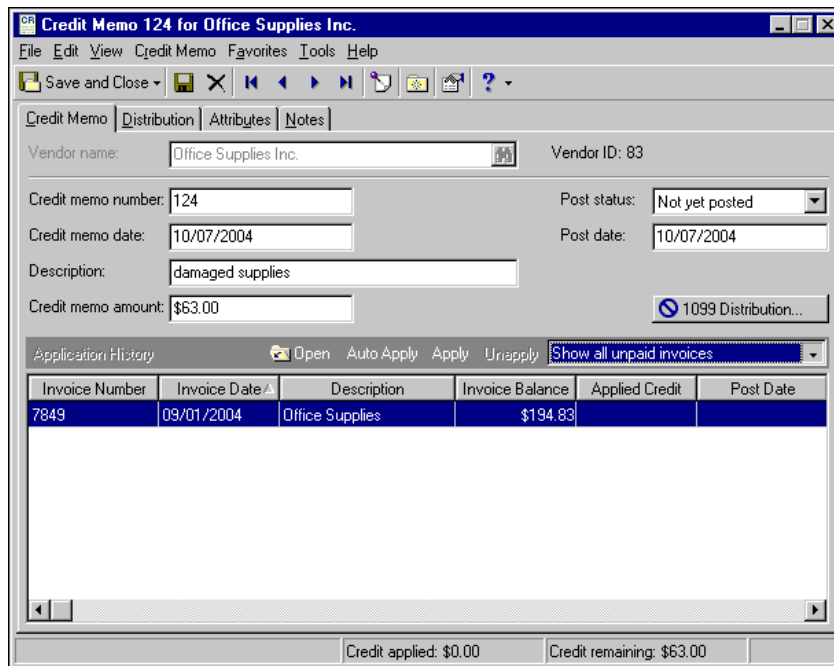
Credit memo applications are tracked and posted separately. You can apply the credit to an invoice and distribute the credit at the time you create the credit memo, or you can save the credit memo and wait to apply it later. All saved records can be accessed easily for editing.

## Applying Credit Memos

If you have open, unapplied credit memos, you can set an option on Invoice Business Rules in *Configuration* to apply open credit to new invoices automatically, to ask if you want to apply the credit to a new invoice, or to never apply the credit to new invoices automatically. For more information about business rules, see the *Configuration Guide for Accounts Payable*.

### ► Applying a credit memo

1. From an open credit memo record, select the Credit Memo tab.
2. From the application action bar, select “Show all unpaid invoices”.



**Credit Memo 124 for Office Supplies Inc.**

File Edit View Credit Memo Favorites Tools Help

Save and Close

Credit Memo | Distribution | Attributes | Notes

Vendor name: Office Supplies Inc. Vendor ID: 83

Credit memo number: 124 Post status: Not yet posted

Credit memo date: 10/07/2004 Post date: 10/07/2004

Description: damaged supplies

Credit memo amount: \$63.00 1099 Distribution...

Application History

Open Auto Apply Apply Unapply Show all unpaid invoices

Invoice Number	Invoice Date	Description	Invoice Balance	Applied Credit	Post Date
7849	09/01/2004	Office Supplies	\$194.83		

Credit applied: \$0.00 Credit remaining: \$63.00

**Tip:** To open an invoice from the credit memo, double-click the invoice listed in the application grid on the Credit Memo tab.

3. To automatically apply the credit memo amount to the invoice(s), beginning with the oldest, click **Auto Apply** on the action bar. The credit amount is added in the **Applied Credit** column.

To manually apply the credit, select the invoice in the application grid and click **Apply** or enter the amount in the **Applied Credit** column for each invoice to which to apply the credit.

**Note:** You cannot save the credit memo if you enter a total application amount in excess of the credit memo amount.

4. To view more detailed information about the invoice and credit memo application, click the **Application History** button. On the Application History screen, you can view each application's distribution. The posting status for credit memo applications always defaults to the same post status as the credit memo record; however, you can edit the post status and dates on the Application History screen until the credit memo application has been posted.

**Application History for Credit Memo 124**

	Amount	Applied/Unapplied	Invoice Number	Invoice Description	Application Post ...	Post Date
1	\$63.00	Applied	7849	Office Supplies	Not yet posted	10/07/2004

DR and CR Accounts for application 1: Interfund:  

DR Account Number	DR Account Des...	Amount	CR Account Number	CR Account De...	Project ID	Project Des
01-21000-00	Accounts Payable	\$63.00	01-21000-00	Accounts Payable		

Dr Cr Entries \$ %

Distribution... Attributes...

OK Cancel

5. If you make changes on the Application History screen, click **OK** when you are finished. If you do not want to save changes, click **Cancel**.
6. When you are finished applying the credit, you can click **Save and Close** to return to the Credit Memos page.

#### ► Unapplying a credit memo

You can open an existing credit memo to edit credit memo information, add or edit applications, change distributions, or add attributes and notes. You must unapply a credit memo before making adjustments to the credit memo distribution. You cannot unapply or change credit memos that have been applied to paid invoices. To unapply a credit memo applied to a paid invoice, you must void the check first.

**Note:** You also can unapply a credit memo from the invoice to which it was applied.

1. From the credit memo you want to unapply, select the Credit Memo tab.
2. In the application grid, select the row for the invoice from which to unapply the credit.

- On the action bar, click **Unapply**.

**Credit Memo 63 for Office Supplies Inc.**

File Edit View Credit Memo Favorites Tools Help

Save and Close

Credit Memo | Distribution | Attributes | Notes

Vendor name: Office Supplies Inc. Vendor ID: 83

Credit memo number: 63 Post status: Not yet posted

Credit memo date: 09/25/2004 Post date: 09/25/2004

Description: charged twice for item

Credit memo amount: \$9.52 1099 Distribution...

Application History Open Auto Apply Apply Unapply Only show invoices with applications

Invoice Number	Invoice Date	Description	Invoice Balance	Applied Credit	Post Date
7849	09/01/2004	Office Supplies	\$194.83	\$9.52	09/25/2004

Credit applied: \$9.52 Credit remaining: \$0.00

- When you are finished unapplying the credit, you can click **Save and Close** to return to the Credit Memos page.

## Using Interfund Entries and Reclassification Accounts

If the accounts in the credit memo application distribution use separate funds, the program uses interfund entries to balance the distribution. For example, a credit comes in after the respective invoice has been paid, so you apply the credit to the next invoice for that vendor. The credit for the original invoice is distributed to an account in fund 01 (01-21000-00) and the invoice to which you apply it is distributed to an account in fund 02 (02-21000-00); therefore, the distribution accounts must be balanced by interfund entries.

**Note:** Interfund sets are defined on the Interfund page of *Configuration*.

If the accounts use the same fund but are out of balance by another requirement, such as project or class, then the program uses the reclassification account to balance the distribution. For example, you have already paid an invoice for van expenses for the football team when you realize you were overcharged. The company, Auto Express, issues a credit. The invoice debited the Bus Expenses account in fund 3, which requires balancing by class and project. Like the original invoice, the credit memo carries the project “Football” in the distribution, and it credits the Bus Expenses account.

CR Account Number	CR Account Desc...	Amount	DR Account Number	DR Account De...	Project ID
03-54500-00	Bus Expenses	\$42.00	03-21000-00	Accounts Payable	Football

**Note:** Reclassification accounts are established on the Default Accounts page in *Configuration*.

Because you already paid the first invoice, you wait to apply the credit memo to the next incoming invoice from Auto Express, which is for van rental for the cheerleading team. This invoice also debits the Bus Expenses account in fund 3. The project “Cheerleading” is added to the invoice distribution. When you apply the credit, the application distribution balances by fund but not by project. Because balancing by project is required for fund 3, the program automatically uses the Reclassification account to balance the application distribution. In this case, the reclassification account being used is 03-70000-00.

Amount	Applied/Unapplied	Invoice Number	Invoice Description	Application Post ...	Post Date
\$42.00	Applied	1521	van rental-cheerleading comp...	Not yet posted	08/01/2004

DR and CR Accounts for application 1: Interfund:

DR Account Number	DR Account Des...	Amount	CR Account Number	CR Account De...	Project ID	Project Des
03-21000-00	Accounts Payable	\$42.00	03-70000-00	Interfund	Cheer	Cheerleading
03-70000-00	Interfund	\$42.00	03-21000-00	Accounts Payable	Football	Football

Distribution... Attributes...

OK Cancel

## Managing 1099 Information

You can add 1099 distribution information to the credit memo to reduce the 1099 amount for the designated vendor. You can add 1099 information and distributions to an credit memo by clicking the **1099 Distribution** button. On the 1099 Distribution screen, you enter 1099 box numbers, the states in which the amounts were earned, and the amounts or percentages. Then, at tax reporting time, you can quickly and easily determine which vendors require 1099 forms by performing a query or creating a vendor 1099 Activity Report. Before you can add 1099 distributions for states, you must first go to the General page of *Configuration* and define those states and state ID numbers in the state grid. If the credit memo is for a 1099 vendor, a checkmark appears on the **1099 Distribution** button.

### ► Adding 1099 distribution information to a credit memo

1. From an open credit memo record, select the Credit Memo tab.

**Note:** You can also access the 1099 Distribution screen from the menu bar of a credit memo by selecting **Credit Memo, 1099 Distribution**.

- Click the **1099 Distribution** button. The 1099 Distribution screen appears.

1099 Box Number	State	Percent

Distribute Evenly   Delete All...   Total: 0%

OK   Cancel

- To enter distributions by amounts, click the **\$** button. To enter distributions by percent, click the **%** button.
- In the **1099 Box Number** column, select the 1099 box number in which to enter the distribution.

**Note:** You cannot produce 1099 distributions for states until you define states and state ID numbers on the General page of *Configuration*.

- In the **State** column, select a state. A state entry is required for box number 16-State tax withheld.
- In the **Percent** column, enter the percent of the distribution or, in the **Amount** column, enter the amount. To distribute the amount or percent evenly among all boxes, you can click **Distribute Evenly**.
- To save the distribution and return to the credit memo record, click **OK**.

## Managing Attributes and Notes

You can further define a credit memo record on the Attributes and Notes tabs. On the Attributes tab, you can add attributes which give an additional level of detail and reporting capability. On the Notes tab, you can add notes specific to that credit memo record.

### Adding Attributes

An attribute is a reporting tool to group information based on a common theme. On the Attributes tab of a credit memo, you can record additional information about the credit memo, which is helpful when filtering information for reports and establishing criteria for queries.

Attribute types are defined in *Configuration*. If you marked the attribute as required in *Configuration*, the attribute automatically appears on the credit memo and you must select a description before saving the credit memo. For more information about defining attribute types, see the *Configuration Guide for Accounts Payable*.



► **Adding an attribute to a credit memo record**

1. From an open credit memo, select the **Attributes** tab.

Credit Memo 124 for Office Supplies Inc.

File Edit View Credit Memo Favorites Tools Help

Save and Close

Credit Memo Distribution Attributes Notes

Attribute Type: <All Categories>

Attribute Type	Description	Short Description	Date	Required	Comments
				<input type="checkbox"/>	

Credit applied: \$0.00 Credit remaining: \$63.00

2. In the **Attribute Type** field, you can filter the attribute types appearing in the grid.
3. In the **Attribute Type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, enter or select a value for the attribute. Whether you enter text, numbers, dates, or currency, select Yes or No, or select a table entry depends on how the attribute type is defined.
5. In the **Date** column, enter the date you add the attribute.

**Note:** The **Required** column is for informational purposes only. You can make an attribute required in *Configuration* when defining attribute types. If required, the attribute automatically appears on the credit memo. You must enter a description for the attribute.

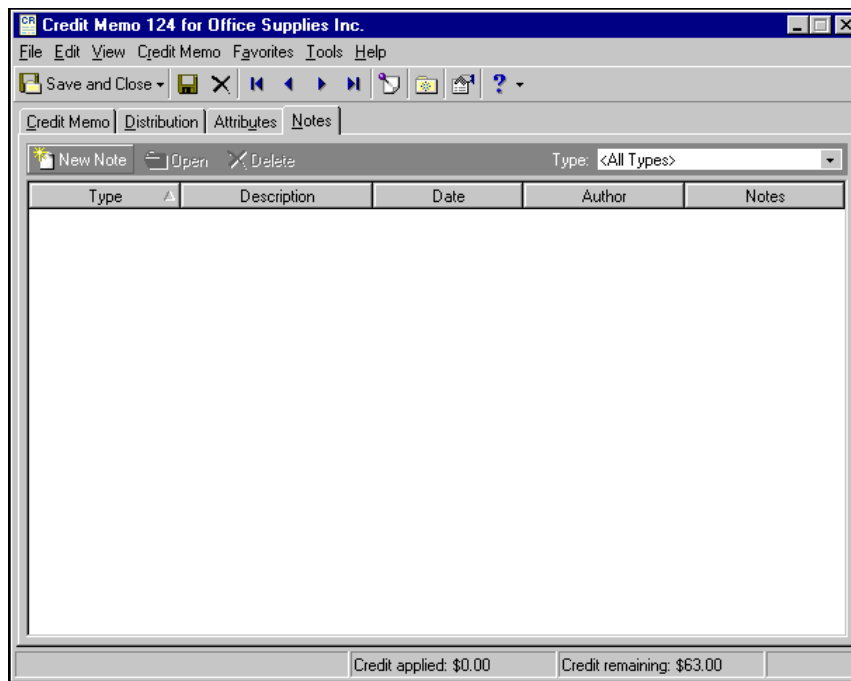
6. Enter any additional comments or more detailed information in the **Comments** column. You can enter free-form text in this column.
7. To return to the Credit Memos page, click **Save and Close**.

## Adding Notes

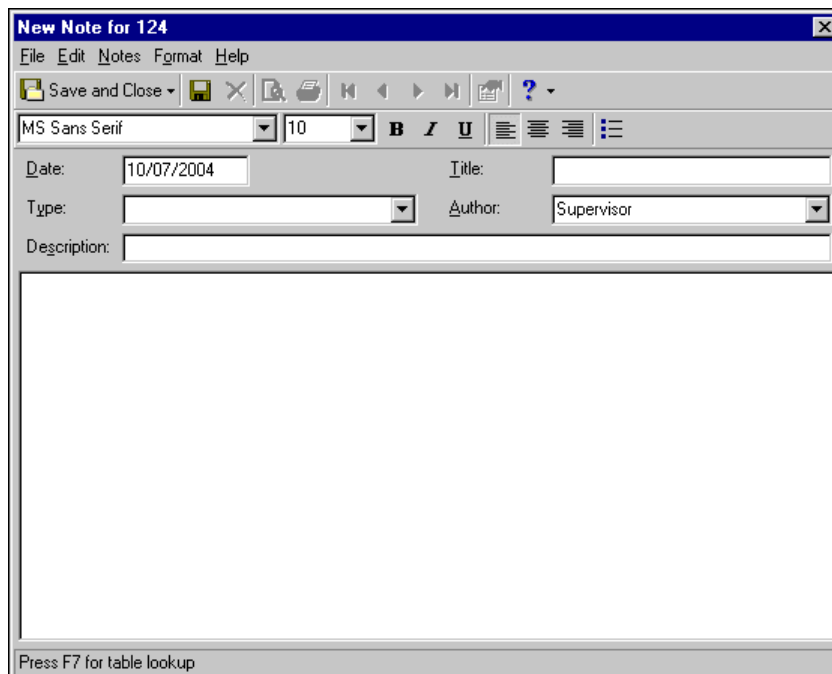
In **Accounts Payable**, the Notes tab makes it easy to maintain helpful pieces of information you received, read, or need to remember about a credit memo. Each notepad has a date, type, description, title, and author.

► **Adding a note to a credit memo record**

1. From an open credit memo record, select the Notes tab.



2. From the Notes tab, click **New Note**. The New Note screen appears.



**Note:** As an alternative to notes, you can annotate a record by selecting **Edit, Annotate** from the menu bar. To set the annotation to pop up automatically when you open the credit memo, mark **Display annotation automatically**.

3. From an open credit memo record, select the Notes tab.

4. On the action bar, click **New Note**. The New Note screen appears.

**New Note for 7897-002**

File Edit Notes Format Help

Save and Close Cut Copy Paste Undo Redo Help

MS Sans Serif 10 B I U Bulleted List Numbered List Indent

Date: 10/19/2004 Title: Vendor Closing Notes

Type: My Notes Author: Supervisor

Description: Close vendor at zero balance

Per Ms. Brown, close this vendor when balance reaches zero.

Press F5 to insert time stamp

**Tip:** For faster data entry when entering dates, press **F3** for today's date or **F7** for a calendar.

5. In the **Date** field, enter the date of the note. The current date defaults in the field.
6. In the **Type** field, select a notepad type. Notepad types are defined in Tables in *Configuration*.
7. In the **Description** field, enter a description for the note.
8. In the **Title** field, enter a title for the note.
9. In the **Author** field, enter or select the note's author.

**Note:** You can use the formatting options on the toolbar to format your note.

10. In the text box, enter any notes to associate with the credit memo.
11. To return to the Notes tab, click **Save and Close**.



# Purchase Orders



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**Glossary:** A purchase order is an order placed with a vendor for goods or services.

The optional module *Purchase Orders* is designed to add functionality to **Accounts Payable**, enhancing your existing system with a variety of options for recording purchases, tracking encumbrances, and generating invoices from receipts. It also gives you the capability of tracking supply and shipment needs, as well as costs.

**Note:** Visit our website at [www.blackbaud.com](http://www.blackbaud.com) for the latest documentation and information.

With *Purchase Orders*, you can create three types of purchase orders: regular, blanket and template.

You use a regular purchase order to order goods or services from a vendor. Line items on regular purchase orders are posted, increasing the encumbrance balance. You can delete, cancel, or close a regular purchase order.

**Note:** You can set options for *Purchase Orders* that affect how the program looks and runs on the workstation you are using. For more information, see the Options chapter of the *Program Basics Guide*.

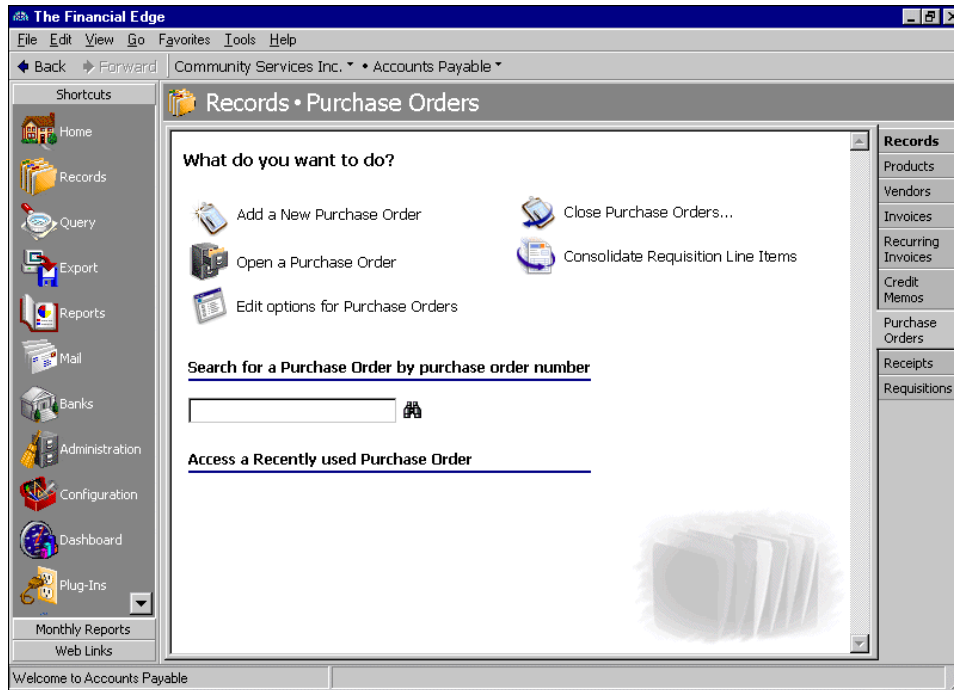
A blanket purchase order is an order for a large quantity of an item (more than is currently needed). The order is a commitment to purchase, typically made to obtain a volume discount or ensure you receive hard to get items. Generate regular purchase orders from the blanket purchase order until the blanket order is satisfied. You do not post blanket line items. Use blanket line items and the post status and post date fields as defaults for the regular purchase orders generated from the blanket order.

A template purchase order is a vendor-specific purchase order default record. With a template purchase order, you can save all order information for future use, including line items, attributes, and notes. You can then create regular purchase orders by copying the template purchase order, saving data entry time.

## Accessing Purchase Order Records

**Warning:** The **Purchase Orders** link appears on the Records page only if you have installed the optional module *Purchase Orders*.

Because records are such an important part of **Accounts Payable**, we have placed all record types in one area so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record, or file. When you open *Records*, you can directly access several record types, including purchase orders. Click **Records** on the navigation bar and click the **Purchase Orders** link. The Purchase Orders page appears.



The Purchase Orders page is the starting point for purchase order records. From this page, you can add a new purchase order record, open existing records, and close purchase orders.

You can also edit purchase order options by clicking **Edit options for Purchase Orders**. This link opens the Options screen for records.

To save time when searching for a specific credit memo record, you can use the **Search for a Purchase Order by purchase order number** field. The Purchase Orders page also lists recently accessed purchase order records.

## Finding and Opening Purchase Order Records

**Note:** For more information about using filters on the Open screen to search for records, see the Program Basics chapter of the *Program Basics Guide*.

To find and open a purchase order record, you must be familiar with the Open screen. The Open screen has a number of filters you can use to narrow your search and quickly locate the purchase order you want to open. The search process is not case-sensitive, so you can enter Smith, smith, or SMITH and get the same results. You can also use wildcard characters if you are not sure how a word is spelled — use a question mark to replace a single character and an asterisk to replace a series of characters.

**Tip:** For a quick search, use the **Search for a Purchase Order by purchase order number** field on the Credit Memos page.

You access the Open screen by selecting **File, Open, Purchase Order**, or by clicking **Open a Purchase Order** from the Purchase Orders page.

### ► Opening a purchase order record from the Purchase Orders page of Records

1. On the navigation bar, click **Records**.

2. Click **Purchase Orders**. The Purchase Orders page appears.
3. Click **Open a Purchase Order**. The Open screen for purchase orders appears.

Find: Purchase Order Search using query: <Default>

Options

PO number	Order date	PO type	Status	Vendor name
1	04/13/2004	Regular	Unprinted purchase o...	ABC Office Supplies

Find Purchase Orders that meet these criteria:

Vendor name: PO number:

Vendor ID: Receipt number:

Phone number: Requisition number:

City: Last modified by:

State: Last modified on: any time

Hide Filters Clear Filters Filters are not applied Find Now Open Cancel

1 record found.

4. In the **Find Purchase Orders that meet these criteria** frame, enter the criteria you are using to search for the purchase order. Criteria you can use includes a vendor name, ID, phone number, city, or state.
5. After you enter search criteria, click **Find Now**. The program searches the database and displays all purchase orders that meet your search criteria.

Find: Purchase Order Search using query: <Default>

Options

PO number	Order date	PO type	Status	Vendor name
1	05/07/2004	Blanket	Unprinted purchase o...	ABC Office Supplies
2	05/07/2004	Regular	Unprinted purchase o...	ABC Office Supplies
2	05/11/2004	Template	Unprinted purchase o...	ABC Office Supplies
1	05/14/2004	Regular	Unprinted purchase o...	ABC Office Supplies

Find Purchase Orders that meet these criteria:

Vendor name: ABC Office Supplies PO number:

Vendor ID: 01 Receipt number:

Phone number: Requisition number:

City: Last modified by:

State: Last modified on: any time

Hide Filters Clear Filters Filters are applied Find Now Open Cancel

4 records found.

6. In the grid, select the purchase order to open.



**Note:** On the menu bar of a purchase order, you access tools and processes common to all records, as well as those exclusive to purchase orders, including copying and closing purchase orders. For information about the common menus, see the *Program Basics Guide*.

7. Click **Open**. The purchase order record appears.

**Tip:** If you frequently access a specific tab on a purchase order record, you can set an option to designate that tab as the default. Then, when you open a record, it automatically opens to the default tab. For more information about options, see the Options chapter of the *Program Basics Guide*.

8. After you view or edit the record, click **Save and Close** on the toolbar.

## Adding Purchase Order Records

A regular purchase order is a record you create to authorize the purchase of goods or services from a specific vendor. Once you create the purchase order record, you can enter line items and **General Ledger** distributions for each line item. In **Accounts Payable**, you can create three types of purchase order records: regular, blanket, and template.

**Warning:** Once you generate a regular purchase order from a blanket purchase order, you cannot add additional line items to the blanket purchase order. Also, existing line items cannot be modified.

You can use several time-saving options when adding new regular purchase order records. You can establish a blanket purchase order for a multiple quantities of an item and generate regular purchase orders from the blanket purchase order as needed. You can copy information from other purchase orders for the vendor. You can even establish template purchase order records as default records for a vendor.

If you enter common values repeatedly for multiple purchase orders, you can also create a default set with these values to save time during data entry. The values are defaults only and you can still change any field on a record. From the menu bar of the record, select **Purchase Order, Load Defaults from** to select an existing default set or create a new default set for the record type. To manage default sets for all record types in the program, select **Tools, Organize/Create Defaults**. For more information about default sets, see the Program Basics chapter in the *Program Basics Guide*.

## Adding Regular Purchase Order Records

**Note:** You can edit a purchase order by opening it from the Purchase Orders page or from a vendor record.

With a regular purchase order, you request goods or services from a vendor. Line items on regular purchase orders post to **General Ledger**, increasing the encumbrance balance. You can edit, cancel, and close regular purchase orders.

**Glossary:** A receipt is a record created to keep a record of items or services your organization purchases and receives. In **Accounts Payable**, a receipt records whether purchase order line items are received, rejected, or canceled.

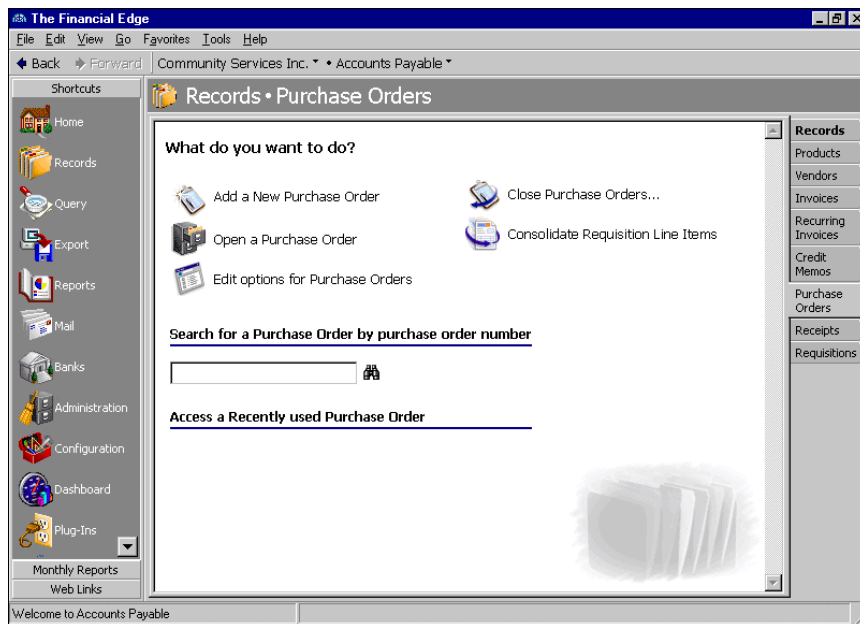
If necessary, you can delete regular purchase orders, but only if they do not yet have receipts. If receipts exist for an order, you must manually delete all receipts before deleting the purchase order. All rules associated with deleting a receipt apply. For more information, see the Receipts chapter. Deleting a purchase order also deletes the associated line items and the program automatically reverses any posted encumbrance balances during the next post run. You can delete posted purchase orders as well, however, to retain the integrity of your data the record is not removed from your database. It is retained in the system with a status of “deleted”.

### ► Adding a regular purchase order record

**Note:** We can create custom purchase orders, checks, student bills, invoices, tax forms, envelopes, and other computer forms specifically designed for use with **The Financial Edge**. These forms are printed in color with your organization’s logo and contact information. Visit our website at <http://forms:blackbaud.com> or send an e-mail to [forms@blackbaud.com](mailto:forms@blackbaud.com) for more information.

You can add a new regular purchase order record from the Purchase Orders page of *Records*. To automatically associate a purchase order with a vendor, you can also add a new purchase order record from the Purchase Orders tab of a vendor record.

1. On the navigation bar, click **Records**.
2. Click **Purchase Orders**. The Purchase Orders page appears.



**Tip:** You can use default sets to define common information for records. For a new record, you can select **Purchase Order, Load Defaults from** to select a default set of information to copy into the record. For more information about using default sets, see the *Program Basics Guide*.

3. Click **Add a New Purchase Order**. The New Purchase Order screen appears.

**Note:** Whether you enter the name or ID depends on your selection for General Options on the Records tab of the Options screen.

4. In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor. To locate a vendor, you can press **F7** or click the binoculars. This field entry is required.
5. In the **PO Number** field, assign a number to the purchase order. This number appears on any invoices generated from the purchase order receipt. You can set a business rule in *Configuration* to automatically generate purchase order numbers. For more information about business rules, see the *Configuration Guide for Accounts Payable*.
6. In the **Type** field, select “Regular” to specify the type of purchase order you are adding. “Regular” is the default.

**Tip:** You can set an option that designates the current date as the default order date when creating new purchase orders. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Order date** field, enter the date the order was placed. You can enter the current date by pressing **F3** or you can open a calendar and select a date by pressing **F7**.
8. In the **Status** field, select one of the following status types:
  - “Unprinted purchase order”- This is the standard status for new purchase orders. After the purchase order prints, the status automatically changes to “Open purchase order”.
  - “Open purchase order”- Select this status for a new purchase order if the order has already been printed or does not need to be printed.
  - “Reprint order”- Select this status to reprint the purchase order.
  - “Unprinted change order”- This is the standard status for new change orders. After the change order prints, the status automatically changes to “Open purchase order”.
9. In the **Order from** field, select the vendor’s address or click the magnifying glass to open and edit the address.
10. In the **Ship via** field, select the shipping method to use.

11. In the **FOB** (Freight on board) field, enter the point at which the client assumes ownership of the order.

**Glossary:** Terms are payment rules established for payments to vendors or payments from customers. Terms specify how long a customer who purchases on account may wait to pay an invoice. Terms may include discount provisions for early payment of an invoice.

12. An entry in the **Terms** field is optional. This field entry calculates automatically based on the vendor record discount and due date information.
13. In the **Buyer** field, select the individual responsible for payment.
14. In the **Department** field, select the department for which the order is being placed.
15. In the **Confirm to** field, enter the name of the person with whom the order was placed.
16. In the **Ship to** field, select the billing address. You can click the magnifying glass to open and edit the address.
17. In the **Attention** field, enter the name of the person to whom the package is being shipped.

**Note:** Once you save a purchase order, you can designate it as a favorite, which you can then quickly access from the Home page. To make a purchase order a favorite, access the **Favorites** menu and select **Add to Favorites**.

18. In the **Comments** field, enter any comments to associate with this purchase order. These comments are printed on the bottom of the purchase order.
19. To save and close the purchase order, click **Save and Close** on the toolbar.

## Adding Blanket Purchase Order Records

You use a blanket purchase order for a larger quantity of an item than is currently needed. For example, your organization may want to purchase 200 computers in the coming year but may not want to purchase them all at once. With a blanket purchase order, you can enter the 200 computers as a line item and then generate regular purchase orders to buy the computers in increments. For example, you could create a regular purchase order for 50 computers every three months until the quantity on the blanket purchase order is satisfied. Once you use a blanket purchase order or generate regular orders from a blanket order, the original blanket purchase order is automatically updated to reflect the items purchased.

**Warning:** You cannot delete a blanket purchase order if it has been used to create regular purchase order line items that are not closed.

A blanket purchase order is basically a commitment to purchase items, typically made to obtain a volume discount or to ensure you receive hard-to-get items. You can generate regular orders from the blanket purchase order until the blanket order is fulfilled. You can also use a blanket purchase order from a regular purchase order, which saves you from having to open the blanket order to generate regular orders. Line items on a blanket purchase order do not post. Line items and post fields are used as defaults on regular purchase orders generated from the blanket order.

**Glossary:** A blanket purchase order is an order for an amount of goods or services to be delivered over a period of time. Releases made against a blanket purchase order become regular purchase orders and reduce the balance of the quantity of goods or services originally stated on the blanket purchase order.

When creating a regular purchase order from a blanket purchase order the following rules apply:

- Each line item entered on the blanket purchase order is copied to the regular purchase order. Initially, the quantity and amount of each line item is zero.

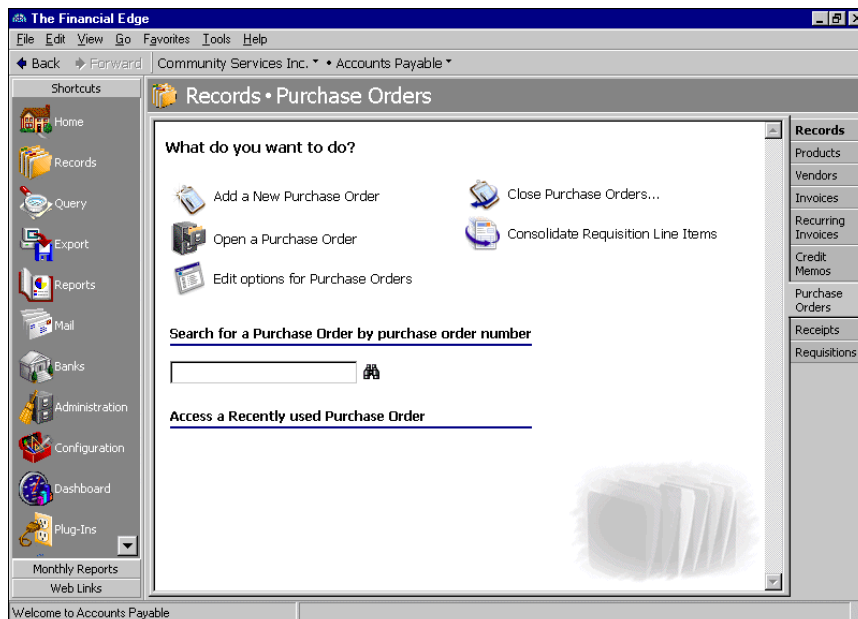
- When creating a regular purchase order, each quantity and amount of the generated regular purchase order are checked against the remaining balance of the associated blanket order line item. If the total quantity and amount of all regular purchase order line items exceed the quantity and amount of the corresponding line item on the blanket order, the program warns you that the quantity entered exceeds the remaining balance for the line item.
- You can add additional line items to a regular purchase order created from a blanket order; however, these line items do not affect the blanket order.
- You can generate regular purchase orders from an expired blanket order; however, you receive a warning that the blanket purchase order has expired.

#### ► Adding a blanket purchase order record

**Note:** We can create custom purchase order forms specifically designed to work with Blackbaud software. These forms are printed in color with your organization's logo and contact information. Visit our website at <http://forms.blackbaud.com> for more information.

You can add a new blanket purchase order record from the Purchase Orders page of *Records*. To automatically associate a purchase order with a vendor, you can also add a new purchase order record from the Purchase Orders tab of a vendor record.

1. On the navigation bar, click **Records**.
2. Click **Purchase Orders**. The Purchase Orders page appears.



**Tip:** You can use default sets to define common information for records. For a new record, you can select **Purchase Order, Load Defaults from** to select a default set of information to copy into the record. For more information about using default sets, see the *Program Basics Guide*.

3. Click **Add a New Purchase Order**. The New Purchase Order screen appears.

**Note:** Whether you enter the name or ID depends on your selection for General Options on the Records tab of the Options screen.

4. In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor. To locate a vendor, you can press **F7** or click the binoculars. This field entry is required.
5. In the **PO Number** field, assign a number to the purchase order. This number appears on any invoices generated from the purchase order receipt. You can set a business rule in *Configuration* to automatically generate purchase order numbers. For more information about business rules, see the *Configuration Guide for Accounts Payable*.
6. In the **Type** field, select “Blanket” to specify the type of purchase order you are adding.

**Tip:** You can set an option that designates the current date as the default order date when creating new purchase orders. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Order date** field, enter the date the order was placed. You can enter the current date by pressing **F3** or you can open a calendar and select a date by pressing **F7**.
8. In the **Expires on** field, enter the date the blanket purchase order expires.
9. In the **Status** field, select one of the following status types:
  - “Unprinted purchase order” - This is the standard status for new purchase orders. After the purchase order prints, the status automatically changes to “Open purchase order”.
  - “Open purchase order” - Select this status for a new purchase order if the order has already been printed or does not need to be printed.
  - “Reprint order” - Select this status to reprint the purchase order.
  - “Unprinted change order” - This is the standard status for new change orders. After the change order prints, the status automatically changes to “Open purchase order”.
10. In the **Order from** field, select the vendor’s address or click the magnifying glass to open and edit the address.
11. In the **Ship via** field, select the shipping method to use.
12. In the **FOB** (Freight on board) field, enter the point at which the client assumes ownership of the order.
13. An entry in the **Terms** field is optional. This field entry calculates automatically based on the vendor record discount and due date information.

14. In the **Buyer** field, select the individual responsible for payment.
15. In the **Department** field, select the department for which the order is being placed.
16. In the **Confirm to** field, enter the name of the person with whom the order was placed.
17. In the **Ship to** field, select the billing address. You can click the magnifying glass to open and edit the address.
18. In the **Attention** field, enter the name of the person to whom the package is being shipped.

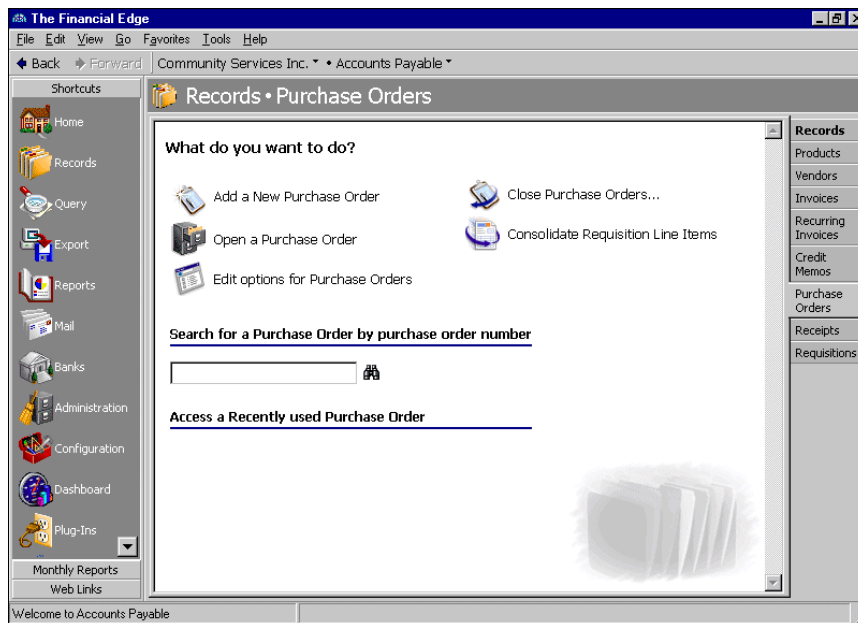
**Note:** Once you save a purchase order, you can designate it as a favorite, which you can then quickly access from the Home page. To make a purchase order a favorite, access the **Favorites** menu and select **Add to Favorites**.

19. In the **Comments** field, enter any comments to associate with this purchase order. These comments are printed on the bottom of the purchase order.
20. To save and close the purchase order, click **Save and Close** on the toolbar.

► **Using a blanket purchase order for a new regular purchase order record**

When creating a new purchase order, you can select to use a blanket purchase order.

1. On the navigation bar, click **Records**.
2. Click **Purchase Orders**. The Purchase Orders page appears.



3. Click **Add a New Purchase Order**. The New Purchase Order screen appears.

**Note:** Whether you enter the name or ID depends on your selection for General Options on the Records tab of the Options screen.

4. In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor. To locate a vendor, you can press **F7** or click the binoculars. This field entry is required.
5. From the menu bar, select **Purchase Order, Use a Blanket Purchase Order**. The Open Purchase Order screen appears, displaying all previously created blanket purchase orders. The **Vendor name** and **Vendor ID** criteria fields default to the vendor information you entered on the new purchase order.
6. In the grid on the Open Purchase Order screen, select the blanket purchase order to use and click **Open**. The information is loaded into your new purchase order, unless the blanket purchase order has expired or been fully used.

If the blanket purchase order has expired, you receive a message including the date it expired and a prompt to continue. To continue, click **Yes**. To return to the current purchase order, click **No**.

**Warning:** A blanket purchase order is fully used if the vendor balance is \$0.00.

If the blanket purchase order has been fully used, a message appears letting you know. Click **OK** to return to the current purchase order without using the blanket purchase order.

7. You can now modify the purchase order information, including adjusting the quantity of line items, adding new line items, and adding attributes and/or notes.
8. To save and close the purchase order, click **Save and Close** on the toolbar.

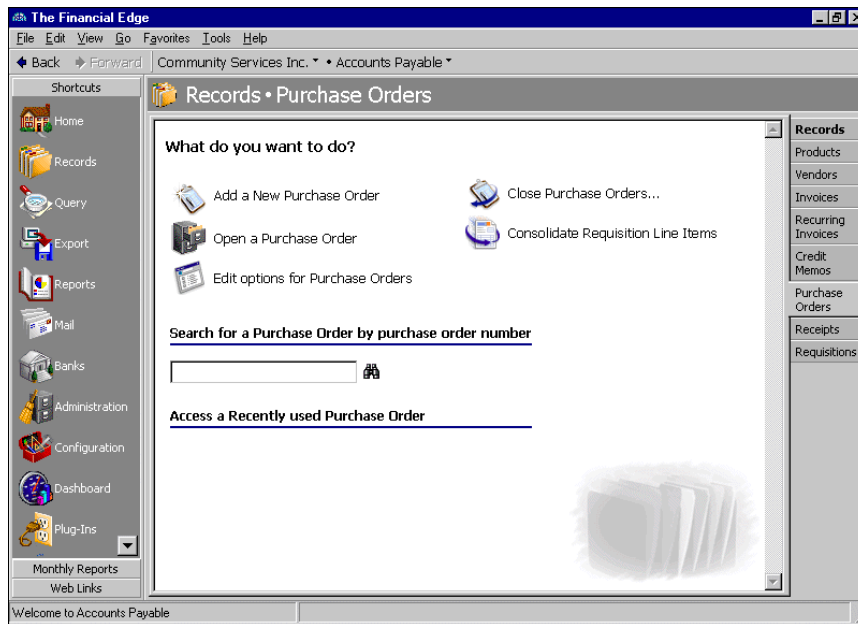
#### ► Generating a regular purchase order from a blanket purchase order record

**Glossary:** A regular purchase order is an order with one or more line items placed with a vendor for goods or services. If you use encumbrances, line items from regular purchase orders increase the encumbrance balance when they are posted. You can record receipts of goods or services for regular purchase order line items as a vendor makes deliveries, and you can create invoices to pay the vendor directly from the purchase order receipt.

1. From a blanket purchase order record, you can generate a regular purchase order.
2. On the navigation bar, click **Records**.



3. Click **Purchase Orders**. The Purchase Orders page appears.



4. Click **Open a Purchase Order**. The Open screen appears.

**Warning:** After generating a regular purchase order from a blanket purchase order, you may need to adjust the quantity of the line items because the regular order contains the entire quantity from the blanket order.

5. Locate and open the blanket purchase order to use. You can narrow your search by entering information in the criteria fields.
6. From the open blanket purchase order, select **Purchase Order, Generate Regular Purchase Order**. A new regular purchase order appears, containing information from the blanket order.
7. You can now edit the purchase order information, including adjusting the quantity of line items, adding new line items, and adding attributes or notes.
8. To save and close the purchase order, click **Save and Close** on the toolbar.

## Adding Template Purchase Order Records

**Tip:** Using template purchase orders is a great way to save time when creating purchase orders for commonly ordered items.

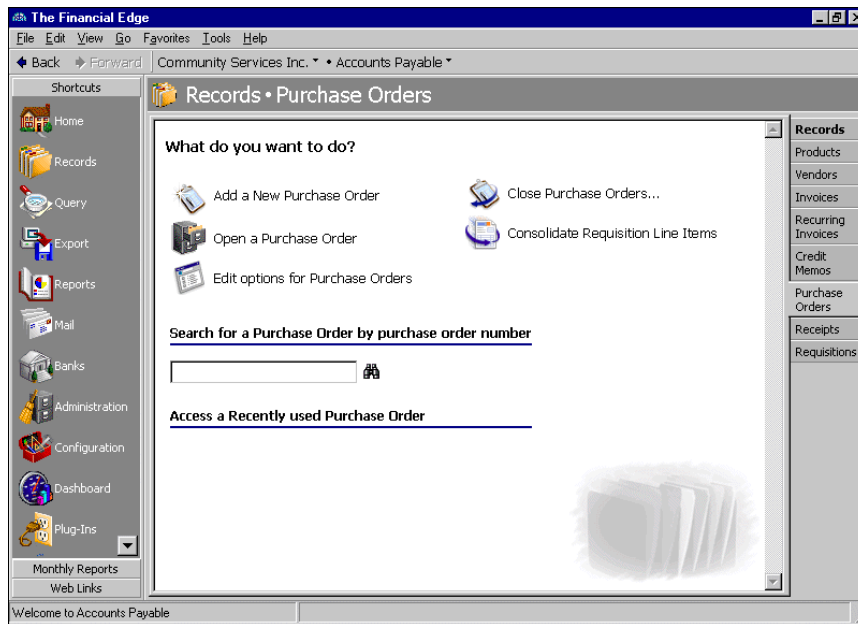
A template purchase order is a vendor-specific default record. With template purchase orders you can save all purchase order information for future use, including line items, attributes, and notes. You can then create regular purchase orders by copying the template purchase order, saving data entry time.

### ► Adding a template purchase order record

**Note:** You can also create a template purchase order from a vendor record. Simply select the Purchase Orders tab and click **New Purchase Order** on the action bar.

1. On the navigation bar, click **Records**.

2. Click **Purchase Orders**. The Purchase Orders page appears.



3. Click **Add a New Purchase Order**. The New Purchase Order screen appears.

**Note:** Whether you enter the name or ID depends on your selection for General Options on the Records tab of the Options screen.

4. In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor. To locate a vendor, you can press **F7** or click the binoculars. This field entry is required.
5. In the **PO Number** field, assign a number to the purchase order. This number appears on any invoices generated from the purchase order receipt. You can set a business rule in *Configuration* to automatically generate purchase order numbers. For more information about business rules, see the *Configuration Guide for Accounts Payable*.
6. In the **Type** field, select “Template” to specify the type of purchase order you are adding.

**Tip:** You can set an option that designates the current date as the default order date when creating new purchase orders. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Order date** field, enter the date the order was placed. You can enter the current date by pressing **F3** or you can open a calendar and select a date by pressing **F7**.
8. In the **Status** field, select one of the following status types:
  - “Unprinted purchase order” - This is the standard status for new purchase orders. After the purchase order prints, the status automatically changes to “Open purchase order”.
  - “Open purchase order” - Select this status for a new purchase order if the order has already been printed or does not need to be printed.
  - “Reprint order” - Select this status to reprint the purchase order.
  - “Unprinted change order” - This is the standard status for new change orders. After the change order prints, the status automatically changes to “Open purchase order”.
9. In the **Order from** field, select the vendor’s address or click the magnifying glass to open and edit the address.
10. In the **Ship via** field, select the shipping method to use.
11. In the **FOB** (Freight on board) field, enter the point at which the client assumes ownership of the order.
12. An entry in the **Terms** field is optional. This field entry calculates automatically based on the vendor record discount and due date information.
13. In the **Buyer** field, select the individual responsible for payment.
14. In the **Department** field, select the department for which the order is being placed.
15. In the **Confirm to** field, enter the name of the person with whom the order was placed.
16. In the **Ship to** field, select the billing address. You can click the magnifying glass to open and edit the address.
17. In the **Attention** field, enter the name of the person to whom the package is being shipped.

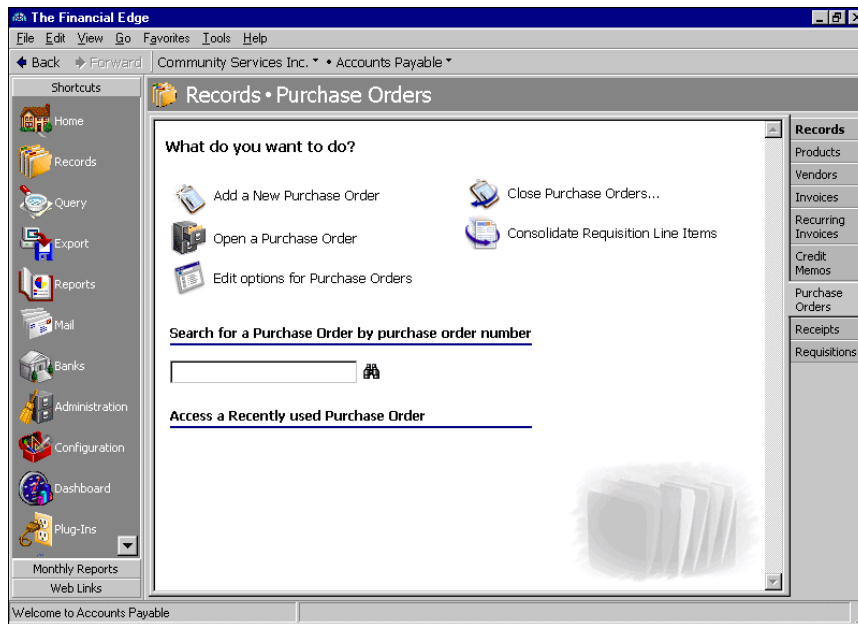
**Note:** Once you save a purchase order, you can designate it as a favorite, which you can then quickly access from the Home page. To make a purchase order a favorite, access the **Favorites** menu and select **Add to Favorites**.

18. In the **Comments** field, enter any comments to associate with this purchase order. These comments are printed on the bottom of the purchase order.
19. To save and close the purchase order, click **Save and Close** on the toolbar.

► **Using a template purchase order for a new regular purchase order record**

1. On the navigation bar, click **Records**.

2. Click **Purchase Orders**. The Purchase Orders page appears.



3. Select **Add a New Purchase Order**. The New Purchase Order screen appears.

**Note:** Whether you enter the name or ID depends on your selection for General Options on the Records tab of the Options screen.

4. In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor. To locate a vendor, you can press **F7** or click the binoculars. This field entry is required.
5. From the menu bar, select **Purchase Order, Copy Purchase Order from**. The Open Purchase Order screen appears. The **Vendor name** and **Vendor ID** criteria fields default to the vendor information you entered on the new purchase order.
6. In the grid on the Open Purchase Order screen, select the template purchase order to copy and click **Open**. The information is loaded into your new purchase order.
7. You can now modify the purchase order information and add line items, attributes, and or notes.

8. To save the purchase order and return to the Purchase Orders page, click **Save and Close** on the toolbar.

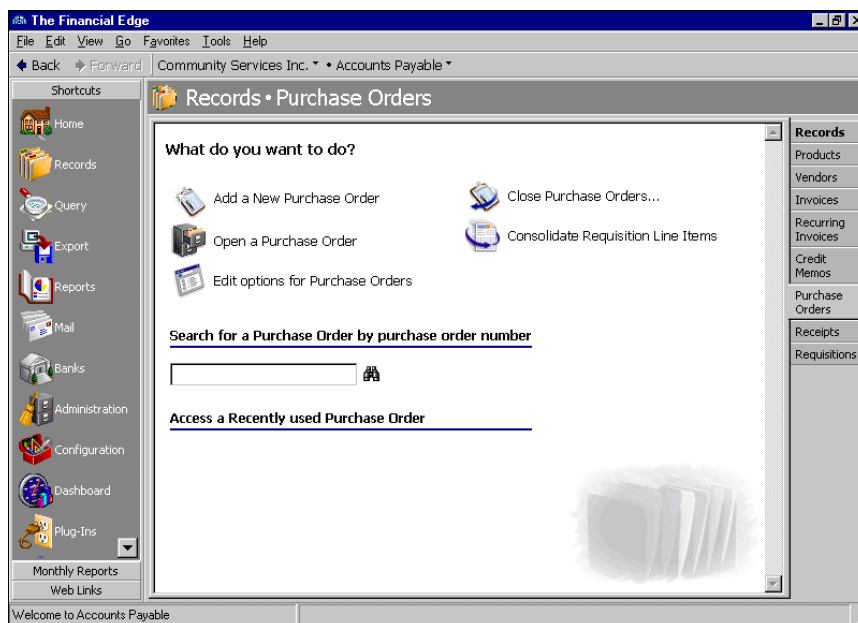
## Copying Purchase Order Records

Copying a purchase order is another way to create a new purchase order. The benefit to creating a purchase order through copying another purchase order is the amount of time you can save. For example, if you have already created a purchase order with 20 line items for a vendor and you realize you need to submit another purchase order similar to the one you already created, you can simply copy the original rather than reentering all the information and line items. You can also copy template purchase orders to quickly create new regular orders. The following rules apply when copying a purchase order:

- All information on the Purchase Order tab is copied, except for the **Status** field, which always defaults to Unprinted purchase order. Any information on the Purchase Order tab of your new purchase order is overwritten.
- The purchase order you are copying and the new purchase order you are creating must be for the same vendor.
- For a new regular purchase order, you can copy from regular or template purchase orders. For a new template purchase order, you can copy only from other template purchase orders.
- All line items are copied. If you copy a posted purchase order, the post status of the new purchase order becomes the **Default post status** defined in Options for line items.
- All information on the Attributes and Notes tabs are copied.
- Receipts are not copied.

### ► Copying a purchase order record

1. From the Records page, click **Purchase Orders**. The Purchase Orders page appears.



2. Click **Add a New Purchase Order**. The New Purchase Order screen appears.

**Note:** Whether you enter the name or ID depends on your selection for General Options on the Records tab of the Options screen.

3. In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor. To locate a vendor, you can press **F7** or click the binoculars. This field entry is required.
4. From the menu bar, select **Purchase Order, Copy Purchase Order from**. The Open Purchase Order screen appears. The **Vendor name** and **Vendor ID** criteria fields default to the vendor information you entered on the new purchase order.
5. In the grid on the Open Purchase Order screen, select the purchase order to copy and click **Open**. The information is loaded into your new purchase order.
6. You can now edit purchase order information and add line items, attributes, or notes.
7. To save and close the purchase order, click **Save and Close** on the toolbar. You return to the Purchase Orders page.

## Closing Purchase Orders

**Note:** In *Configuration*, you can set a business rule to automatically close purchase orders when all line items and receipts are posted.

You can close a single purchase order or save time by closing multiple purchase orders at once. You can close regular or blanket purchase orders. Template purchase orders cannot be closed. To close a single purchase order, open the record and select **Close Purchase Order** from the **Purchase Order** menu. You can save time by closing multiple purchase orders by selecting **Close Purchase Orders** from the **Tools** menu of the shell. Closing a regular purchase order automatically reverses any posted encumbrance balances during the next post run. You cannot reopen closed purchase orders.

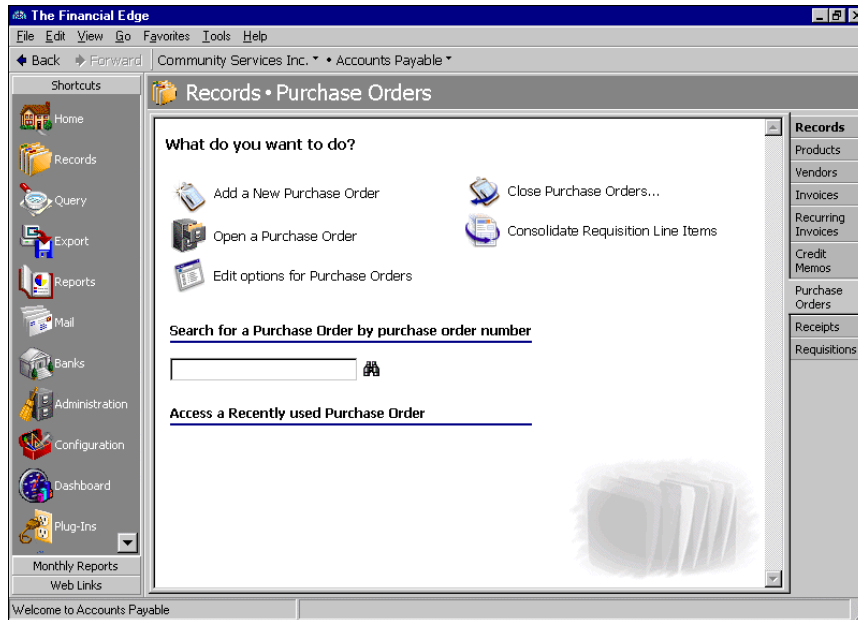
To close a purchase order, it must meet the following criteria:

- The purchase order status must be Open.
- All line items on the purchase order must be fully receipted.
- If the business rule requiring that all line items and receipts be posted before closing purchase orders is enabled, make sure all line items and receipts have a status of Posted.

► **Closing a single purchase order**

**Warning:** Closing or canceling a purchase order automatically reverses any posted encumbrance balances during the next post run. You cannot reopen closed or cancelled purchase orders.

1. From the Records page, click **Purchase Orders**. The Purchase Orders page appears.



**Note:** If you are unable to close a purchase order, it may be because the **If a purchase order has uninvoiced receipts, leave it open** checkbox is marked. To verify this setting, access the Purchase Orders page, select **Tools, Close Purchase Orders**, and verify that the checkbox is unmarked.

2. Open the purchase order to close.

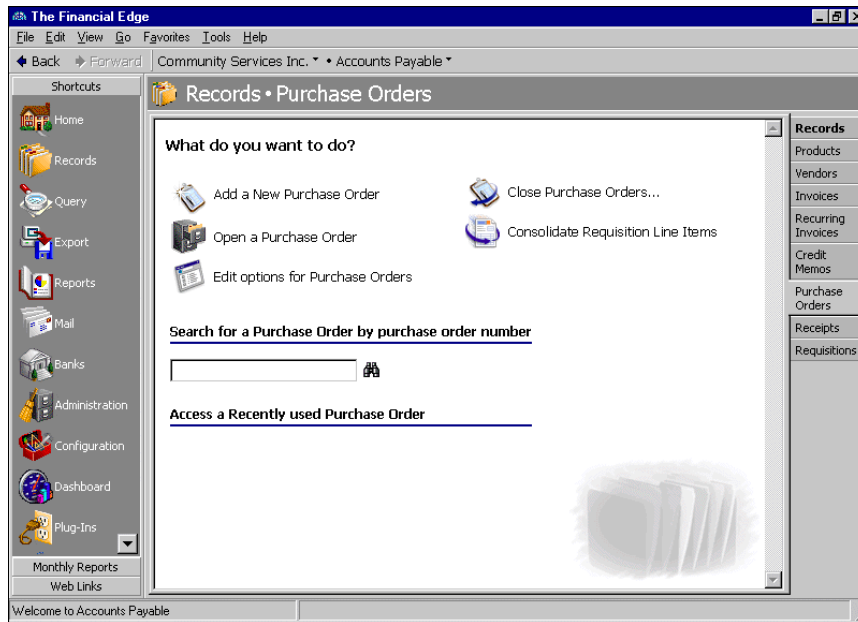
3. From the menu bar, select **Purchase Order, Close Purchase Order**. The purchase order is closed and the status is changed to "Closed".

4. To save and close the purchase order record, click **Save and Close** on the toolbar. You return to the Purchase Orders page.

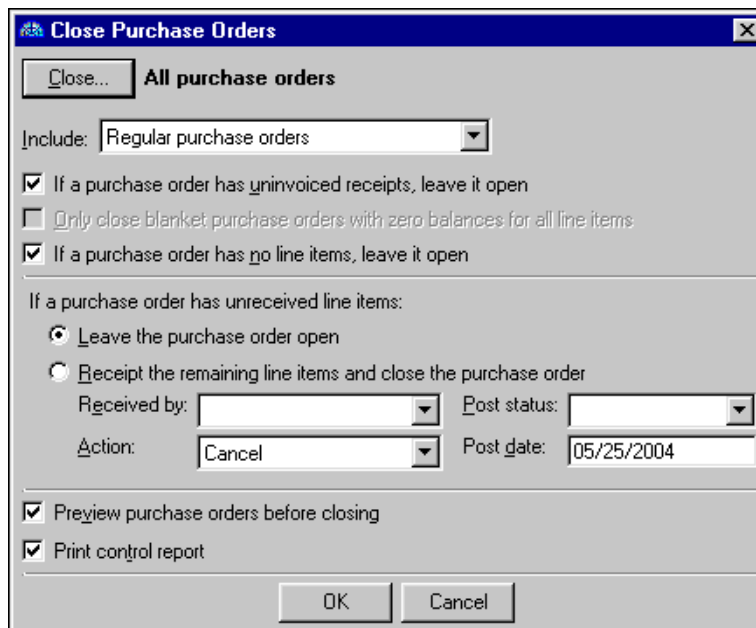
► **Closing multiple purchase orders**

**Tip:** When you need to close all regular purchase orders in your database, you can save time by closing all regular purchase orders at once, instead of closing them individually.

1. From the Records page, click **Purchase Orders**. The Purchase Orders page appears.



2. Click **Close Purchase Orders**. The Close Purchase Orders screen appears.



3. Click **Close** and select to close purchase orders for all purchase order records, selected records, or one record. If you choose **Selected records**, you must select a query of records. If you choose **One record**, you must select the record.



4. In the **Include** field, select to close either regular or blanket purchase orders, or both.
5. If your database contains purchase orders with uninvoiced receipts, you can choose to leave those open by marking **If a purchase order has uninvoiced receipts, leave it open**.
6. If you selected to close blanket purchase orders, you can choose to close only blanket purchase orders that have zero balances for all line items by marking **Only close blanket purchase orders with zero balances for all line items**.
7. If your database contains purchase orders with no line items, you can choose to leave those open by marking **If a purchase order has no line items, leave it open**.

**Note:** If you click **Close** and choose “Selected purchase orders”, the Open Query screen appears. Select a query containing the purchase orders to close or create a new one.

8. If your database contains purchase orders with unreceived line items, mark either **Leave the purchase order open** or **Receipt the remaining line items and close the purchase order**. If you choose to receipt the line items and close the orders, enter the default information to use when receipting the line items, including post status and date.
9. To preview the purchase orders before closing to make sure you really want to close the orders, mark **Preview purchase orders before closing**.
10. To automatically print a control report of the closed purchase orders to your default printer, mark **Print control report**. The control report contains the vendor name, purchase order number, type, order date, and purchase order total.
11. Click **OK** to close the specified purchase orders and return to the Purchase Orders page. If you marked **Preview purchase orders before closing**, the Close Selected Purchase Orders screen appears. On this screen you can see all purchase orders you selected. If you see a purchase order you do not want to close, remove the checkmark in the **Close?** column for that purchase order. To close the selected purchase orders and return to the Purchase Orders page, click **Close Now**.

## Generate Purchase Orders from Requisitions

You can generate purchase orders from requisitions from the Purchase Orders page or the Requisitions page in *Accounts Payable*.

### ► Generate purchase orders from requisitions

1. From the Purchase Orders page, click **Generate Purchase Orders from Requisitions**. The Generate Purchase Orders from Requisitions screen appears.

2. Click **Generate for** and select to generate purchase orders for all records, selected records, or one record. If you choose **Selected records**, you must select a query of records. If you choose **One record**, you must select the record.

**Note:** Use this filter when you want to generate a purchase order for a specific requisition.

3. In the **Post status/Date** field, select “Not yet posted” or “Do not post”. If you select “Not yet posted”, you must enter a valid post date.
4. In the **Interfund Set** field, select an interfund set to create balancing entries if you enter debit and credit accounts from different funds. Interfund sets are defined in *Configuration*.
5. Mark **Always use the unit price from the requisition line item** or **If a unit price exists on the product record, always use that price**. This gives you the option to use the requisition line item price even if it is different from Product record in *Configuration*.
6. Click **Next** to access the Grouping tab.

The screenshot shows a software window titled "Generate Purchase Orders from Requisitions". It has a tabbed interface with five tabs: "1: General", "2: Grouping", "3: PO Line Items", "4: PO Information", and "5: Results". The "2: Grouping" tab is currently selected. Below the tabs, the text "Step 2: Requisition Grouping" is displayed. The main area of the dialog contains the question "Do you want to group multiple requisitions into the same purchase order?" followed by two radio button options: "Yes" (which is selected) and "No". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Pre-Create". The "Pre-Create" button is disabled.

7. Mark **Yes** to group multiple requisitions into the same purchase order. When you mark **Yes**, you indicate how those requisitions should be combined on the PO Line Items tab. For example, when Sally and Tom each create a requisition for the same vendor, one purchase order is generated.  
If you do not want to group multiple requisitions into the same purchase order, mark **No**. Marking **No**, removes the PO Line Items tab and a separate purchase order is created for each requisition. For example, when Sally and Tom each create a requisition for the same vendor, two purchase orders are generated.

8. Click **Next** to access the PO Line Items tab. This tab appears if you marked **Yes** on the Grouping tab.

9. Mark **By Vendor only** or **By Vendor and purchase order information**. If you choose **By Vendor only**, requisition line items are grouped by vendor. If you choose **By Vendor and purchase order information**, the requisition line items are grouped by vendor and the purchase order information you select.
- For example, Sally, Tom, and William each create a requisition for the same vendor. However, Sally and Tom are in the same department. If you choose to group requisition line items by vendor and department, two purchase orders are generated — one for William and one for Sally and Tom who are in the same department.
10. If you have two requisition line items for the same product, you need to determine how to handle them in the purchase order.
- To combine the two requisition line items into a single purchase order line item, mark **Combine line items into a single PO line item**.
  - To keep the two requisition line items separate, mark **Keep line items separate**. For example, Sally and Tom each create a requisition for the same vendor to order a computer. You choose to group requisitions by vendor only to generate one purchase order. However, when you mark **Keep line items separate**, two separate line items are created for each computer when the purchase order is generated
11. Click **Next** to access the PO Information tab.

- If no grouping settings were defined for requisition line items on the Grouping tab, the purchase order information selected on the PO Information tab overwrites the purchase order information on an individual requisition line item. For example, if you group two requisition line items By Vendor and By Department and both line items have purchase order information defined, the purchase order information defined on the PO Information tab overwrites what is on each individual line item.
  - If two requisition line items are grouped and they both have purchase order information defined, the purchase order information of the first line item overwrites the purchase order information of the second line item.
12. In the **Ship via** field, select the shipping method to use.
  13. In the **FOB** (Freight on board) field, enter the point at which the client assumes ownership of the order.

**Glossary:** Terms are payment rules established for payments to vendors or payments from customers. Terms specify how long a customer who purchases on account may wait to pay an invoice. Terms may include discount provisions for early payment of an invoice.

14. An entry in the **Terms** field is optional. This field entry calculates automatically based on the vendor record discount and due date information.
15. In the **Buyer** field, select the individual responsible for buying the items.
16. In the **Ship to** field, select the area to receive the order.
17. In the **Department** field, select the department for which the order is being placed.
18. In the **Confirm to** field, enter the name of the person with whom the order was placed.
19. In the **Attention** field, enter the name of the person to whom the package is being shipped.
20. In the **Comments** field, enter any comments to associate with this purchase order. These comments are printed on the bottom of the purchase order.

**Note:** To view additional columns in the grid, right-click and select **Columns**.

21. Click **Next** to access the Results tab.

**Warning:** If you are restricted to “Same department only” in Online Security, you cannot see other department’s requisitions approved for consolidation, or those attached to a purchase order’s line item.

22. If there is not a vendor on the requisition line item, enter the vendor name in the **Vendor** column or click the binoculars to locate the vendor.
23. Click **Create All** to fill the **Quantity to Order** column with the remaining amount to order.

24. Click **Pre-Creation** to view the Control Report. If you do not like the results displayed in the Control Report, close the report and click **Back** to change the settings on the previous tabs.
25. Click **Create** to generate the purchase orders.

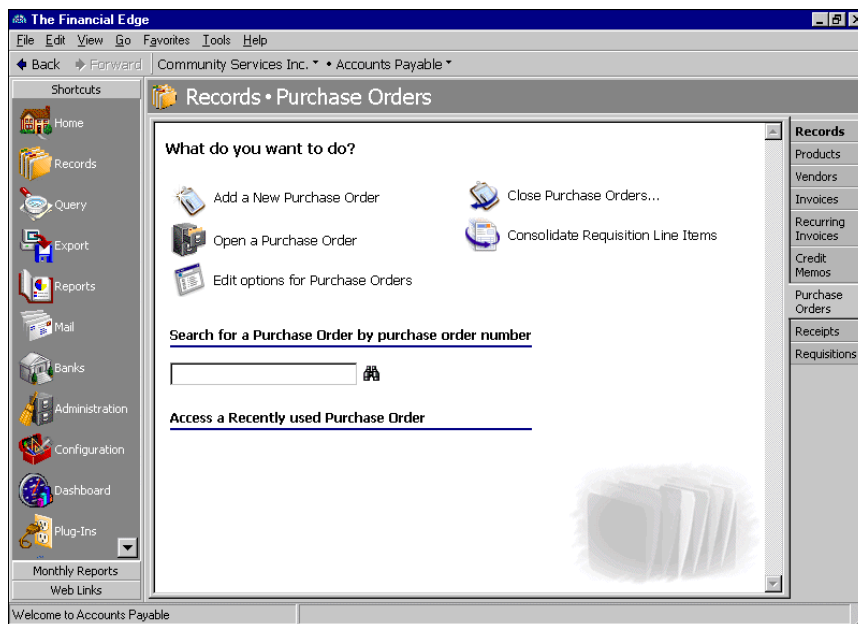
## Canceling Purchase Orders

You can cancel a regular purchase order at any time, if no receipts are entered on the purchase order record. You can cancel a purchase order by selecting **Cancel Purchase Order** from the **Purchase Order** menu. The status changes to “Cancelled order” or “Unprinted Cancellation Notice”, depending on the business rule selected in *Configuration*. The program automatically reverses any posted encumbrance balances during the next post run. You cannot reopen cancelled purchase orders.

### ► Canceling a purchase order

**Warning:** You cannot cancel purchase orders with a status of “Closed” or “Deleted”. If you access a closed or deleted purchase order, the **Cancel Purchase Order** option is disabled.

1. From the Records page, click **Purchase Orders**. The Purchase Orders page appears.



2. Open the purchase order to cancel.

The screenshot shows a software window titled "Purchase Order 1 for ABC Office Supplies". The menu bar includes File, Edit, View, Purchase Order, Favorites, Tools, and Help. The toolbar contains icons for Save and Close, Save, Print, Find, and navigation arrows. The "Purchase Order" tab is selected, showing fields for Vendor name (ABC Office Supplies), Vendor ID (01), PO number (1), FOB (dropdown), Type (Regular), Terms (dropdown), Order date (05/14/2004), Buyer (Barry Lucas), Expires on (empty), Department (dropdown), Status (Unprinted purchase order), Confirm to (empty), Order from (<Vendor Address>), Ship to (Shipping Address), Ship via (dropdown), Attention (dropdown), and Comments (text area). The status bar at the bottom shows "PO total: \$0.00" and "Total amount received: \$0.00".

3. On the menu bar, select **Purchase Order, Cancel Purchase Order**. The purchase order is cancelled and the status is changed to "Cancelled order" or "Unprinted Cancellation Notice", depending on the business rule in effect. You can change the default status if necessary.

This screenshot is identical to the previous one, except the "Status" dropdown menu is now set to "Cancelled order". All other fields and the status bar remain the same.

4. To save and close the canceled purchase order, click **Save and Close** on the toolbar. You return to the Purchase Orders page.

## Creating Invoices for All Receipts

**Glossary:** A receipt is a record created to keep a record of items or services your organization purchases and receives. In **Accounts Payable**, a receipt records whether purchase order line items are received, rejected, or canceled.

You can create invoices for all receipts attached to a purchase order by selecting **Create Invoice for All Receipts** from the **Purchase Order** menu. This efficient process saves you from creating invoice records individually for each receipt. For more information about creating receipts, see the Receipts chapter. For more information about creating invoices, see the Invoices chapter.

► **Creating invoices for all receipts**

1. Open the purchase order record containing the receipts to invoice.

**Purchase Order 626516 for Bell Telephones**

File Edit View Purchase Order Favorites Tools Help

Save and Close

Purchase Order | Line Items | Receipts | Attributes | Notes

Vendor name: Bell Telephones Vendor ID: 8

PO number: 626516 FOB: Terms: Buyer: Department: Confirm to: Ship to: <Primary address> Attention: Comments:

PO total: \$760.00 Total amount received: \$375.00

2. From the menu bar, select **Purchase Order, Create Invoice for All Receipts**. The Invoice for <Vendor> screen appears. The line item information appears in the fields as defaults. Enter any additional invoice, distribution, attribute, and/or note information. Information in the **Vendor name** or **Vendor ID** field and **PO number** field defaults from the purchase order.

**Invoice for Bell Telephones**

File Edit View Invoice Favorites Tools Help

Save and Close

Invoice | Distribution | Payments/Credits | Attributes | Notes

Vendor name: Bell Telephones Vendor ID: 8

Invoice number: PO number: 626516

Status: Approved Hold payment

Invoice date: 10/09/2004 Post status: Not yet posted

Due date: 10/09/2004 Post date: 10/09/2004

Description: Remit to: Imported Address

**Amount**

Invoice amount: \$375.00 1099 Distribution...

**Discount**

Discount percent: Discount expires on: Discounted total: \$375.00

**Payment**

Payment method: Check Create a separate payment for this invoice

Balance: \$375.00 Approved

3. In the **Invoice number** field, enter the invoice number.



4. In the **Status** field, select either “Pending” or “Approved” as the current approval status of the invoice. If the invoice is neither pending nor approved, mark the **Hold payment** checkbox.

**Tip:** For faster data entry when entering dates, press **F3** for today’s date or **F7** for a calendar.

5. In the **Invoice date** field, enter the invoice date. This is a required field.
6. In the **Due date** field, enter the payment due date. This is a required field.
7. In the **Description** field, enter a description of the invoice.
8. In the **Remit to** field, select the vendor’s billing address or click the magnifying glass to open and edit the billing address.
9. In the **Post status** field, select “Not yet posted” or “Do not post”. “Do not post” is typically used only for archived invoices or activity already posted in the general ledger.
10. In the **Post date** field, enter the post date.
11. In the **Invoice amount** field, the amount defaults from the receipt.
12. If the vendor offers a discount percent for early payments, enter the percent in the **Discount percent** field. The discount amount displays automatically.
13. If the vendor offers a discount percent for early payments, enter the percent in the **Discount percent** field. The discount amount displays automatically.  
If the vendor offers a discount amount for early payments, enter the amount in the **Discount amount** field. The discount percent appears automatically.
14. In the **Discount expires on** field, enter the last date the payment must be received in order to qualify for a discount.
15. The **Discounted total** field displays the adjusted amount based on the **Invoice amount**, **Discount percent**, and **Discount amount** fields.
16. In the **Payment Method** field, select a payment method. Electronic funds transfers are available only with the optional module *EFT*.

**Note:** To ensure that an invoice is the only item paid with a single check, mark **Create a separate payment for this invoice**.

17. To create a separate payment for the invoice, mark **Create a separate payment for this invoice**.
18. To save the invoice and return to the purchase order record, click **Save and Close**.

## Printing Purchase Orders

**Warning:** Once you print, export, or mail a purchase order, the status of the purchase order updates to “Open”. You cannot print purchase orders with an “Open” status.

You can print a hard copy of a purchase order record. When you select to print a single purchase order from a specific record, you can select a previously created parameter file or create a new one. Parameter files are used to customize the look of a purchase order and the information to include. The parameter files for purchase order forms are stored in *Mail* in **Accounts Payable**. From *Mail*, you can add, edit, delete, and print multiple purchase order forms.

This section provides a procedure for printing a purchase order using a previously created parameter file. For information about creating purchase order parameter files, see the *Mail Guide*.



## ► Printing a purchase order

**Note:** The purchase order parameter files are stored in *Mail*, which you access by clicking **Mail** on the navigation bar in **Accounts Payable**. From *Mail*, you can add, edit, delete and print multiple purchase order forms. For more information about purchase order parameter files, see the Forms chapter of the *Mail Guide* for **The Financial Edge**.

1. Open the purchase order to print.

**Note:** We can create custom purchase order forms specifically designed to work with Blackbaud software. These forms are printed in color with your organization's logo and contact information. Visit our website at <http://forms.blackbaud.com> for more information.

2. From the menu bar, select **File, Print**. The Select a Parameter File screen appears.

File Name	Description	Created By	Created On
Regular PO	Supervisor		10/11/2004

3. Select the parameter file to use for printing the purchase order.
4. Click **Select**. The report is printed to your default printer.

# Managing Line Items

**Tip:** You can save data entry time by copying duplicate information from another purchase order by accessing the **Purchase Order** menu and selecting **Copy Purchase order from**. Regular purchase orders can copy regular and template purchase orders, however, template purchase orders can copy only template purchase orders.

Once you create a purchase order record, you can enter line items. There are three types of line items you can enter in *Purchase Orders*: regular, comment, and miscellaneous.

Regular line items are simply goods or services you want to purchase from a vendor. If you have **Fixed Assets**, you can use regular line items for asset acquisitions. When entering line items for asset acquisitions, make sure the line item distribution debits the asset account and credits the cash account to prevent problems with reconciliation. When you receipt the line item, you can create an asset record. For more information about creating asset records from the receipt record, see the Receipts chapter.

A comment line item is useful for attaching information to a purchase order. For example, if an item cannot be backordered you could create a comment line item stating “No Backorders”.

With miscellaneous line items, you can enter additional charges involved with items in a purchase order. For example, shipping charges could be a miscellaneous line item.

► **Adding and distributing a regular line item**

**Note:** You can set an option that prompts you if a blanket purchase order exists for a product. This option may save you from creating unnecessary purchase orders. For more information, see the Options chapter of the *Program Basics Guide*.

- 1. From an open purchase order, select the Line Items tab and click **New Line Item**. The New Line Item screen for the purchase order appears.

**New Line Item for PO 23423 for AlphaGraphics**

File Edit View Item Help

Save and Close [Printer Icon] [Navigation Icons] Insert Repeat ?

Line Item | Distribution | Requisition Line Items

Type: **Regular** Line item number: 000005

Product ID: <No product ID> [Icon] ☐ Amounts include tax

Description:

Unit of Measure	Quantity Ordered	Unit Cost	Extended Cost
	0.000		\$0.00

Date required: [Field] Department: None [Dropdown]

Date promised: [Field] Requested by: [Field]

Vendor part #: [Field] Deliver to: Susan Thomas [Dropdown]

Post status/Date: Not yet posted [Dropdown] [Status Icon]

Notes: [Text Area]

Comments: [Text Area]

Received: \$0.00 Cancelled: \$0.00

**Note:** The status bar at the bottom of a regular line item displays the total of all receipts created for a line item with an action of “Receive” and “Cancel”. These calculations include posted and unposted receipts.

2. In the **Type** field, select “Regular”. The line item number is automatically generated to identify the line item on the purchase order.
3. In the **Product ID** field, select the type of product you are ordering. If the product you want to order is not listed, you can create a new product record from this screen. To create a new product, click the binoculars, then click **Add a New Product**. For more information about product records, see the Products chapter.
4. The **Description** field defaults from the product record, however you can edit the description if necessary.
5. The **Unit of Measure** field automatically displays the unit of measure designated on the product record. If the unit of measure was not defined on the product record, select the correct unit of measure.
6. In the **Quantity Ordered** field, enter the number of items ordered.
7. In the **Unit Cost** field, enter the cost of the items per unit.
8. If you entered a quantity in the **Quantity Ordered** field and a unit cost in the **Unit Cost** field, the **Extended Cost** field displays the total cost of the line item.
9. In the **Date required** field, enter the date your organization needs to receive the item.

**Note:** For any field that uses table entries, you can select a previously defined entry or add a new table entry. For example, in the **Department** field, you can select “Administration” from the **Department** table, or create a new entry by entering in the new department. Once you leave the field, you are prompted to save the new entry.

10. In the **Date promised** field, enter the date the vendor has promised to deliver the item.
11. In the **Vendor part #** field, enter the vendor’s part reference number for the item you are ordering.
12. In the **Department** field, select the department for which the item is being ordered.
13. In the **Requested by** field, select the person who requested the line item.
14. In the **Deliver to** field, select the person to whom the line item is being delivered.

**Note:** On the Records tab of the Options screen, you can set line item options that designate a default post date, post status, and reversal post date. For more information, see the Program Basics chapter of the *Program Basics Guide*.

15. In the **Post status/Date** fields, enter a post status and post date. If you select “Do not post” as the status, the post date is not required. The “Do not post” status may not be available if the business rule excluding that status is in effect.
16. In the **Notes** field, you can enter notes or special circumstances regarding this line item. The notes you enter do not print on the purchase order form.

**Warning:** You are required to enter a **General Ledger** distribution for each line item in a purchase order. Distribution information is used to establish the accounts, projects, classes, and transactions codes to which the line item activity posts. Projects and transaction codes are available only if you have the optional module *Projects and Grants*.

17. Select the Distribution tab.

**New Line Item for PO 23423 for AlphaGraphics**

File Edit View Item Help

Save and Close X Insert Repeat ?

Line Item Distribution Requisition Line Items

Distribution Interfund: Budget Entries \$ %

DR Account Number	DR Account Description	Amount	CR Account Number	CR Account Description
01-5460-02	Printing-Development	\$0.00	01-2020-00	Accounts Payable
01-5460-01	Printing-Administration	\$0.00	01-2020-00	Accounts Payable
01-5460-03	Printing-Program Services	\$0.00	01-2020-00	Accounts Payable

Distribution... Load Distribution... Distribute Evenly Attributes... Delete All... Remaining: \$0.00

Received: \$0.00 Cancelled: \$0.00

18. In the field above the distribution grid, select "Distribution".

**Warning:** If you are creating a line item for an item that will be used as a fixed asset, make sure you debit the asset account and credit the cash account in the line item distribution.

19. In the **DR Account Number** column, default debit accounts appear from the vendor record. You could also click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default accounts from the vendor record, select **From Vendor**.

You can also manually enter the debit accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

20. To enter distributions by amount, click the \$ button. To enter distributions by percent, click the % button.
21. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column. You can manually enter amounts or percents for each account or you can click **Distribute Evenly** to distribute amounts or percents equally among the selected accounts.

**Note:** The Supervisor can establish security settings to hide the **CR Account Number** column.

22. The **CR Account Number** column displays default values, depending on default PO Encumbrance Account settings established on the Default Accounts page in *Configuration*.

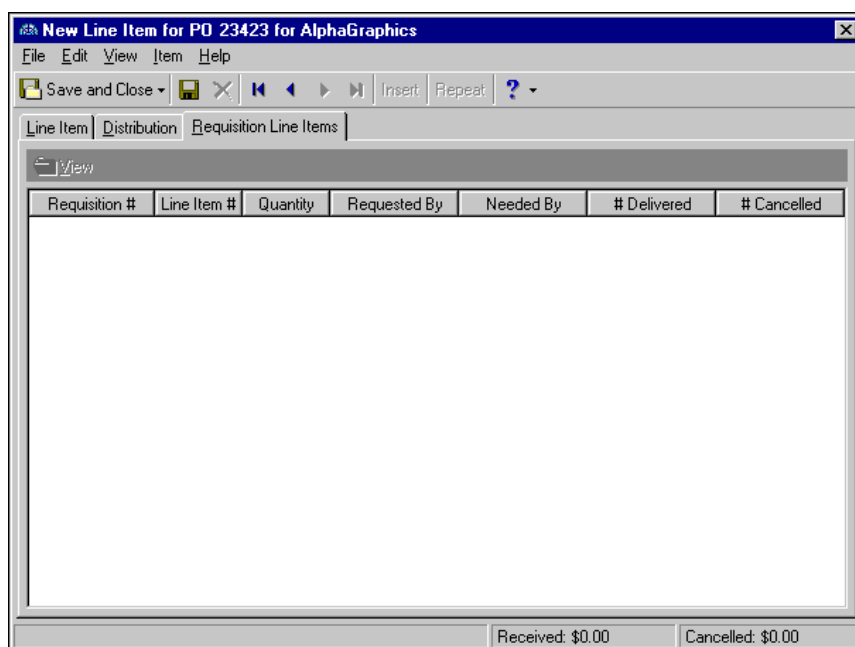
You can also manually enter the credit accounts for the distribution. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

23. In the **Interfund** field above the distribution grid, select an interfund set to balance the accounts if you enter debit and credit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.

24. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
25. In the **Class** column, select a class for the distribution.
26. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

**Note:** On a Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in **Accounts Payable**.

27. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.  
You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the line item Distribution tab.
28. If you have the optional module *Budget Management*, you can click **Budget** on the action bar above the grid to check the account or project against its budget.
29. To preview **General Ledger** debits and credits for the line item, click **DR/CR Entries** on the action bar above the grid.
30. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the line item Distribution tab.
31. Select the Requisition Line Items tab.



32. On the Requisition Line Items tab, you can view the requisition line item information associated with the purchase order. To open and view individual requisition records, select a requisition in the grid and click **View**.

**Note:** You can access a requisition record directly from the requisition line item. From an open requisition line item, select **Line Item, Go to, Requisition**.

33. To save the line item and return to the purchase order record, click **Save and Close**.

► **Adding a miscellaneous entry to a regular line item**

You can use miscellaneous entries to make adjustments associated with the line item to the general ledger.

1. From an open regular line item record, select the **Distribution** tab.

**New Line Item for PO 23423 for AlphaGraphics**

File Edit View Item Help

Save and Close X Insert Repeat ?

Line Item **Distribution** Requisition Line Items

Distribution: [Dropdown] Interfund: [Dropdown] Budget: [Entries] Entries: [Dropdown] \$ %

DR Account Number	DR Account Description	Amount	CR Account Number	CR Account Description
01-5460-02	Printing-Development	\$0.00	01-2020-00	Accounts Payable
01-5460-01	Printing-Administration	\$0.00	01-2020-00	Accounts Payable
01-5460-03	Printing-Program Services	\$0.00	01-2020-00	Accounts Payable

Distribution... Load Distribution... Distribute Evenly Attributes... Delete All... Remaining: \$0.00

Received: \$0.00 Cancelled: \$0.00

2. In the field above the grid, select “Miscellaneous Entries”.

**New Line Item for PO 23423 for AlphaGraphics**

File Edit View Item Help

Save and Close X Insert Repeat ?

Line Item **Distribution** Requisition Line Items

**Miscellaneous Entries** Interfund: [Dropdown] Budget: [Entries] Entries: [Dropdown] \$ %

DR Account Number	DR Account Description	Amount	CR Account Number	CR Account Description
-------------------	------------------------	--------	-------------------	------------------------

Distribution... Load Distribution... Distribute Evenly Attributes... Delete All...

Received: \$0.00 Cancelled: \$0.00

3. In the **DR Account Number** column, designate the accounts to debit. You can click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default miscellaneous entry accounts from the vendor record, select **From Vendor**.

You can also manually enter the debit accounts for the miscellaneous entry. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

4. Enter the amount of the distribution in the **Amount** column. You can manually enter amounts for each account or you can click **Distribute Evenly** to distribute amounts equally among the selected accounts.
5. In the **CR Account Number** column, designate a credit account for each debit account. You can click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default miscellaneous entry accounts from the vendor record, select **From Vendor**.

You can also manually enter the credit accounts for the miscellaneous entry. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

6. In the **Interfund** field above the distribution grid, select an interfund set to balance the accounts if you enter debit and credit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the entry. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
7. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
8. In the **Class** column, select a class for the entry.
9. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

**Note:** On a Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in *Accounts Payable*.

10. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.  
You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the line item Distribution tab.
11. If you have the optional module *Budget Management*, you can click **Budget** on the action bar above the grid to check the account or project against its budget.
12. To preview **General Ledger** debits and credits for the entry, click **DR/CR Entries** on the action bar above the grid.
13. To attach transaction attributes to an account, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the line item Distribution tab.
14. To save the miscellaneous entries and return to the purchase order record, click **Save and Close**.

#### ► Adding and distributing a miscellaneous line item

Use miscellaneous line items to track additional changes associated with items in a procedure, such as shipping charges.

**Note:** The status bar located at the bottom of a miscellaneous line item displays the total of all receipts created for a line item with an action of "Receive" and "Cancel". These calculations include posted and unposted receipts.

1. From an open purchase order record, select the Line Items tab and click **New Line Item**. The New Line Item screen for the purchase order appears.

**New Line Item for PO 23423 for AlphaGraphics**

File Edit View Item Help

Save and Close X Insert Repeat ?

Line Item Distribution Requisition Line Items

Type: **Regular** Line item number: 000005

Product ID: <No product ID> ☐ Amounts include tax

Description:

Unit of Measure	Quantity Ordered	Unit Cost	Extended Cost
	0.000		\$0.00

Date required: Department: None

Date promised: Requested by:

Vendor part #: Deliver to: Susan Thomas

Post status/Date: Not yet posted

Notes:

Comments:

Received: \$0.00 Cancelled: \$0.00

2. In the **Type** field, select “Miscellaneous”. The line item number is automatically generated to identify the line item on the purchase order.

**New Line Item for PO 23423 for AlphaGraphics**

File Edit View Item Help

Save and Close X Insert Repeat ?

Line Item Distribution Requisition Line Items

Type: **Miscellaneous** Line item number: 000005

Misc. code ID:

Description:

Amount: Calculate Percentage...

Post status: Not yet posted

Post date:

Received: \$0.00 Cancelled: \$0.00

**Note:** If you have rights to Miscellaneous Line Items in *Configuration*, you can add a new line item by entering it in the field. When you leave the field, you are prompted to add a new miscellaneous line item record.

3. In the **Misc. code ID** field, select a code used to identify the miscellaneous line item. Miscellaneous line items are defined on the Miscellaneous Line Items page in *Configuration*.



4. In the **Description** field, enter a description to help identify the line item. This field automatically defaults to the description of the miscellaneous code ID you select if you entered a description for the ID in *Configuration*.
5. In the **Amount** field, enter the amount of the line item. This field automatically defaults to an amount if you entered the amount for the miscellaneous line item in *Configuration*.
6. To calculate a percentage of specific line items, click **Calculate Percentage**. The Calculate Amount Based on Percentage screen appears. Enter a percentage and select the line items to use for the calculation. Click **OK** to return to the New Line Item screen.
7. In the **Post status** field, select “Do not post” or “Not yet posted”. The “Do not post” status may not be available if the business rule excluding that status is in effect.
8. In the **Post date** field, enter the date for the line item to post.
9. Select the **Distribution** tab. Distribution information is required to establish the accounts, projects, classes, or transaction codes to which the line item activity posts. Projects and transaction codes are available only if you have the optional *Projects and Grants* module.

DR Account Number	DR Account Description	Amount	CR Account Number	CR Account Description
01-5460-02	Printing-Development	\$0.00	01-2020-00	Accounts Payable
01-5460-01	Printing-Administration	\$0.00	01-2020-00	Accounts Payable
01-5460-03	Printing-Program Services	\$0.00	01-2020-00	Accounts Payable

**Note:** Distribution information is used to establish the accounts, projects, classes, or transaction codes to which the line item activity posts. Projects and transaction codes are available only if you have the optional *Projects and Grants* module.

10. In the **DR Account Number** column, enter the accounts to debit. You could also click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default accounts from the vendor record, select **From Vendor**.  
You can also manually enter the debit accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.
11. To enter distributions by amount, click the **\$** button. To enter distributions by percent, click the **%** button.
12. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column. You can manually enter amounts or percents for each account or you can click **Distribute Evenly** to distribute amounts or percents equally among the selected accounts.

**Note:** The Supervisor can establish security settings to hide the **CR Account Number** column.

13. In the **CR Account Number** column, designate a credit account for each debit account. You can click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default accounts from the vendor record, select **From Vendor**.  
You can also manually enter the credit accounts for the distribution. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.
14. In the **Interfund** field above the distribution grid, select an interfund set to balance the accounts if you enter debit and credit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
15. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
16. In the **Class** column, select a class for the distribution.
17. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

**Note:** On a Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in *Accounts Payable*.

18. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.  
You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the line item Distribution tab.
19. If you have the optional module *Budget Management*, you can click **Budget** on the action bar above the grid to check the account or project against its budget.
20. To preview **General Ledger** debits and credits for the invoice, click **DR/CR Entries** on the action bar above the grid.
21. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the invoice record Distribution tab.
22. To save the miscellaneous line item and return to the purchase order record, click **Save and Close**.

► **Adding a comment line item**

You can add comments as a line item on a purchase order. The comment line items print in the body of the purchase order.

1. From an open purchase order record, select the Line Items tab and click **New Line Item**. The New Line Item screen for the purchase order appears.

**New Line Item for PO 23423 for AlphaGraphics**

File Edit View Item Help

Save and Close [Icons] Insert Repeat ?

Line Item | Distribution | Requisition Line Items

Type: **Regular** Line item number: 000005

Product ID: <No product ID> ☐ Amounts include tax

Description:

Unit of Measure	Quantity Ordered	Unit Cost	Extended Cost
	0.000		\$0.00

Date required: Date promised: Vendor part #: Department: None Requested by: Deliver to: Susan Thomas Post status/Date: Not yet posted

Notes: Comments:

Received: \$0.00 Cancelled: \$0.00

2. In the **Type** field, select “Comment”. The line item number is automatically generated to identify the line item on the purchase order.

**New Line Item for PO 23423 for AlphaGraphics**

File Edit View Item Help

Save and Close [Icons] Insert Repeat ?

Line Item | Requisition Line Items

Type: **Comment** Line item number: 000005

Comments:

3. In the **Comments** field, enter any comments to associate with this purchase order, up to 90 characters.
4. To save the line item and return to the purchase order record, click **Save and Close**.

# Managing Attributes and Notes

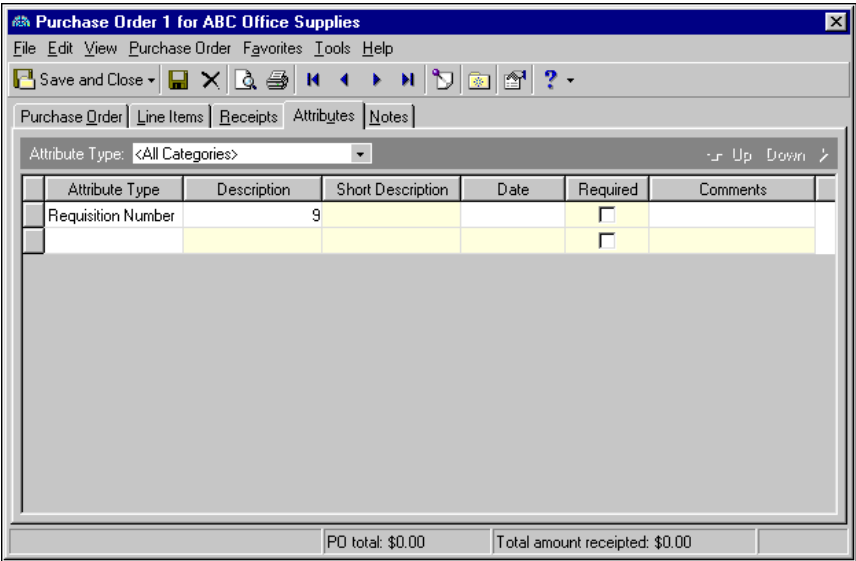
You can further define a purchase order record on the Attributes and Notes tabs. On the Attributes tab, you can add attributes which give an additional level of detail and reporting capability. On the Notes tab, you can add notes specific to that purchase order record.

## Adding Attributes

Purchase order attributes add an additional level of detail to purchase order records, which you can use to filter and sort purchase order information. These additional levels of detail are helpful when creating reports. Once attributes are added to a purchase order, they can be edited or deleted. You can also define the type of data stored for each purchase order. For example, you can set up a sales representative attribute as a table and use that attribute to keep track of purchase orders by sales representative.

► **Adding an attribute to a purchase order record**

1. From an open purchase order, select the Attributes tab.



2. In the **Attribute Type** field, you can filter the attribute types appearing in the grid.
3. In the **Attribute Type** column of the grid, select an attribute type. For example, “Requisition Number” is a common purchase order attribute type. Attribute types are established in *Configuration*.
4. In the **Description** column, enter or select a description of the attribute. For example, the description for a “Requisition Number” attribute would be a number. Whether you enter text, numbers, dates, or currency, select Yes or No, or select a table entry depends on how the attribute type is defined.
5. In the **Date** field, enter a date to record when the attribute was added.

**Note:** The **Required** column is for informational purposes only. You can make an attribute required in *Configuration* when defining attribute types. If required, the attribute automatically appears on the purchase order. You must enter a description for the attribute.

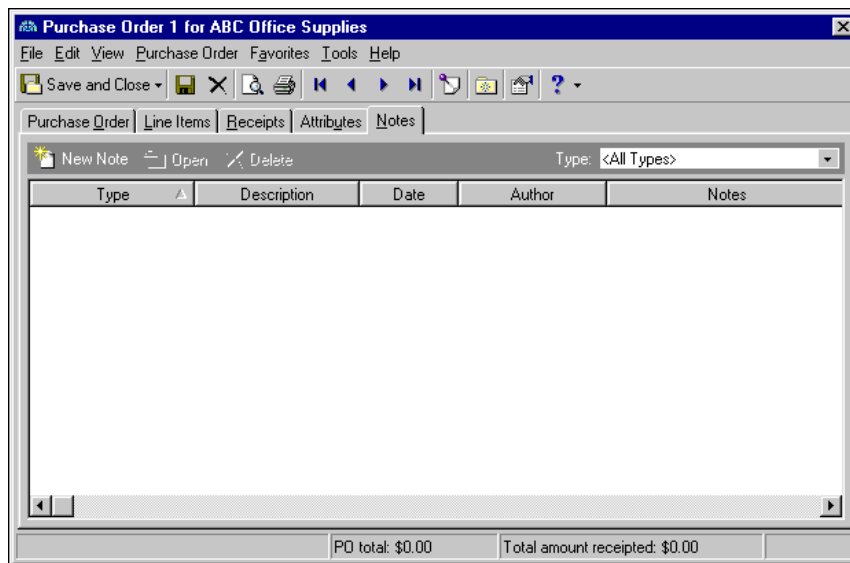
6. Enter any additional comments or more detailed information in the **Comments** column. You can enter free-form text in this column.
7. To return to the Purchase Orders page, click **Save and Close**.

## Adding Notes

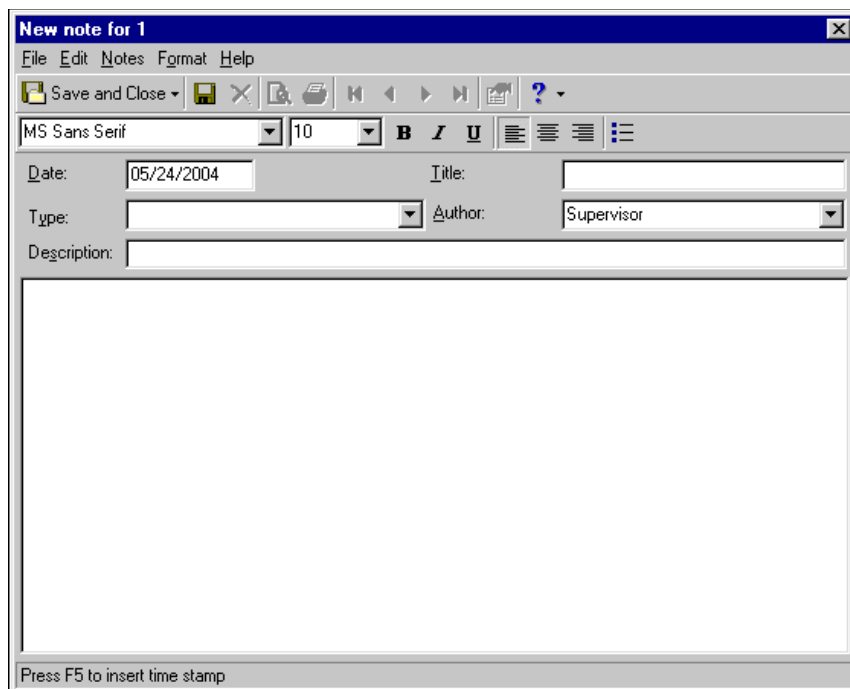
In **Accounts Payable**, the Notes tab makes it easy to maintain helpful pieces of information you received, read, or need to remember about a purchase order. Each notepad has a date, type, description, title, and author.

### ► Adding a note to a purchase order record

1. From an open purchase order, select the Notes tab.



2. On the action bar, click **New Note**. The New Note screen appears.



**Tip:** For faster data entry when entering dates, press **F3** for today's date or **F7** for a calendar.

3. In the **Date** field, enter the date of the note. The current date defaults in the field.

4. In the **Type** field, select a notepad type. Notepad types are defined in Tables in *Configuration*.
5. In the **Description** field, enter a description for the note.
6. In the **Title** field, enter a title for the note.
7. In the **Author** field, enter or select the note's author.

**Note:** You can use the formatting options on the toolbar to format your note.

8. In the text box, enter any notes to associate with the purchase order.
9. To return to the Notes tab, click **Save and Close**.

# Receipts



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**Glossary:** A purchase order is an order placed with a vendor for goods or services.

If you have the optional module *Purchase Orders*, you can create receipts. When you create a receipt for a purchase order, you automatically generate the entries required to reverse encumbrance transactions posted from a purchase order. A receipt also acts as a template you can use for creating invoices for items you have received.

**Note:** Visit our website at [www.blackbaud.com](http://www.blackbaud.com) for the latest documentation and information.

Once an item on a purchase order is delivered to your organization, you can receipt the item. A receipt consists of two parts: the receipt record and individual line item receipts attached to the receipt record. On the receipt record, you enter the date the item was delivered, the name of the person who received the order, and a description of the receipt. From the receipt record, you add, edit, and delete individual line item receipts. You can manually create receipts for each line item or you can auto receive the purchase order.

**Note:** You can set options for receipts, including an option for a default reversal post date. For more information, see the Options chapter of the *Program Basics Guide*.

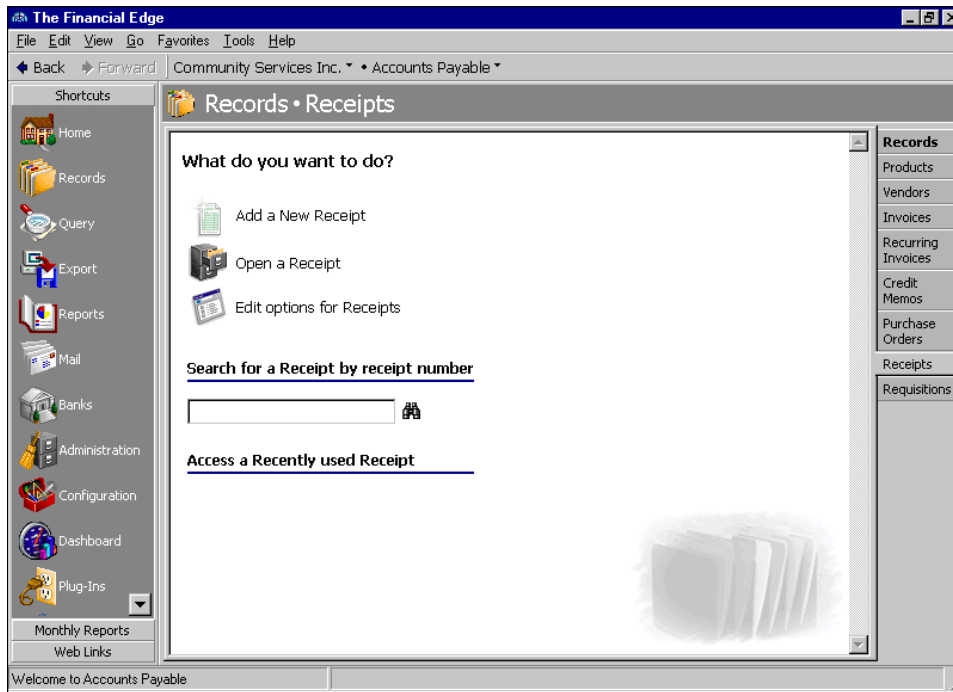
The auto receive process automatically enters the information from the line item record into the fields on the line item receipt. You can view and accept each receipt one at a time, or you can accept all line item receipts without displaying each record. You can also automatically generate invoices from the receipt.

## Accessing Receipt Records

**Warning:** The **Receipts** link appears on the Records page only if you have installed the optional module *Purchase Orders*.



**Accounts Payable** uses *Records* to group information together. When you add a receipt to your **Accounts Payable** database, you are creating a new receipt record. Because records are such an important part of **Accounts Payable** we have placed all record types in one area so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record, or file. When you open *Records*, you can directly access several record types, including receipts. Click **Records** on the navigation bar and then click the **Receipts** link. The Receipts page appears.



**Tip:** You can also access receipts from a purchase order record by selecting the Receipts tab.

The Receipts page is the starting point for receipt records. From this page, you can add a new receipt record or open existing records. You can also access options for receipts by clicking **Edit options for Receipts**. This link opens the Options screen for records.

**Tip:** You can save time when searching for a specific receipt by using the **Search for a Receipt by receipt number** field.

To quickly access receipts, you can click a recently accessed record or use the quick find option. These procedures are discussed thoroughly in the *Program Basics Guide*, but this chapter gets you started by showing you how to add a new record and open an existing record from the Receipts page.

## Finding and Opening Receipt Records

**Note:** For detailed information about the Open screen and each filter you can use, see the *Program Basics Guide*.

To find and open a receipt, you need to be familiar with the Open screen. The Open screen has a number of filters you can use to narrow your search and quickly locate the receipt you want to open. The search process is not case-sensitive, so you can enter Smith, smith, or SMITH and get the same results. You can also use wildcard characters if you are not sure how a word is spelled. For more information about wildcards, see the *Query Guide*.

You access the Open screen by selecting **File, Open**, or by clicking **Open a Receipt** from the Receipts page.

► **Opening a receipt record from the Receipts page of Records**

1. On the navigation bar, click **Records**. The Records page appears.

**Glossary:** A receipt is a record created to keep a record of items or services your organization purchases and receives. In **Accounts Payable**, a receipt records whether purchase order line items are received, rejected, or canceled.

2. Click **Receipts**. The Receipts page appears.
3. Click **Open a Receipt**. The Open screen for receipts appears.

Find: Receipt Search using query: <Default>

Open Add a New Receipt Options

Find Receipts that meet these criteria: ☐ Exact match only

Vendor name: Vendor ID: Phone number: City: State: PO number: Receipt number: Post status: Last modified by: Last modified on: any time

Hide Filters Clear Filters Filters are not applied Find Now Open Cancel

4. In the **Find Receipts that meet these criteria** frame, enter the criteria you are using to search for the receipt. The criteria you can use includes a vendor's name, ID, phone number, city, state, purchase order number, and/or receipt number.
5. After you enter your search criteria, click **Find Now**. The program searches your database and displays all receipts that meet your search criteria. Again, depending on how limited or detailed your criteria are, the program may find one record or many records.
6. In the grid, select the receipt to open.

**Note:** On the menu bar of a receipt record, you access tools and processes common to all records, as well as those exclusive to receipts, including adding line items and creating invoices. For information about the common menus, see the *Program Basics Guide*.

7. Click **Open**. The receipt appears.

Line #	Vendor Part #	Description	Ordered	Action	Quantity	Unit Cost
1		Dodge Picku...	3.000	Receive	3.00	\$25,000.00

8. After you view or edit the record, click **Save and Close** on the toolbar.

## Adding Receipt Records

**Note:** You can edit a receipt by opening it from the Receipts page or from a purchase order. Once receipt line items are posted, you can edit only the receipt post date.

Receipting items and services is an integral part of efficiently keeping track of your organization's purchases. With *Purchase Orders*, you can create and open receipts from the Records page or from a specific purchase order. Both methods provide benefits and as you create receipts you will learn which method is most efficient for you. The process for receipting a purchase order includes creating a receipt record associated with a purchase order and then adding line item receipts to the record.

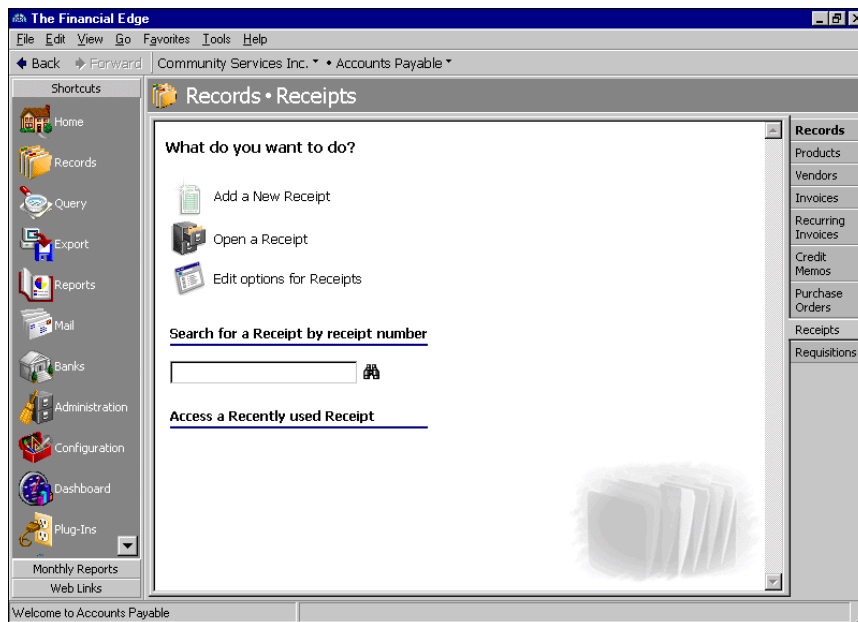
Certain rules apply when adding and managing receipts. Review the following information to familiarize yourself with the basic rules related to receipts.

- All regular and miscellaneous line items must be received before they are invoiced. You can receive a larger quantity of an item than was specified on the original purchase order. Comment line items cannot be received.
- Receiving or canceling a line item reduces the balance of that line item, while rejecting a line item does not reduce the balance. Rejection receipts are not posted. When creating transactions to reduce a posted encumbrance balance, the original line item cost—not the actual receipt cost. The actual receipt cost is used when creating an invoice for the receipt.
- When you finish receipting items, you can create an invoice for the receipt. Once invoiced, you cannot modify or delete a receipt unless you delete the associated invoice first. When you delete a posted receipt or cancellation, the program automatically creates reversing entries by changing the post status to "To be Reversed".
- You can delete unposted receipts at any time, however, you can only delete posted receipts from open regular purchase orders.

If you enter common values repeatedly for multiple receipts, you can create a default set with these values to save time during data entry. The values are defaults only and you can still change any field on a record. From the menu bar of the record, select **Receipt, Load Defaults from** to select an existing default set or create a new default set for the record type. To manage default sets for all record types in the program, select **Tools, Organize/Create Defaults**. For more information about default sets, see the Program Basics chapter in the *Program Basics Guide*.

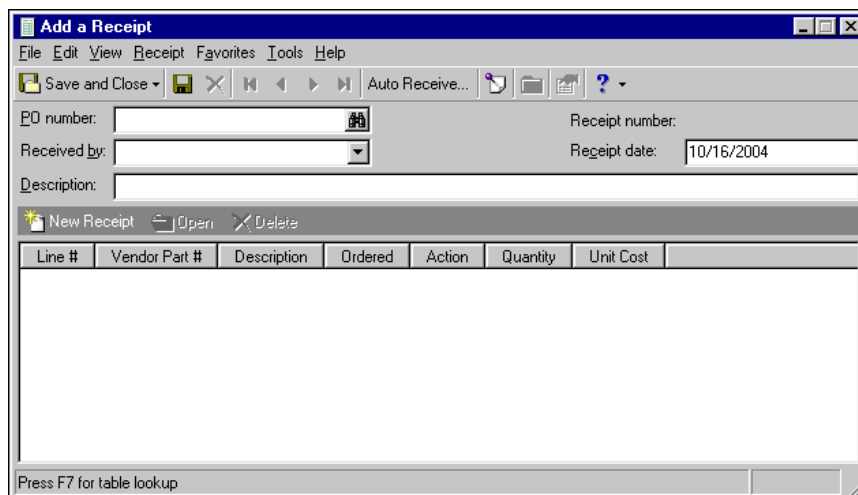
► **Adding a receipt record from the Records page**

1. From the Records page, click **Receipts**. The Receipts page appears.



**Tip:** You can use default sets to define common information for records. For a new record, you can select **Receipt, Load Defaults from** to select a default set of information to copy into the record. For more information about default sets, see the *Program Basics Guide*.

2. Select **Add a New Receipt**. The Add a Receipt screen appears.



**Note:** For any field that uses table entries, you can select a previously defined entry or add a new table entry. For example, in the **Received by** field, you can select an employee from the **Staff** table, or create a new entry by simply typing in the new employee name. Once you leave the field you are prompted to save the new entry.

3. In the **PO number** field, enter the number of the purchase order for which you are creating the receipt. You can click the binoculars button to search for a specific purchase order.
4. In the **Received by** field, select the employee who received the items for which you are creating the receipt. The selections in this field are linked to the **Staff** table in *Configuration*.

5. In the **Receipt date** field, enter the date the items were received.
6. In the **Description** field, enter a description of the items. For example, “May 2001 office supply order”.
7. To save the record and return to the Receipts page, click **Save and Close**. Once you have created the receipt record you can enter individual receipts for specific line items. For steps to entering receipts for line items, see “Adding a line item receipt” on page 162.

#### ► Adding a receipt record from a purchase order record

**Note:** By creating a receipt record from a purchase order, you automatically associate the receipt with that purchase order and the purchase order number is loaded by default.

1. Open the purchase order record you want to receipt and select the Receipts tab.

The screenshot shows a software window titled "Purchase Order 789846 for Office Supplies Inc.". The menu bar includes File, Edit, View, Purchase Order, Favorites, Tools, and Help. The toolbar contains icons for Save and Close, Open, Delete, and navigation. The "Receipts" tab is active, showing a table with the following columns: Receipt number, Description, Receipt date, Received by, and Total amount received. The status bar at the bottom displays "PO total: \$30.00" and "Total amount received: \$0.00".

2. On the action bar, click **New Receipt**. The Add a Receipt screen appears. If the purchase order has not been saved, a screen appears prompting you to save before the Add a Receipt screen appears.

The screenshot shows a software window titled "Add a Receipt". The menu bar includes File, Edit, View, Receipt, Favorites, Tools, and Help. The toolbar contains icons for Save and Close, Open, Delete, and navigation. The window displays the following fields: PO number (789846), Receipt number, Received by, and Receipt date (10/10/2004). The Description field is empty. The status bar at the bottom displays "PO total: \$30.00" and "Total amount received: \$0.00".

3. In the **PO number** field, the value defaults to the number of the purchase order from which you are creating the receipt.
4. In the **Received by** field, select the employee who received the items for which you are creating the receipt. The selections in this field are linked to the **Staff** table in *Configuration*.

5. In the **Receipt date** field, enter the date the items were received.
6. In the **Description** field, enter a description of the items. For example, “May 2001 office supply order”.
7. To save the record and return to the Receipts tab of the purchase order record, click **Save and Close**. Once you have created the receipt record you can enter individual receipts for specific line items. For steps to entering receipts for line items, see “Adding a line item receipt” on page 162.

# Adding Line Item Receipts

**Glossary:** Auto receive is a process performed from a receipt record in **Accounts Payable** that automatically enters information from a purchase order line item record into fields on the line item receipt.

From a receipt record, you can create receipts individually for line items. You can also quickly create receipts for multiple line items using **Auto Receive** on the receipt record. By auto receiving line items, you can save time by creating receipts for each line item at once or you can choose to create and accept receipts for one line item at a time.

## ► Adding a line item receipt

**Glossary:** A line item is a good or service ordered from a vendor using a purchase order.

1. Open the receipt record from which you want to create the line item receipt.

Line #	Vendor Part #	Description	Ordered	Action	Quantity	Unit Cost
--------	---------------	-------------	---------	--------	----------	-----------

**Note:** On the Records tab of the Options screen, you can set a option that designates a default reversal post date for receipts. For more information, see the Options chapter of the *Program Basics Guide*.

2. On the action bar, click **New Receipt**. If the receipt has not been saved, you are prompted to save. The line item receipt screen appears. If applicable, the **Post status** and **Post date** field values default from the purchase order.

3. In the **PO Line number** field, select the line item number. The list of available entries is based on the values defined on the purchase order. Once you select a line item number, the line item's information appears on the right side of the screen.
4. In the **Action** field, select the type of action to take with the specific line item. Select from "Receive", "Reject", or "Cancel". This field defaults to "Receive".
  - "Receive": This action receives the line items, creates a receipt and records the journal entry, and relieves the encumbrance accounts. You can receive more than the original quantity of the purchase order line item.
  - "Reject": By selecting "Reject" you are not accepting the line items and no action is recorded. For example, if the line items were received but were returned to the vendor because of damage, the same quantity of items is still due. Encumbrance accounts are not changed.
  - "Cancel": This action removes the line items, records the journal entry, and relieves the encumbrance accounts.
5. The **Unit cost** field defaults from the unit cost on the purchase order.
6. In the **Quantity** field, enter the number of items received. Once you enter the quantity, the extended cost is calculated and displayed in the **Extended cost** field and the post amount displays in the **Post amount** field. If you change the unit cost or quantity, the extended cost is recalculated automatically.

**Note:** Because the purchase order creates an encumbrance and the receipt removes that encumbrance, the Post amount on the Receipt should always display the PO Line Item Amount. If you create an invoice, it will post the full amount for the receipt.

7. In the **Location** field, select the department to which the item was delivered. If a product record exists for the line item, the location defaults from the product record.
8. To assign serial numbers to line items, click **Serial Numbers** to open the serial numbers grid. To search the grid for duplicate serial numbers, click **Duplicates**. Once complete, click **OK** to return to the line item receipt.
9. If **Fixed Assets** is installed, you can click the **Create Assets** button to open the Asset Wizard. Using the wizard, you can create a new asset record for the line item. For more information about asset records, see the Assets chapter of the *Records Guide for Fixed Assets*.

- To view the distributions for the line items on this receipt, select the Distribution tab. The information on this tab for informational purposes only.

- To preview **General Ledger** debits and credits for the line item transaction, click **DR/CR Entries** on the action bar above the grid.
- To view distributions by amount, click the \$ button. To view distributions by percentage, click the % button.
- To view transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears. Click **OK** or **Cancel** to return to the line item receipt.
- To save the line item receipt and return to the receipt record, click **OK**

► **Auto receiving line items for a purchase order**

**Glossary:** Auto receive is a process performed from a receipt record in **Accounts Payable** that automatically enters information from a purchase order line item record into fields on the line item receipt.

- Open the receipt record containing the line items you want to auto receive.

- From the menu bar, select **Receipt, Auto Receive**. The first line item receipt appears with the line item information entered as defaults.
- Make any necessary changes to the default and enter the appropriate location.



4. To accept only the displayed line item receipt, click **Accept**. To accept all line items for the purchase order, click **Accept All**. To move to the next line item receipt without receipting the displayed line item, click **Skip**.
5. To exit the auto receive process and save the line item receipts you accepted, click **Finished**.

## Adding Line Items from Receipts

**Glossary:** A line item is a good or service ordered from a vendor using a purchase order.

If you are creating receipts and realize you received an item not on the original purchase order, you can quickly and efficiently add a line item from the receipt record. If you are creating a line item for an item that will be used as a fixed asset, make sure you debit the asset account in the line item distribution. This section contains procedures for adding regular, miscellaneous, and comment line items to a purchase order from a receipt record.

### ► Adding a regular purchase order line item from the receipt record

**Note:** On the Records tab of the Options screen, you can set options for line items, including default post date, post status, and reversal post date. For more information, see the Options chapter of the *Program Basics Guide*.

1. From the receipt record, select **Receipt, Add PO Line Item**. The Add a Line Item for PO screen appears.

The screenshot shows a software window titled "New Line Item for PO 23423 for AlphaGraphics". It has a menu bar (File, Edit, View, Item, Help) and a toolbar with icons for Save and Close, a printer, and navigation arrows. The "Line Item" tab is selected. The "Type" dropdown is set to "Regular", and the "Line item number" is 000005. The "Product ID" is "<No product ID>". There is a binoculars icon and a checkbox for "Amounts include tax". The "Description" field is empty. Below it is a table with columns: Unit of Measure, Quantity Ordered, Unit Cost, and Extended Cost. The table has one row with values: (empty), 0.000, (empty), and \$0.00. Other fields include "Date required", "Date promised", "Vendor part #", "Department" (set to None), "Requested by", "Deliver to" (set to Susan Thomas), "Post status/Date" (set to Not yet posted), "Notes", and "Comments". At the bottom, there are two status boxes: "Received: \$0.00" and "Cancelled: \$0.00".

2. In the **Type** field, select "Regular". The line item number is automatically generated to identify the line item on the purchase order.

**Glossary:** A product is an object purchased by an individual or organization. In **Accounts Payable**, product records document items you purchase.

3. In the **Product ID** field, select the type of product you are ordering. If the product you want to order is not listed, you can create a new product record from this screen. Click the binoculars to access the Open screen, then click the **Add a New Product** button. For more information about product records, see the Products chapter.

4. The information in the **Description** field defaults from the product record. If no description was entered on the product record, enter a description in this field to help identify the line item.
5. The **Unit of Measure** field automatically displays the unit of measure designated on the product record. If the unit of measure was not defined on the product record, select the correct unit of measure.
6. In the **Quantity Ordered** field, enter the number of items ordered.
7. The information in the **Unit Cost** field defaults from the product record. If no unit cost was entered on the product record, enter a unit cost for the line item in this field.
8. If you entered a quantity in the **Quantity Ordered** field and a unit cost in the **Unit Cost** field, the **Extended Cost** field displays the total cost of the line item.
9. In the **Date required** field, enter the date your organization needs to receive the item.
10. In the **Date promised** field, enter the date the vendor has promised to deliver the item.
11. In the **Vendor part #** field, enter the vendor's part reference number for the item you are ordering.
12. In the **Requisition #** field, enter the requisition number if your organization uses internal tracking numbers for goods purchased.

**Note:** For any field that uses table entries, you can select a previously defined entry or add a new table entry. For example, in the **Department** field, you can select "Administration" from the **Department** table, or create a new entry by simply typing in the new department. Once you leave the field you are prompted to save the new entry.

13. In the **Department** field, select the department for which the item is being ordered. The selections in this field are linked to the **Department** table in *Configuration*.
14. In the **Requested by** field, select the person who requested the line item. The selections in this field are linked to the **Staff** table in *Configuration*.
15. In the **Deliver to** field, select the person to whom the line item is being delivered. The selections in this field are linked to the **Staff** table in *Configuration*.
16. In the **Post status/Date** fields, enter a post status and post date. If you select "Do not post" as the status, the post date is not required. If you have the appropriate security rights, you can set default values for the **Post status/Date** fields in options. The "Do not post" status may not be available if the business rule excluding that status is in effect.
17. In the **Notes** field, you can enter notes or special circumstances regarding this line item. The notes you enter do not print on the purchase order form.

**Warning:** You are required to enter a **General Ledger** distribution for each line item in a purchase order. Distribution information is used to establish the accounts, projects, classes, or transaction codes to which the line item activity posts. Projects and transaction codes are available only if you have the optional *Projects and Grants* module.

18. Select the Distribution tab.

**Note:** To make adjustments associated with the line item to the general ledger, select “Miscellaneous Entries”. For more information about adding miscellaneous entries to regular line items, see the Purchase Orders chapter.

19. In the distribution field, select “Distribution”.
20. In the **DR Account Number** column, default debit accounts appear from the vendor record. You could also click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default accounts from the vendor record, select **From Vendor**.

You can also manually enter the debit accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

**Warning:** If you are creating a line item for an item that will be used as a fixed asset, make sure you debit the asset account and credit the cash account in the line item distribution.

When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

21. To enter distributions by amount, click the **\$** button. To enter distributions by percent, click the **%** button.
22. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column. You can manually enter amounts or percents for each account or you can click **Distribute Evenly** to distribute amounts or percents equally among the selected accounts.

**Note:** The Supervisor can establish security settings to hide the **CR Account Number** column.

23. The **CR Account Number** column displays default values, depending on default Accounts Payable Summary Account settings established on the Default Accounts page in *Configuration*.

You can also manually enter the credit accounts for the distribution. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

24. In the **Interfund** field above the distribution grid, select an interfund set to balance the accounts if you enter debit and credit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
25. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
26. In the **Class** column, select a class for the distribution.
27. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

**Note:** On a Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in **Accounts Payable**.

28. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.  
You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the line item Distribution tab.
29. If you have the optional module *Budget Management*, you can click **Budget** on the action bar above the grid to check the account or project against its budget.
30. To preview **General Ledger** debits and credits for the line item, click **DR/CR Entries** on the action bar above the grid.
31. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the line item Distribution tab.
32. To save the line item and return to the receipt record, click **Save and Close**.

► **Adding a miscellaneous purchase order line item from the receipt record**

Use miscellaneous line items to track additional changes associated with items in a procedure, such as shipping charges.

1. From the receipt record, select **Receipt, Add PO Line Item**. The Add a Line Item for PO screen appears.

- In the **Type** field, select “Miscellaneous”. The line item number is automatically generated to identify the line item on the purchase order.

**Note:** If you have rights to Miscellaneous Line Items in *Configuration*, you can add a new line item by entering it in the field. When you leave the field, you are prompted to add a new miscellaneous line item record.

- In the **Misc. code ID** field, select a code used to identify the miscellaneous line item. Miscellaneous line items are defined on the Miscellaneous Line Items page in *Configuration*.
- In the **Description** field, enter a description to help identify the line item. This field automatically defaults to the description of the miscellaneous code ID you select if you entered a description for the ID in *Configuration*.
- In the **Amount** field, enter the amount of the line item. This field automatically defaults to an amount if you entered the amount for the miscellaneous line item in *Configuration*.
- To calculate a percentage of specific line items, click **Calculate Percentage**. The Calculate Amount Based on Percentage screen appears. Enter a percentage and select the line items to use for the calculation. Click **OK** to return to the New Line Item screen.
- In the **Post status** field, select “Do not post” or “Not yet posted”. The “Do not post” status may not be available if the business rule excluding that status is in effect.
- In the **Post date** field, enter the date for the line item to post.

9. Select the **Distribution** tab. Distribution information is required to establish the accounts, projects, classes, or transaction codes to which the line item activity posts. Projects and transaction codes are available only if you have the optional *Projects and Grants* module.

10. In the **DR Account Number** column, enter the accounts to debit. You could also click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default accounts from the vendor record, select **From Vendor**.

You can also manually enter the debit accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

11. To enter distributions by amount, click the **\$** button. To enter distributions by percent, click the **%** button.
12. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column. You can manually enter amounts or percents for each account or you can click **Distribute Evenly** to distribute amounts or percents equally among the selected accounts.

**Note:** The Supervisor can establish security settings to hide the **CR Account Number** column.

13. In the **CR Account Number** column, designate a credit account for each debit account. You can click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default accounts from the vendor record, select **From Vendor**.

You can also manually enter the credit accounts for the distribution. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

14. In the **Interfund** field above the distribution grid, select an interfund set to balance the accounts if you enter debit and credit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
15. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
16. In the **Class** column, select a class for the distribution.

17. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

**Note:** On a Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in **Accounts Payable**.

18. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.  
You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the line item Distribution tab.
19. If you have the optional module *Budget Management*, you can click **Budget** on the action bar above the grid to check the account or project against its budget.
20. To preview **General Ledger** debits and credits for the invoice, click **DR/CR Entries** on the action bar above the grid.
21. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the invoice record Distribution tab.
22. To save the miscellaneous line item and return to the receipt record, click **Save and Close**.

#### ► Adding a comment purchase order line item from the receipt record

You can add comments as a line item on a purchase order. The comment line items print in the body of the purchase order.

1. From the receipt record, select **Receipt, Add PO Line Item**. The New Line Item screen appears.
2. In the **Type** field, select "Comment". The line item number is automatically generated to identify the line item on the purchase order.

The screenshot shows a software window titled "New Line Item for PO 2 for ABC Office Supplies". It features a menu bar with "File", "Edit", "View", "Item", and "Help". Below the menu is a toolbar with icons for "Save and Close", a grid, a close button, navigation arrows, "Insert", "Repeat", and a help icon. The "Line Item" tab is active. In the "Type" field, "Comment" is selected, and the "Line item number" is displayed as "000001". A large text area for "Comments" is present below the "Type" field. At the bottom of the window, a status bar says "Press F7 to zoom".

3. In the **Comments** field, enter any comments to associate with this purchase order. The maximum length is 90 characters.
4. To save the line item and return to the receipt record, click **Save and Close**.

# Adding Invoices from Receipts

In **Accounts Payable**, you can create two different types of invoices: regular and recurring. A regular invoice is a request for payment from a vendor for goods or services rendered, while a recurring invoice is a template from which a regular invoice is created according to a schedule. Recurring invoices are never posted or included in any balance calculation. For more information about recurring invoices, see the Recurring Invoices chapter.

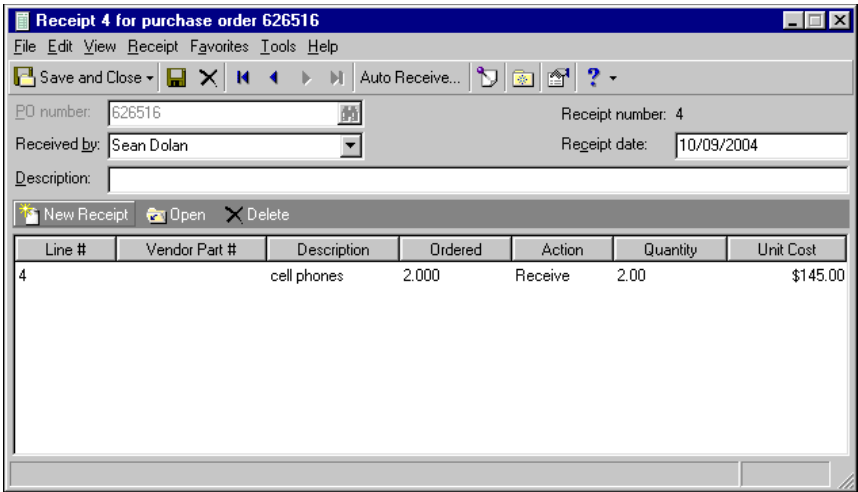
**Note:** On the Records tab of the Options screen, you can set an option for receipts that prompts you to create invoices for uninvoiced items. For more information, see the Options chapter of the *Program Basics Guide*.

You create, edit and delete regular invoices from the Records page. You can also create regular invoices one at a time from a receipt record or all at once from a purchase order. This section provides procedures for creating a regular invoice from a receipt and creating invoices for all receipts from a purchase order.

► **Adding an invoice from the receipt record**

**Glossary:** A receipt is a record created to keep a record of items or services your organization purchases and receives. In **Accounts Payable**, a receipt records whether purchase order line items are received, rejected, or canceled.

- 1. Open the receipt record for which you want to create the invoice.



**Note:** On the Records tab of the Options screen, you can set invoice options that designate a default invoice date, due date, post date, post status, and reversal post date. For more information, see the Options chapter of the *Program Basics Guide*.



- From the menu bar, select **Receipt, Create Invoice**. The Invoice for <Vendor> screen appears. The vendor name, vendor ID, and purchase order number default from the purchase order. The line item information appears in the fields as defaults. For more information about adding an invoice, see the Invoices chapter.

- In the **Invoice number** field, enter the invoice number.
- In the **Status** field, select either “Pending” or “Approved” as the current approval status of the invoice. If the invoice is neither “Pending” nor “Approved”, mark the **Hold payment** checkbox.

**Tip:** For faster data entry when entering dates, press **F3** for today’s date or **F7** for a calendar.

- In the **Invoice date** field, enter the invoice date. This is a required field.
- In the **Due date** field, enter the payment due date. This is a required field.
- In the **Description** field, enter a description of the invoice, if applicable. If you marked **Warn when the invoice description is blank** on the Records tab of **Tools, Options**, you will receive a warning if the invoice description is left blank.
- In the **Remit to** field, select the vendor’s billing address or click the magnifying glass to open and edit the billing address.
- In the **Post status** field, select “Not yet posted” or “Do not post”. “Do not post” is typically used only for archived invoices or activity already posted in the general ledger.
- In the **Post date** field, enter the post date.
- The amount due on the invoice defaults from the receipt and appears in the **Invoice amount** field.
- If the vendor offers a discount percent for early payments, enter the percent in the **Discount percent** field. The discount amount displays automatically.  
If the vendor offers a discount amount for early payments, enter the amount in the **Discount amount** field. The discount percent appears automatically.
- In the **Discount expires on** field, enter the last date the payment must be received in order to qualify for a discount.
- The **Discounted total** field displays the adjusted amount based on the **Invoice amount**, **Discount percent**, and **Discount amount** fields.

15. In the **Payment Method** field, select a payment method. Electronic funds transfers are available only with the optional module *EFT*.
16. To create a separate payment for the invoice, mark **Create a separate payment for this invoice**.
17. To save the invoice and return to the receipt record, click **Save and Close**.

► **Adding invoices for all receipts**

1. Open the purchase order containing the receipts you want to invoice.

**Purchase Order 626516 for Bell Telephones**

File Edit View Purchase Order Favorites Tools Help

Save and Close

Purchase Order | Line Items | Receipts | Attributes | Notes

Vendor name: Bell Telephones Vendor ID: 8

PO number: 626516 FOB:   
 Type: Regular Terms:   
 Order date: 09/13/2004 Buyer:   
 Expires on: Department:   
 Status: Unprinted purchase order Confirm to:   
 Order from: Imported Address Ship to: <Primary address>   
 Ship via: Attention:   
 Comments:

PO total: \$760.00 Total amount received: \$375.00

2. From the menu bar, select **Purchase Order, Create Invoice for All Receipts**. The Invoice for <Vendor> screen appears. The vendor name, vendor ID, and purchase order number default from the purchase order. The line item information appears in the fields as defaults. For more information about adding an invoice, see the Invoices chapter.

**Invoice for Bell Telephones**

File Edit View Invoice Favorites Tools Help

Save and Close

Invoice | Distribution | Payments/Credits | Attributes | Notes

Vendor name: Bell Telephones Vendor ID: 8

Invoice number: PO number: 626516   
 Status: Approved ☐ Hold payment   
 Invoice date: 10/09/2004 Post status: Not yet posted   
 Due date: 10/09/2004 Post date: 10/09/2004   
 Description:   
 Remit to: Imported Address   
**Amount**   
 Invoice amount: \$375.00 1099 Distribution...   
**Discount**   
 Discount percent: Discount expires on:   
 Discount amount: Discounted total: \$375.00   
**Payment**   
 Payment method: Check ☐ Create a separate payment for this invoice

Balance: \$375.00 Approved

3. In the **Invoice number** field, enter the invoice number.

4. In the **Status** field, select either “Pending” or “Approved” as the current approval status of the invoice. If the invoice is neither “Pending” nor “Approved”, mark the **Hold payment** checkbox.

**Tip:** For faster data entry when entering dates, press **F3** for today’s date or **F7** for a calendar.

5. In the **Invoice date** field, enter the invoice date. This is a required field.
6. In the **Due date** field, enter the payment due date. This is a required field.
7. In the **Description** field, enter a description of the invoice, if applicable. If you marked **Warn when the invoice description is blank** on the Records tab of **Tools, Options**, you will receive a warning if the invoice description is left blank.
8. In the **Remit to** field, select the vendor’s billing address or click the magnifying glass to open and edit the billing address.
9. In the **Post status** field, select “Not yet posted” or “Do not post”. “Do not post” is typically used only for archived invoices or activity already posted in the general ledger.
10. In the **Post date** field, enter the post date.
11. The amount due on the invoice defaults from the receipt and appears in the **Invoice amount** field.
12. If the vendor offers a discount percent for early payments, enter the percent in the **Discount percent** field. The discount amount displays automatically.  
If the vendor offers a discount amount for early payments, enter the amount in the **Discount amount** field. The discount percent appears automatically.
13. In the **Discount expires on** field, enter the last date the payment must be received in order to qualify for a discount.
14. The **Discounted total** field displays the adjusted amount based on the **Invoice amount**, **Discount percent**, and **Discount amount** fields.
15. In the **Payment Method** field, select a payment method. Electronic funds transfers are available only with the optional module *EFT*.
16. To create a separate payment for the invoice, mark **Create a separate payment for this invoice**.
17. To save the invoice and return to the purchase order record, click **Save and Close**.

## Managing Asset Acquisitions with Purchase Orders

If you have **Fixed Assets**, you can open the Asset Wizard directly from the receipt record to create asset records and acquisition transactions. For more information about creating assets, see the Assets chapter of the *Records Guide for Fixed Assets*.

Creating a purchase order for the purchase of a fixed asset consists of two steps:

- Create the purchase order with a line item for the asset.
- After the fixed asset is received, create a receipt and asset record for the item.

**Warning:** To avoid problems with reconciliation, make sure you debit the asset account when you create the line item distribution and when you create the acquisition transaction on the asset record.

To avoid later problems with reconciliation, make sure the line item distribution debits the asset account. You should use the same debit account for the acquisition distribution. Later, you can use **Fixed Assets** acquisition or depreciation reports to reconcile the **Fixed Assets** ledger to **General Ledger**.

### ► Adding a line item for an asset acquisition

Create a line item on a regular purchase order for the asset.

1. From an open purchase order, select the Line Items tab and click **New Line Item**. The New Line Item screen for the purchase order appears.

**New Line Item for PO 23423 for AlphaGraphics**

File Edit View Item Help

Save and Close [Save] [Close] [Back] [Forward] Insert Repeat ?

Line Item | Distribution | Requisition Line Items

Type: **Regular** Line item number: 000005

Product ID: <No product ID> [Binoculars] ☐ Amounts include tax

Description:

Unit of Measure	Quantity Ordered	Unit Cost	Extended Cost
	0.000		\$0.00

Date required: Date promised: Vendor part #: Department: **None** Requested by: Deliver to: **Susan Thomas** Post status/Date: **Not yet posted**

Notes: Comments:

Received: \$0.00 Cancelled: \$0.00

**Note:** The status bar at the bottom of a regular line item displays the total of all receipts created for a line item with an action of “Receive” and “Cancel”. These calculations include posted and unposted receipts.

2. In the **Type** field, select “Regular”. The line item number is automatically generated to identify the line item on the purchase order.
3. In the **Product ID** field, select the type of product you are ordering. If the product you want to order is not listed, you can create a new product record from this screen. To create a new product, click the binoculars, then click **Add a New Product**. For more information about product records, see the Products chapter.
4. The **Description** field defaults from the product record, however you can edit the description if necessary.
5. The **Unit of Measure** field automatically displays the unit of measure designated on the product record. If the unit of measure was not defined on the product record, select the correct unit of measure.
6. In the **Quantity Ordered** field, enter the number of items ordered.
7. In the **Unit Cost** field, enter the cost of the items per unit.
8. If you entered a quantity in the **Quantity Ordered** field and a unit cost in the **Unit Cost** field, the **Extended Cost** field displays the total cost of the line item.
9. In the **Date required** field, enter the date your organization needs to receive the item.

**Note:** For any field that uses table entries, you can select a previously defined entry or add a new table entry. For example, in the **Department** field, you can select “Administration” from the **Department** table, or create a new entry by entering in the new department. Once you leave the field, you are prompted to save the new entry.

10. In the **Date promised** field, enter the date the vendor has promised to deliver the item.
11. In the **Vendor part #** field, enter the vendor’s part reference number for the item you are ordering.

12. In the **Requisition #** field, enter the requisition number if your organization uses internal tracking numbers for goods purchased.
13. In the **Department** field, select the department for which the item is being ordered.
14. In the **Requested by** field, select the person who requested the line item.
15. In the **Deliver to** field, select the person to whom the line item is being delivered.

**Note:** On the Records tab of the Options screen, you can set line item options that designate a default post date, post status, and reversal post date. For more information, see the Options chapter of the *Program Basics Guide*.

16. In the **Post status/Date** fields, enter a post status and post date. If you select “Do not post” as the status, the post date is not required. The “Do not post” status may not be available if the business rule excluding that status is in effect.
17. In the **Notes** field, you can enter notes or special circumstances regarding this line item. The notes you enter do not print on the purchase order form.

**Warning:** You are required to enter a **General Ledger** distribution for each line item in a purchase order. Distribution information is used to establish the accounts, projects, classes, and transactions codes to which the line item activity posts. Projects and transaction codes are available only if you have the optional module *Projects and Grants*.

18. Select the Distribution tab.

19. In the field above the distribution grid, select “Distribution”.

**Warning:** If you are creating a line item for an item that will be used as a fixed asset, make sure you debit the asset account and credit the cash account in the line item distribution.

20. In the **DR Account Number** column, default debit accounts appear from the vendor record. You could also click **Load Distribution** to use default account distributions. To use an account distribution defined in *Configuration*, select **From Table**. To use the default accounts from the vendor record, select **From Vendor**.

You can also manually enter the debit accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

21. To enter distributions by amount, click the **\$** button. To enter distributions by percent, click the **%** button.
22. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column. You can manually enter amounts or percents for each account or you can click **Distribute Evenly** to distribute amounts or percents equally among the selected accounts.

**Note:** The Supervisor can establish security settings to hide the **CR Account Number** column.

23. The **CR Account Number** column displays default values, depending on default Accounts Payable Summary Account settings established on the Default Accounts page in *Configuration*.

You can also manually enter the credit accounts for the distribution. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

24. In the **Interfund** field above the distribution grid, select an interfund set to balance the accounts if you enter debit and credit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
25. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
26. In the **Class** column, select a class for the distribution.
27. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

**Note:** On a Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in **Accounts Payable**.

28. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.  
You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to the line item Distribution tab.
29. If you have the optional module *Budget Management*, you can click **Budget** on the action bar above the grid to check the account or project against its budget.
30. To preview **General Ledger** debits and credits for the line item, click **DR/CR Entries** on the action bar above the grid.
31. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the line item Distribution tab.
32. To save the line item and return to the purchase order record, click **Save and Close**.

#### ► Adding an asset acquisition transaction from the receipt record

Create a receipt for the line item and, using the Asset Wizard, create an asset record for the line item.

1. Open the purchase order from which you want to create the line item receipt.
2. Select the Receipts tab.

3. On the action bar, click **New Receipt**. The Add a Receipt screen appears.
4. In the **Received by** field, select your user ID.
5. In the **Description** field, enter a description of the item received.

6. On the action bar, click **New Receipt**. If the receipt has not been saved, you are prompted to save. The line item receipt screen appears.

7. In the **PO Line number** field, select the line item number. Once you select a line item number, the line item's information appears on the right side of the screen.
8. In the **Action** field, select "Receive".
9. The **Unit cost** field defaults from the unit cost on the purchase order.
10. In the **Quantity** field, enter the number of items received. Once you enter the quantity the extended cost is calculated and displayed in the **Extended Cost** field and the post amount is calculated and displayed in the **Post amount** field.
11. In the **Location** field, select the department to which the item was delivered. If a product record exists for the line item, the location defaults from the product record.
12. To assign serial numbers to line items, click **Serial Numbers** to open the serial numbers grid. To search the grid for duplicate serial numbers, click **Duplicates**. Once complete, click **OK** to return to the line item receipt.
13. If **Fixed Assets** is installed, you can create a new asset record for the line item. Click **Create Assets**. For more information about asset records, see the Assets chapter of the *Records Guide for Fixed Assets*.

14. The Asset Wizard screen appears on the General tab. Vendor and acquisition information default from the purchase order.

**Asset Wizard**

Step 1: General | 2: Historical Transactions | 3: Acquisition Distribution | 4: Depreciation Distribution | 5: Attributes

**Provide basic information for the asset(s) you want to create**

Description: Dell Dimension 4100 - Desktop Acquisition value: \$1,150.00

Class: Depreciation method: Straight Line

Model number: Useful life: 2 Years

Vendor: Hard Drive Computers Salvage value: \$0.00

Acquisition date: 05/21/2004 Convention: Full-month

Date in service:

**Create 1 Asset(s) with this detailed information (optional)**

	Asset ID	Serial #	Location	Department
1		968N25LH	Shipping - Office Supplies	Information Technology

☒ Create asset acquisition transaction

< Back Next > Cancel Create Asset(s) Now

15. Enter asset and depreciation information on the General tab. For more information about fields on the General tab, see the Assets chapter of the *Records Guide for Fixed Assets*.
16. The number in the **Create [ ] Asset(s) with this detailed information** defaults from the **Quantity** field on the line item receipt screen.
17. To create an acquisition transaction on the Historical Transactions tab, mark **Create asset acquisition transaction**.
18. Click **Next** or select the Historical Transactions tab. The transaction date and amount default from the General tab. The **Post date** field is disabled. You cannot post the acquisition transaction. The asset cost is posted when the invoice created from the receipt is posted.

**Warning:** To avoid problems with reconciliation, make sure you enter the same distribution accounts as those used on the line item distribution tab.

19. Click **Next** or select the Acquisition Distribution tab. On this tab, you designate the accounts to debit and credit for the value of the asset. To avoid problems with reconciliation, make sure you enter the same distribution accounts as those used on the line item distribution tab. For more information about acquisition distributions, see the *Records Guide for Fixed Assets*.
20. Click **Next** or select the Depreciation Distribution tab. On this tab, you designate the amounts distributed to depreciation expense accounts and depreciation accumulation accounts. For more information about depreciation distributions, see the *Records Guide for Fixed Assets*.
21. Click **Next** or select the Attributes tab. On this tab, you can enter attributes for the asset. For more information about attributes, see Program Basics chapter of the *Program Basics Guide*.
22. Click **Create Assets Now**. The program processes the transactions and then a screen appears notifying you if transactions generated successfully. The Historical Transactions control report appears displaying information about the generated transactions. Click **X** to exit the report.
23. Another message appears. You can select to create another asset, go to the asset record, or close. Click **Close**. You return to the line item receipt screen.
24. Click **OK** to save the line item receipt and return to the receipt record.



# Requisitions



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With *WebPurchasing*, you can create and approve requisitions online. After you create the requisitions, you can view and update requisition records from the Records page of **Accounts Payable**, and create purchase orders.

To use *WebPurchasing*, you must have the optional module *Purchase Orders* and a Web server. We recommend you use a dedicated server for *WebPurchasing*.

**Glossary:** A purchase order is an order placed with a vendor for goods or services. *Purchase Orders* is an optional module in **Accounts Payable** you can use to process purchase orders and receipts between your organization and its vendors.

This chapter details the requisition order process, from creating and approving the requisitions online to creating purchase orders from the program.

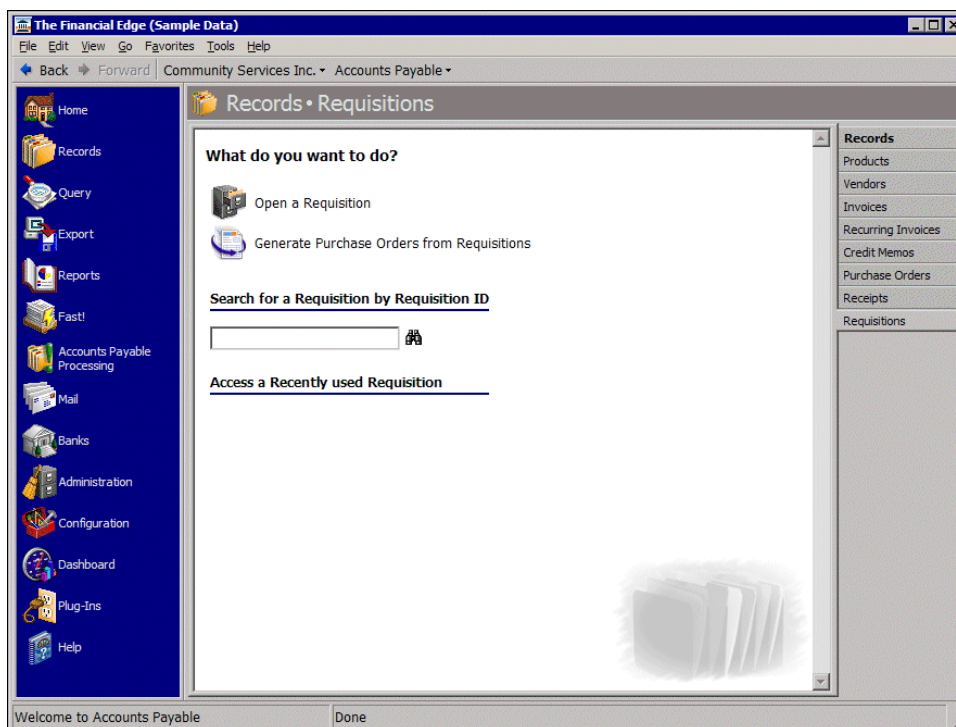
## Requisition Records

Once you create requisitions online, the requisition records appear in **Accounts Payable** and are accessed from the Records page. From **Accounts Payable**, you can update and approve the requisitions, and generate purchase orders from requisitions.

## Accessing Requisition Records

**Warning:** The **Requisitions** link appears on the Records page only if you have installed the optional module *Purchase Orders*.

From **Accounts Payable**, click **Records** on the navigation bar and then click the **Requisitions** link.



From this page, you can update requisitions and generate purchase orders from requisitions.

You can also access options for **Accounts Payable** Records by clicking **Edit options for Requisitions**.

**Tip:** You can save time when searching for a specific requisition by using the **Search for a Requisition by requisition ID** field.

To quickly access requisitions, you can click a recently accessed record or use the quick find option.

## Opening and Editing Requisition Records

**Note:** For detailed information about the Open screen and each filter you can use, see the *Program Basics Guide*.

To find and open a requisition, you need to be familiar with the Open screen. The Open screen has a number of filters you can use to narrow your search and quickly locate the requisition you want to open.

You access the Open screen by clicking **Open a Requisition** from the Requisitions page.

### ► Opening a requisition from the Requisitions page of Records

**Note:** Visit our website at [www.blackbaud.com](http://www.blackbaud.com) for the latest documentation and information.

1. From the Requisitions page, click **Open a Requisition**. The Open screen for requisitions appears.

2. In the **Find Requisitions that meet these criteria** frame, enter the criteria you are using to search for the requisition. The criteria you can use includes a Requisition ID, Requester ID, Owner ID, Waiting for ID, Department, Status, Last modified by, and Last modified on.
3. After you enter your search criteria, click **Find Now**. The program searches your database and displays all requisitions that meet your search criteria. Again, depending on how limited or detailed your criteria are, the program may find one record or many records.
4. In the grid, select the requisition you want to open.
5. Click **Open**. The requisition appears.
6. Click **Save and Close** on the toolbar to return to the Requisitions page.

## Generate Purchase Orders from Requisitions

You can generate purchase orders from requisitions on the Requisition page or Purchase Orders page in **Accounts Payable**.

### ► Generate purchase orders from requisitions

1. From the Requisitions page, click **Generate Purchase Orders from Requisitions**. The Generate Purchase Orders from Requisitions screen appears.

2. Click **Generate for** and select to generate purchase orders for all records, selected records, or one record. If you choose **Selected records**, you must select a query of records. If you choose **One record**, you must select the record.

**Note:** Use this filter when you want to generate a purchase order for a specific requisition.

3. In the **Post status/Date** field, select “Not yet posted” or “Do not post”. If you select “Not yet posted”, you must enter a valid post date.
4. In the **Interfund Set** field, select an interfund set to create balancing entries if you enter debit and credit accounts from different funds. Interfund sets are defined in *Configuration*.
5. Mark **Always use the unit price from the requisition line item** or **If a unit price exists on the product record, always use that price**. This gives you the option to use the requisition line item price even if it is different from Product record in *Configuration*.

6. Click **Next** to access the Grouping tab.

7. Mark **Yes** to group multiple requisitions into the same purchase order. When you mark **Yes**, you indicate how those requisitions should be combined on the PO Line Items tab. For example, when Sally and Tom each create a requisition for the same vendor, one purchase order is generated.

If you do not want to group multiple requisitions into the same purchase order, mark **No**. Marking **No**, removes the PO Line Items tab and a separate purchase order is created for each requisition. For example, when Sally and Tom each create a requisition for the same vendor, two purchase orders are generated.

8. Click **Next** to access the PO Line Items tab. This tab appears if you marked **Yes** on the Grouping tab.

9. Mark **By Vendor only** or **By Vendor and purchase order information**. If you choose **By Vendor only**, requisition line items are grouped by vendor. If you choose **By Vendor and purchase order information**, the requisition line items are grouped by vendor and the purchase order information you select.

For example, Sally, Tom, and William each create a requisition for the same vendor. However, Sally and Tom are in the same department. If you choose to group requisition line items by vendor and department, two purchase orders are generated — one for William and one for Sally and Tom who are in the same department.

10. If you have two requisition line items for the same product, you need to determine how to handle them in the purchase order.
- To combine the two requisition line items into a single purchase order line item, mark **Combine line items into a single PO line item**.

- To keep the two requisition line items separate, mark **Keep line items separate**. For example, Sally and Tom each create a requisition for the same vendor to order a computer. You choose to group requisitions by vendor only to generate one purchase order. However, when you mark **Keep line items separate**, two separate line items are created for each computer when the purchase order is generated

11. Click **Next** to access the PO Information tab.

The screenshot shows a software window titled "Generate Purchase Orders from Requisitions". It has a tabbed interface with tabs for "1: General", "2: Grouping", "3: PO Line Items", "4: PO Information", and "5: Results". The "4: PO Information" tab is active, and the sub-tab is "Step 4: Purchase Order". Below the sub-tab, there is a heading "If Purchase Order information is missing, what should default?". The form contains several fields with dropdown menus: "Ship via:" (Best Way), "Ship to:" (Shipping & Receiving), "FOB:" (Shipping), "Department:" (Administration), "Terms:" (Net 30), "Confirm to:" (empty), "Buyer:" (Susan Thomas), and "Attention:" (Susan Thomas). There is also a "Comments:" text area. At the bottom, there are buttons for "< Back", "Next >", "Cancel", "Pre-Create", and "Create".

- If no grouping settings were defined for requisition line items on the Grouping tab, the purchase order information selected on the PO Information tab overwrites the purchase order information on an individual requisition line item. For example, if you group two requisition line items By Vendor and By Department and both line items have purchase order information defined, the purchase order information defined on the PO Information tab overwrites what is on each individual line item.
- If two requisition line items are grouped and they both have purchase order information defined, the purchase order information of the first line item overwrites the purchase order information of the second line item.

12. In the **Ship via** field, select the shipping method to use.

13. In the **FOB** (Freight on board) field, enter the point at which the client assumes ownership of the order.

**Glossary:** Terms are payment rules established for payments to vendors or payments from customers. Terms specify how long a customer who purchases on account may wait to pay an invoice. Terms may include discount provisions for early payment of an invoice.

14. An entry in the **Terms** field is optional. This field entry calculates automatically based on the vendor record discount and due date information.
15. In the **Buyer** field, select the individual responsible for buying the items.
16. In the **Ship to** field, select the area to receive the order.
17. In the **Department** field, select the department for which the order is being placed.
18. In the **Confirm to** field, enter the name of the person with whom the order was placed.
19. In the **Attention** field, enter the name of the person to whom the package is being shipped.
20. In the **Comments** field, enter any comments to associate with this purchase order. These comments are printed on the bottom of the purchase order.

**Note:** To view additional columns in the grid, right-click and select **Columns**.



21. Click **Next** to access the Results tab.

**Warning:** If you are restricted to “Same department only” in Online Security, you cannot see other department’s requisitions approved for consolidation, or those attached to a purchase order’s line item.

22. If there is not a vendor on the requisition line item, enter the vendor name in the **Vendor** column or click the binoculars to locate the vendor.
23. Click **Create All** to fill the **Quantity to Order** column with the remaining amount to order.
24. Click **Pre-Creation** to view the Control Report. If you do not like the results displayed in the Control Report, close the report and click **Back** to change the settings on the previous tabs.

**Note:** If the **Requested by** field is required for a purchase order and the user is not already listed in the staff table, the program automatically adds the user’s name to the staff table during the generate process.

25. Click **Create** to generate the purchase orders.





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