























Accounts Payable – Quick Reference

Keyboard Shortcuts

Icon	Short Cut	Description
	Close CTRL+F12	Exit and returns to the Main Menu or Previous Screen.
	Edit CTRL+E	Modify a record.
	New CTRL+N	Add a new record.
	Delete CTRL+D	Delete a record.
	Save CTRL+S	Save a new record or report.
	Inquiry CTRL+I	View vendor information.
	Enter Purchase Orders SHFT+CTRL+F2	Opens Enter Purchase Orders.
	Split Distribution F11	Enter an invoice that includes more than one GL Account Number.
	Whole Dollar CTRL+A	Enter amounts in whole dollar amounts. Key the decimal if entering cents.
	Redisplay SHFT+CTRL+F3	Redisplay transactions.
	Fields	Set temporary or permanent settings to stop at fields that require data entry.
	Accept All SHFT+CTRL+F1	Accepts Purchase Order Detail.
	Notes SHFT+CTRL+N	Allows entry of add internal notes to an invoice.
	Options F12	Opens the Options window to change Input Date or set Copy Fields.
	Application Help F1	View tasks, frequently asked questions, and troubleshooting tips.
	What's This Help CTRL+W	Learn what to do or what to enter by clicking and then clicking on the field.
	Undo CTRL+U	Reverse all changes to the current record since the last save. Note: There is no undo for deleted records.
	Search F9	Select a field and click Search to find data that applies to that field. Data can be sorted in the Search window.
	Previous F2	Return to the previous record after the last field is entered.
	Walk Next F3	Advance to the next record after the last field is entered.
	Copy SHFT+F7	Copy data from one record to another record.
	History	When Tracking is enabled, provides history for tracked fields.

Steps Checklist

Task	
Invoice Entry	
Code Invoices with GL Account Number (optional)	
Enter Invoices	
Create Recurring Invoices	
Print and Review Invoice Register	
Check Run	
Enter Manual Checks	
Print Unpaid Invoice Report	
Print Payment Approval Report	
Select Invoices for Payment	
Print Checks	
Print Check Register	
Run Checkout	
Fix errors. If Recalculate is necessary, the Checkout report states "run Recalculate" and the necessary boxes to check. Process Recalculate and re-run Checkout until "No errors found" displays.	
Update General Ledger	
Verify no errors exist.	
Monthly	
Print Unpaid Invoice Report	
Run Checkout (with Verify transactions have been updated to General Ledger checked)	
Fix errors. If Recalculate is necessary, the Checkout report states "run Recalculate" and the necessary boxes to check. Process Recalculate and re-run Checkout until "No errors found" displays.	


General Ledger Entries


GL Entries made from Accounts Payable


	Account	
	Debit (+)	Credit (-)
Invoices	Expense	Accounts Payable
Checks	Accounts Payable	Cash
Purchase Orders*	Expense (Encumbrance)	Reserve for Encumbrance
Void Check	Cash	Accounts Payable
Adjust Invoice	Accounts Payable	Expense
Close Open PO*	Reserve for Encumbrance	Expense (Encumbrance)

* If Encumbrances are enabled.

Abort or Delete an Invoice (Before Updated to General Ledger)

Halfway through an invoice: Abort  and re-enter.

Finished with an invoice: Delete , in the window enter Vendor number, Invoice number and Sequence number to void. Then re-enter. If an Invoice number has multiple sequences use "ALL" when keying the sequence number.

Edit an Invoice: Edit . The Vendor and Invoice number are key fields. They cannot be edited after entry completion. To change those fields, the invoice must be deleted and re-entered.

Void/Reprint Check (Before Updated to General Ledger)

Accounts Payable > Invoices and Payments > Checks

On the Reprint tab, select the appropriate check and select either Reset for reprint (reuse the check number) or Void check number and reset for reprint (will mark the check as void in the system).

Checks can either be reprinted or made available to edit.

When an invoice has been selected for payment the system creates a 0 (zero) check number as a place holder. In order to edit the invoice, the 0 (zero) check number must be deleted.

Accounts Payable > Organization > Delete Checks

Select the Check issue date, leave Check number as 0 (zero) and select the Vendor number, click Go. This routine is **ONLY** to be used for the deletion of check numbers that are 0 (zero). All other checks should be voided.

Void Check (Updated to General Ledger)

Accounts Payable > Invoices and Payments > Void Checks

Enter Check number and Check issue date, enter the Transaction date that will be used for all reversing transactions. Check the Reverse invoices box if the corresponding invoice(s) will also be voided. If voiding the corresponding invoice(s) verify with GL person for which period they want the invoice(s) reversed in.

Void an Invoice (Updated to General Ledger)

Accounts Payable > Invoices and Payments > Adjust Invoices

Verify with GL person for which period they want the invoice(s) reversed in. Enter the amount of information needed to find the invoice, highlight the invoice, click Go.

Program Descriptions

Checkout

Checks Accounts Payable database for issues that should be addressed.

Delete Vendors

Deletes vendor record, vendor summaries, checks, invoices, purchase orders and requisitions. Vendors with open transactions cannot be deleted.

Merge Vendors

Use Merge Vendors to transfer transactional history from one vendor to a different vendor record. The vendor placed in the "Merge From" field will be deleted. The "Merge From" vendor address will transfer to the "Merge To" vendor as a new remittance when the box is checked. Note: The old vendor number will remain in the General Ledger history.

Update General Ledger

Updates GL account balances from Accounts Payable Transactions (invoices and checks).

Renumber Vendors

Run Renumber Vendors to assign new vendor numbers to vendors in alphabetical order (A-Z).

Recalculate

Fixes errors in the Accounts Payable database. Only run if the Checkout report indicates.

Adjust 1099 Balances

Use Adjust 1099 Balances to enter adjustments to 1099 amounts or types, allows users to set or clear the 1099 type and 1099 amount on specific invoices.

Report Descriptions

Invoice Register

Use the Invoice Register to print a report that includes detailed invoice information.

Check Register

Print the Check Register to verify that the information printed on the checks generated is accurate.

Unpaid Invoice Report

Use the Unpaid Invoice Report to review unpaid invoices, paid invoices, or both unpaid and paid invoices.

Payment Approval Report

The Payment Approval Report will list the invoices that contain an amount that is larger than the minimal amount needed for approval. Set this minimum amount in the report options. This report will list all of the invoices that require approval before processing.

Table Lists

Use the following tables based on the type of table list to be created.

Invoice/Check Focused	Vendor Focused
Invoice	Vendor
Invoice Detail	Vendor Summary
Check	
Check Detail	