2024

ANNUAL CASELLE CONFERENCE

Accounts Payable Advanced Routines

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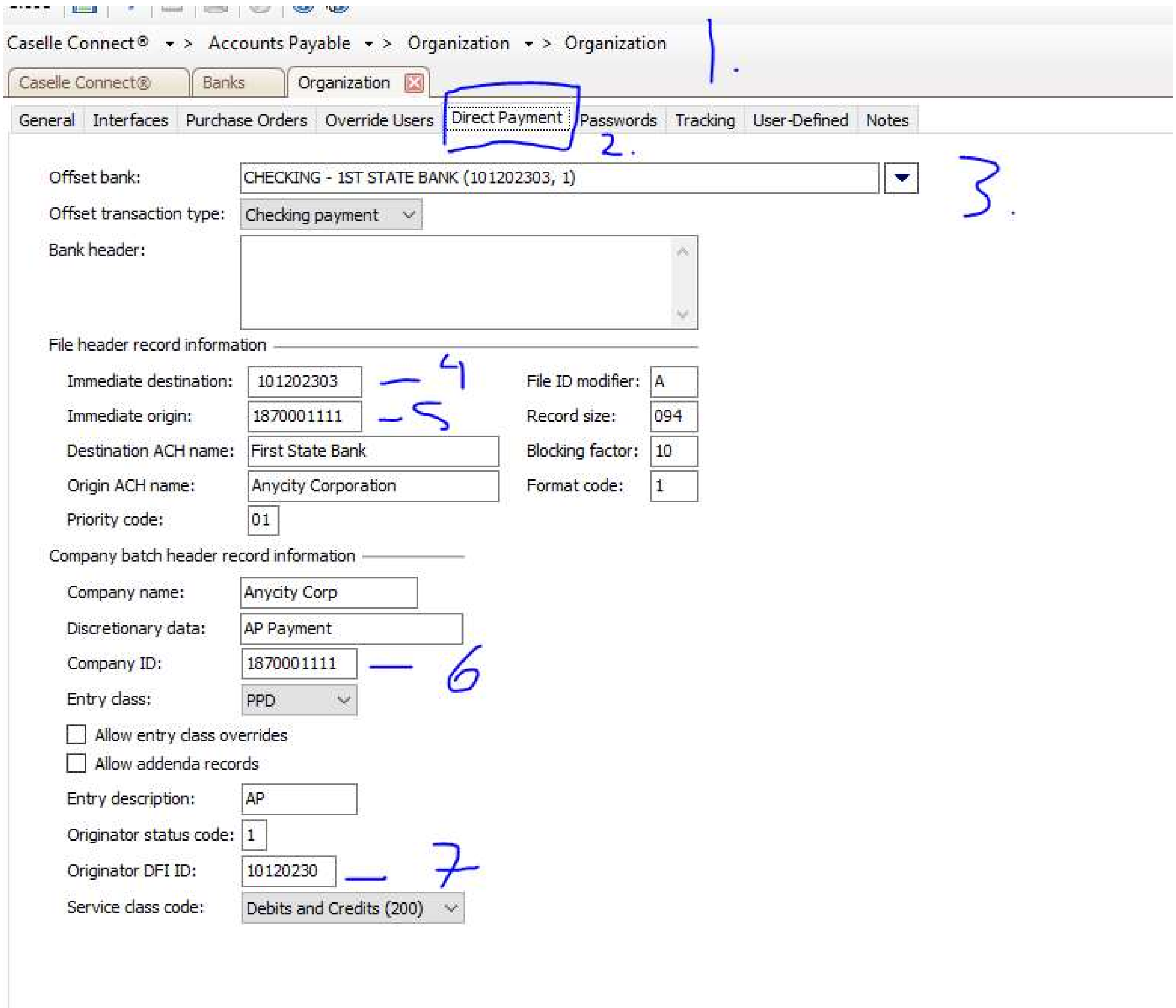
Contents

During today's training, you will…

a. Understand how to set up ACH Direct Pay for your organization
b. Understand the Approval Process setup
c. Learn how to Import Invoices two different ways into Caselle
d. Understand when to use Recurring Invoices vs. Entry Defaults
e. Understand how to use Split Distributions

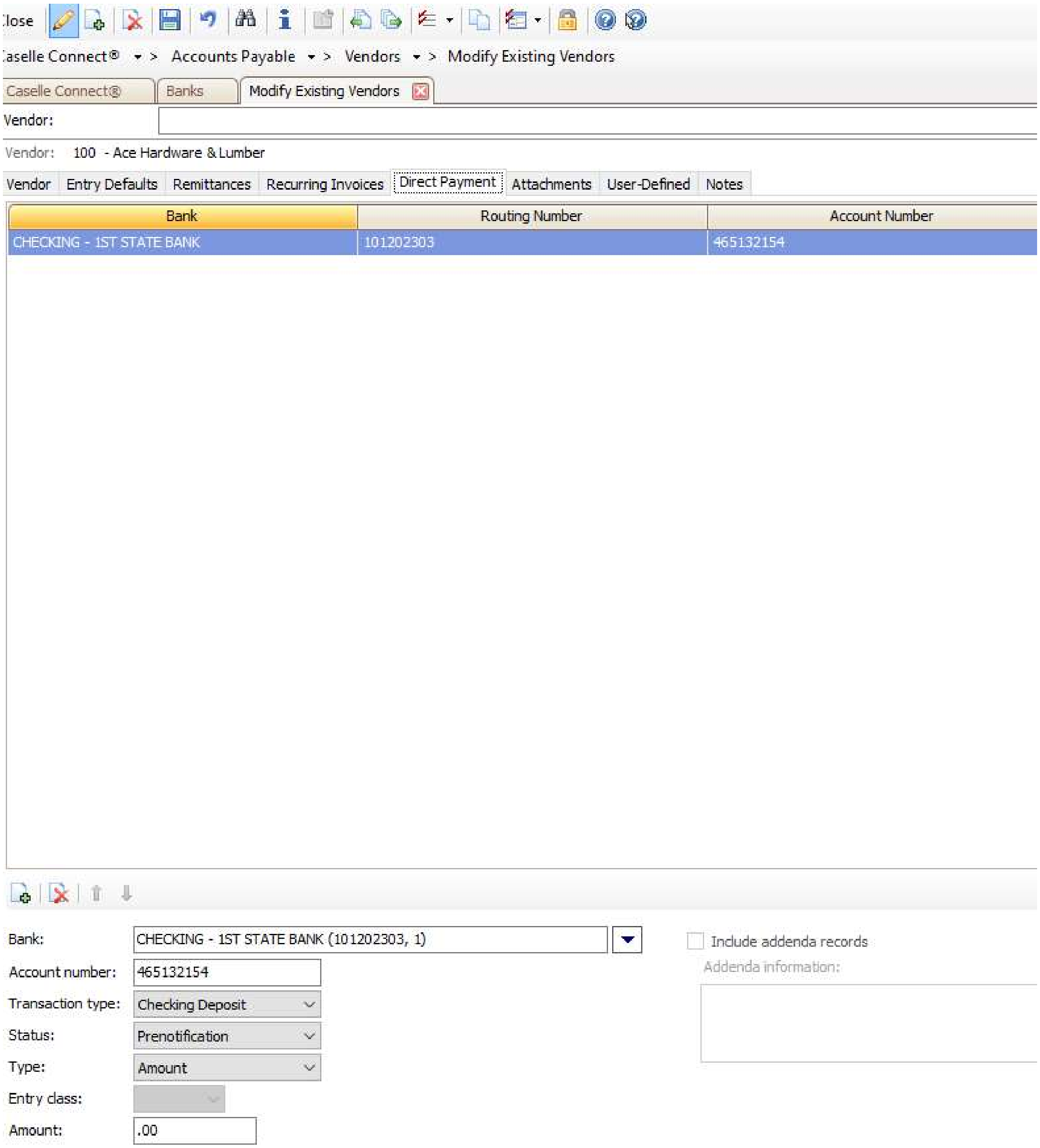
ACH Direct Pay:



1. Ensure you have access to Accounts Payable> Organization> Organization.
2. The screen above is the Direct Payment tab.
3. Tie to the bank account you pay Accounts Payable out of. It works best if you only have one AP account.

4. Immediate Destination is the AP bank routing number with a leading blank space.
5. Immediate Origin is the Employer Identification number with a “1” at the beginning of the number.
6. Enter the EIN number as the Company ID with a “1” at the beginning of the number.
7. Enter the routing number in Originator DFI ID without the last digit.

Vendor ACH Direct Pay Setup:



1. Add the vendor bank first. **PLEASE DO NOT USE numbers 1-99, only 200+.**
2. You will need access to Vendors in AP. This is the important part, do not have the vendor bank information sent to you through email, either have the vendor come in and fill out the form, or fill out the form on your website. **THIS IS AN INTERNAL DECISION!**
3. Go to Modify Existing Vendors.
    a. Tie the vendor to the bank and change the account number and status to Prenotification.
    b. Run the ACH file for all prenotifications to make sure the bank will accept it.
    c. When you have actual checks, the deposit date must be at least one day after the check issue date.

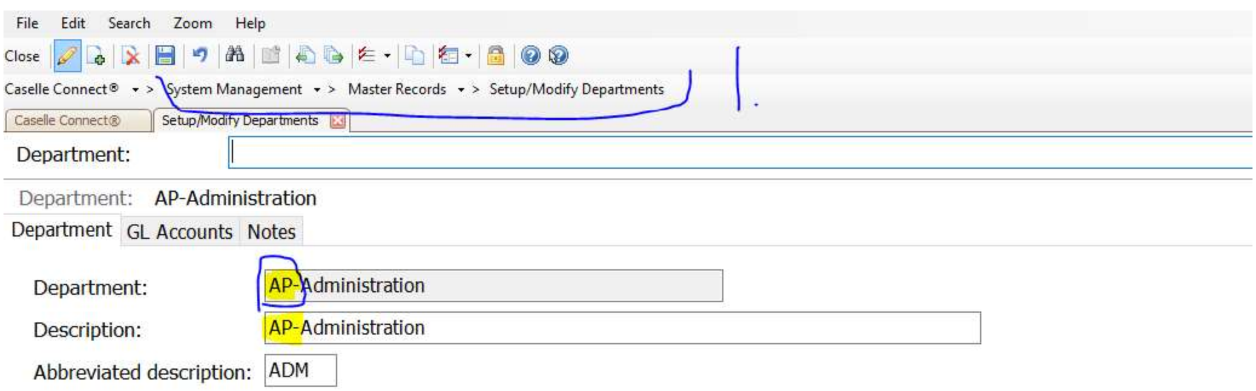
Accounts Payable Approval Process: (This is based on invoice approval)

Five things you WILL need:

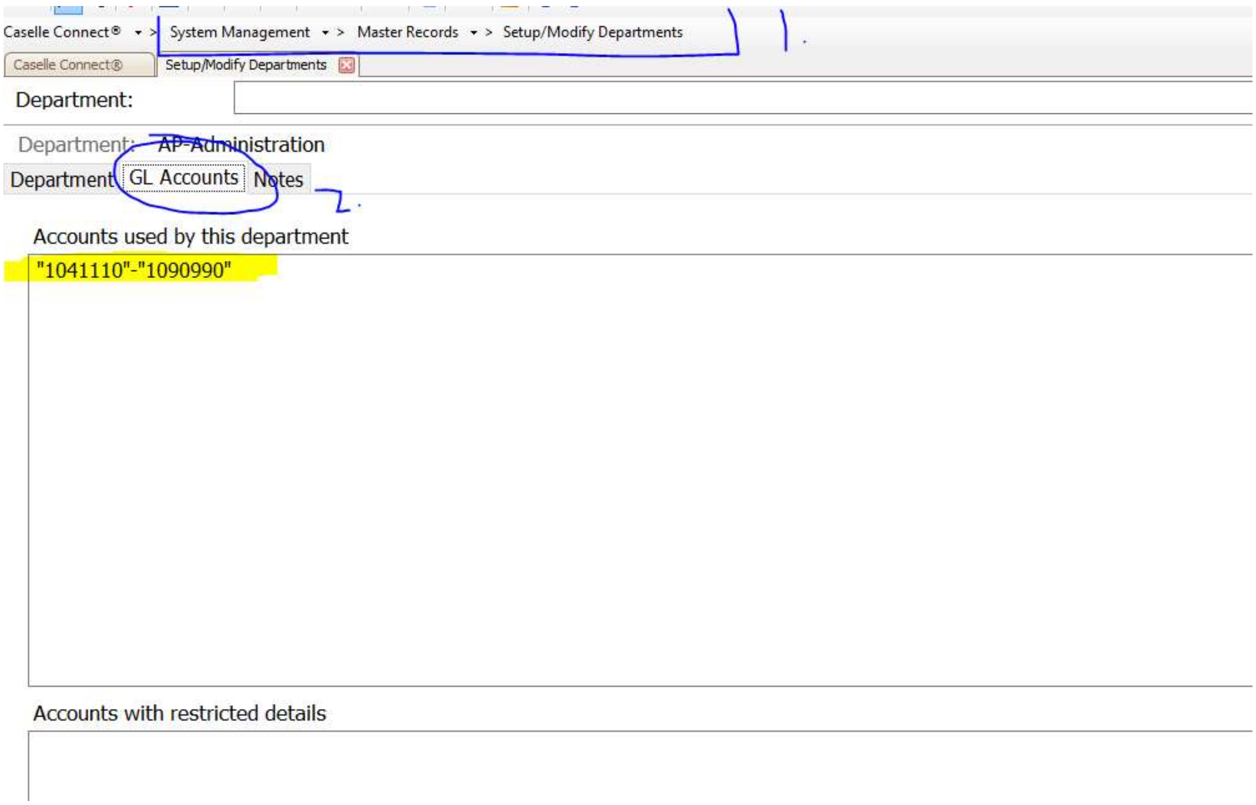
<u>DEPARTMENTS:</u>

<u>The department is what sets the AP approval process, nothing else.</u>

Full access to System Management>Master Records>Setup/Modify Departments is required.

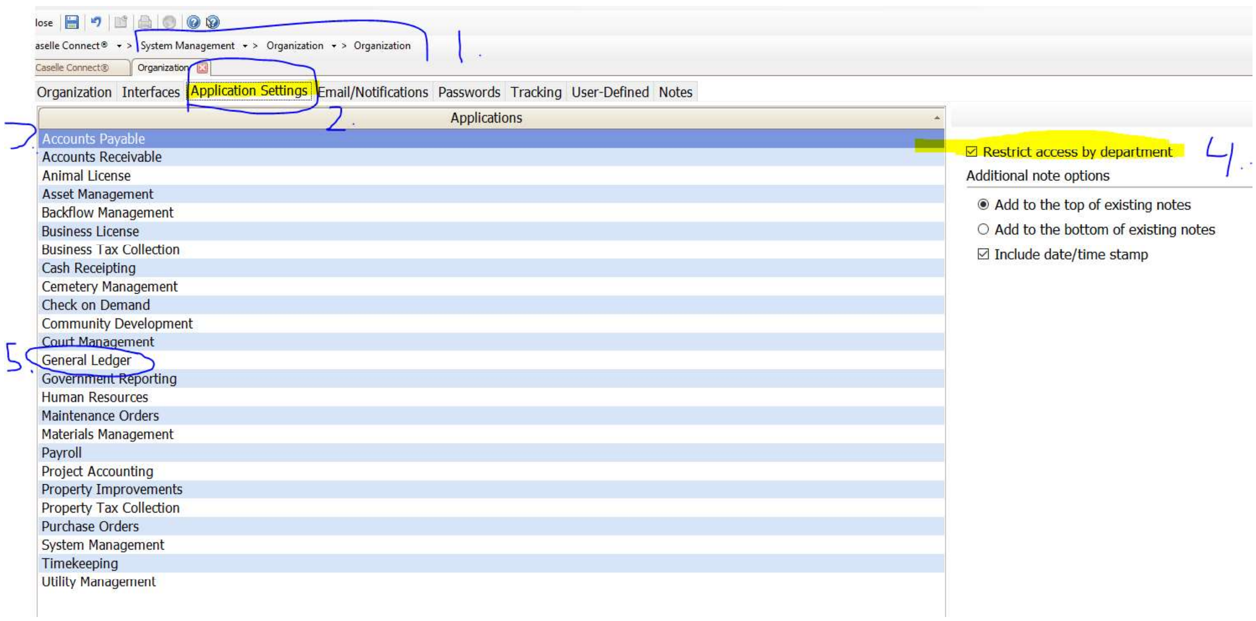


1. We highly recommend putting “AP” in front of the department name. This restricts the ability for department heads or users without rights to departments to see them.
2. Whether you name all your departments at the beginning, or during the process, you will need to add GL accounts.



Do not leave the highlighted section blank or enter “All”. It will cause your Connect Online to approve invoices/purchase orders/requisitions unable to be loaded and your department heads/approvers to be unable to approve AP transactions.

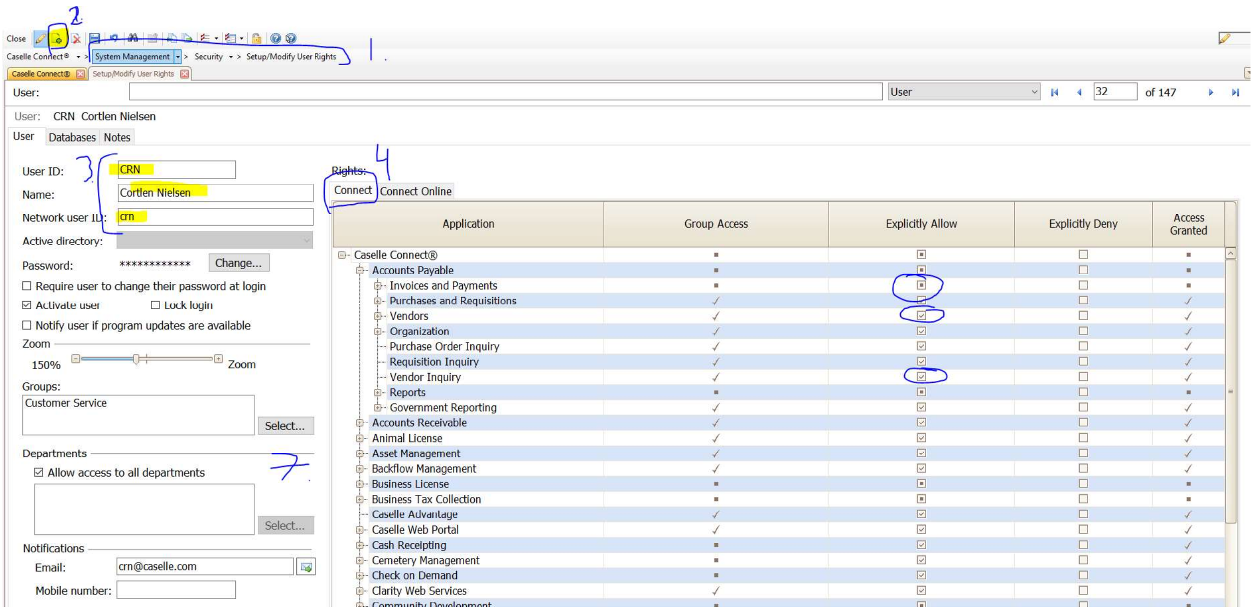
3. After you have the department and the GL accounts associated with that department, you will need to go to System Management> Organization> Organization> Application Settings. Check the box to restrict access by department in Accounts Payable **AND** General Ledger.



USERS:

You will stay in System Management for this as well for **ALL** users that submit invoices and approve invoices.

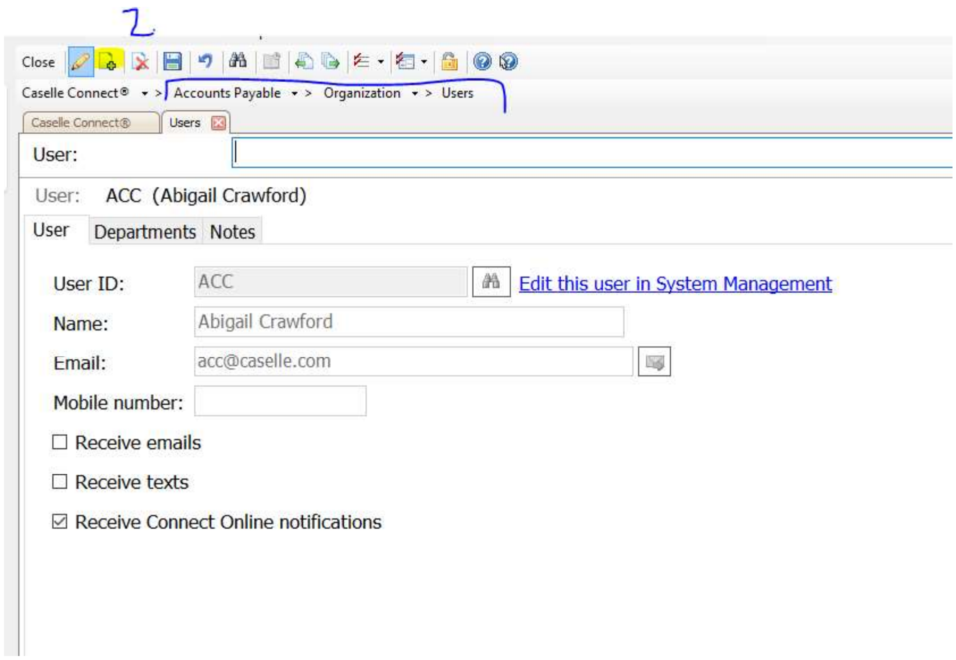
1. There are two tabs to add rights: Connect and Connect Online.



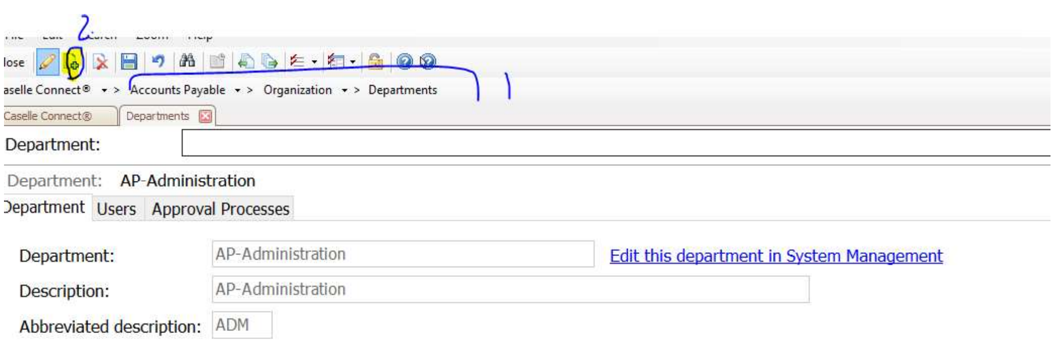
a. Add User rights, not Group rights. User rights will go to the department level, Group rights will not.
b. Add users that are not your main users by clicking on the plus at the top left next to the edit pencil.
c. The User ID should be followed exactly as your other main users were set up. If you have miExcel AP, please enter the network User ID. If you are on the cloud, it is your username to get into AVD.
d. On the department section (7), add the department(s) that the user needs rights to. If this is one of your main AP personnel who enters invoices, they will need access to all AP departments.

Add users and departments in AP

Accounts Payable> Organization> Users



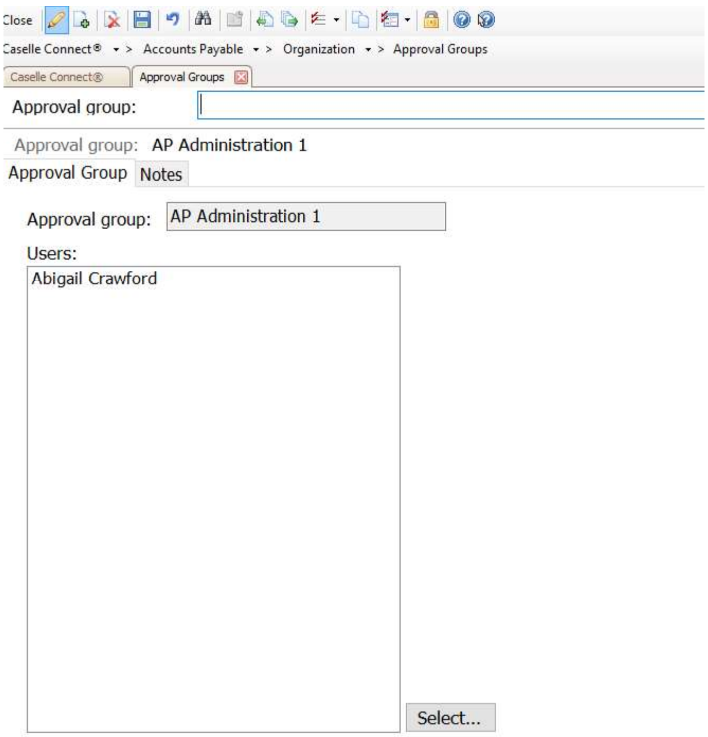
1. All users who will be submitting/approving need to be users in AP.
2. After adding the users, add the departments that have "AP" in front of them.



APPROVAL SETUP:

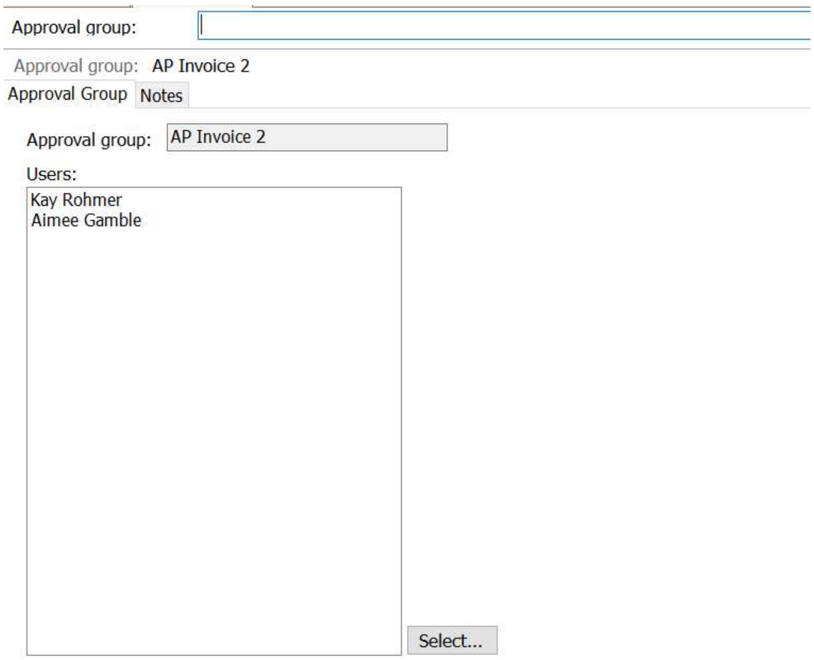
GROUPS:

This can't be stressed enough. Keep it super simple! It is strongly recommended that there is a maximum of three steps, but that is based on your organization's internal policies.



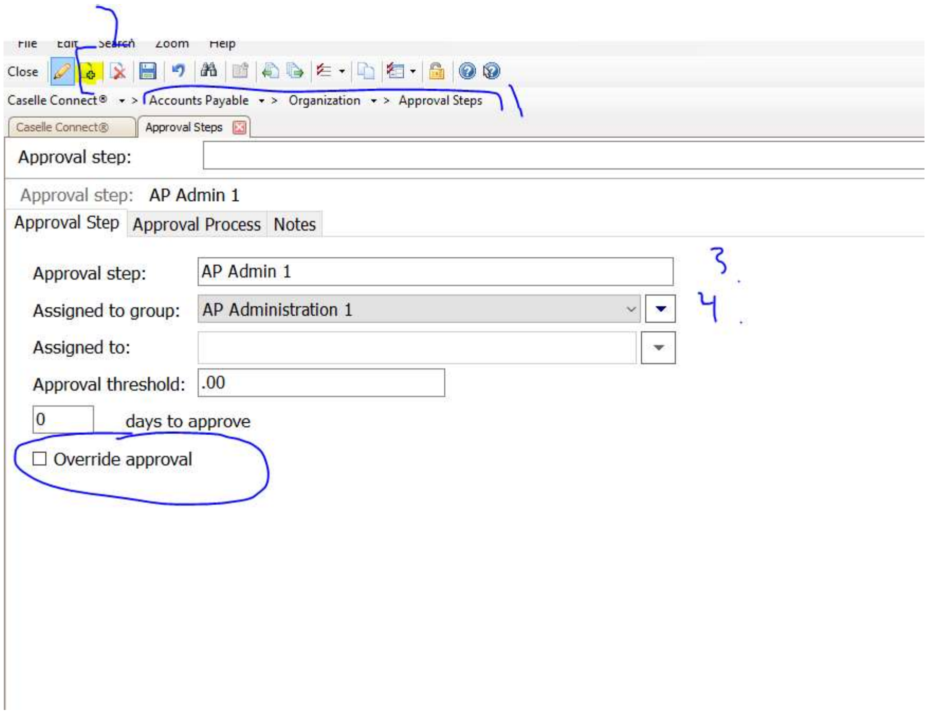
When adding a group that is going to be a step that is required, ALWAYS, make sure you name it after the department and put a 1 after it. This helps you easily distinguish between the groups by tying them to the correct department.

Now, for the second and third steps. Depending on the threshold, you only need one group. These can be tied to multiple steps; the first group cannot be tied to multiple steps.

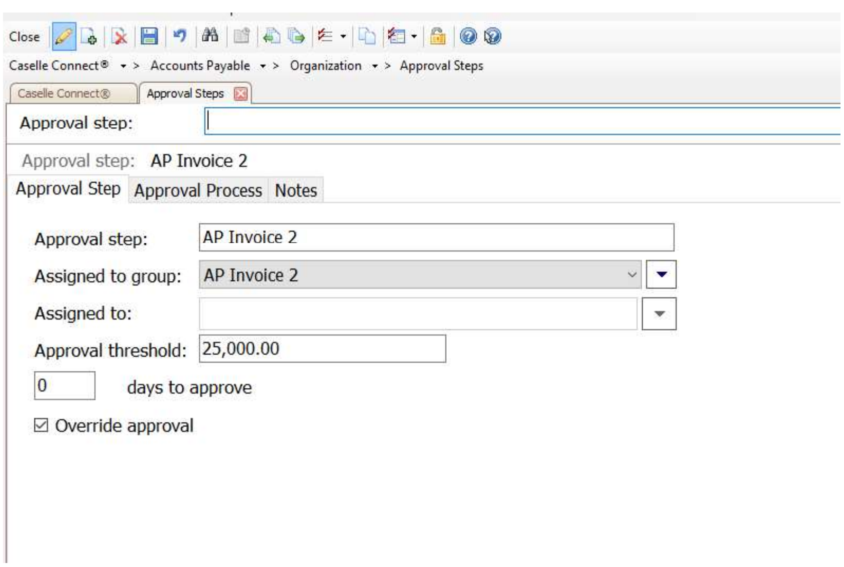


If you have an administrator that is on steps 2 or 3, It is not recommended to have them on any department's step 1.

STEPS

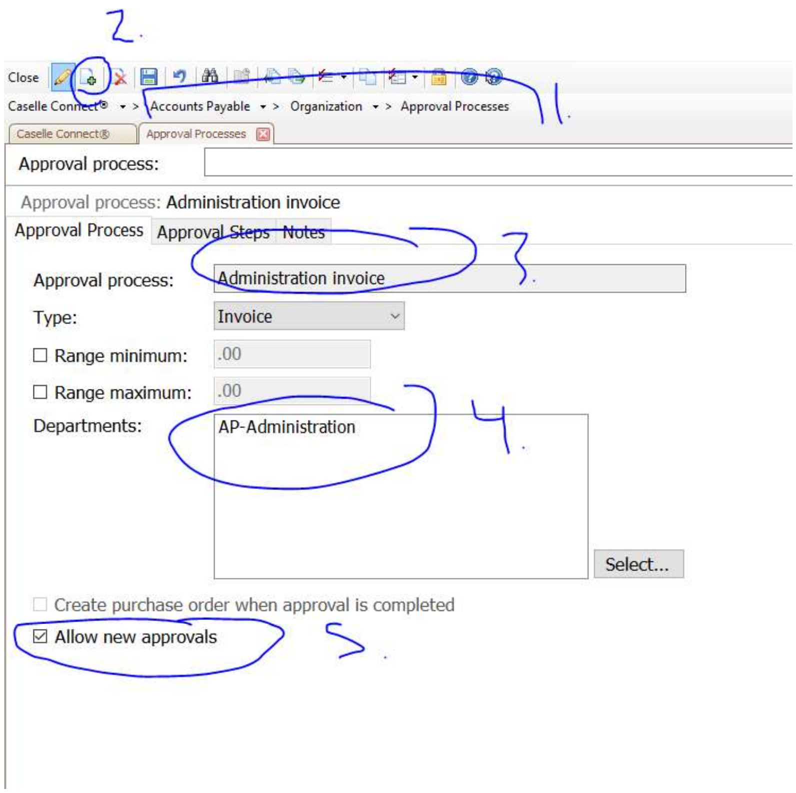


1. When adding the steps. It is recommended that the name be the same as the department.
2. The threshold allows invoices that are below the amount to be auto approved, steps 2 and 3 are usually the ones with threshold amounts.



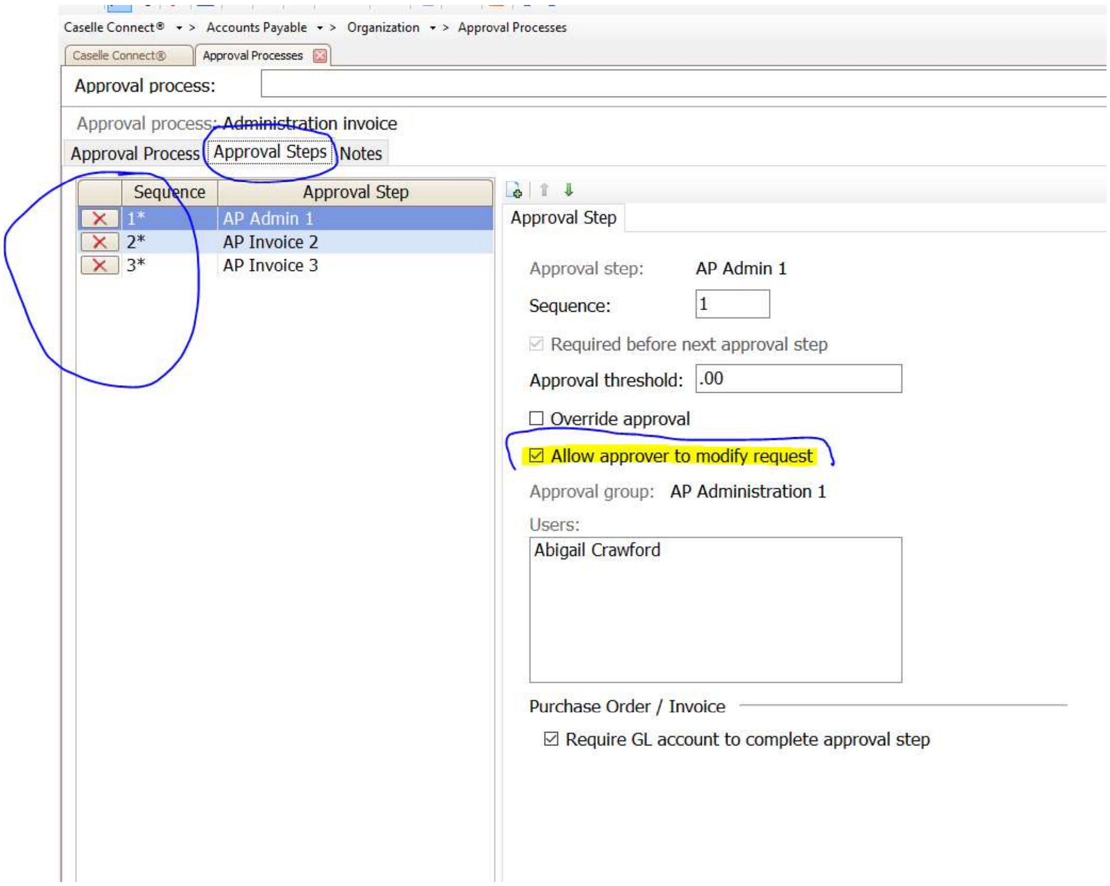
3. The threshold of $25,000.00 tells the invoice detail sequence (not total cost) that if it is below the amount, it will be auto approved and not go through step 2 or 3.
    a. Override approval will allow steps 2 or 3 to approve the invoice if the invoice meets the threshold and they see it before the department head.

PROCESS



When adding the new process, remember to tie it to the correct type of approval. If it is an invoice, it is recommended that the department name and Invoice be the approval process name.

Tie the department **(ONLY 1)** to the process and make sure the box is checked to allow new approvals.



After the process, tie the steps to the process. Remember, the first step should have the name of the department in it.

Always allow the approver to modify the request.

THIS COMPLETED THE SET UP FOR THE APPROVAL PROCESS!

Importing Invoices:

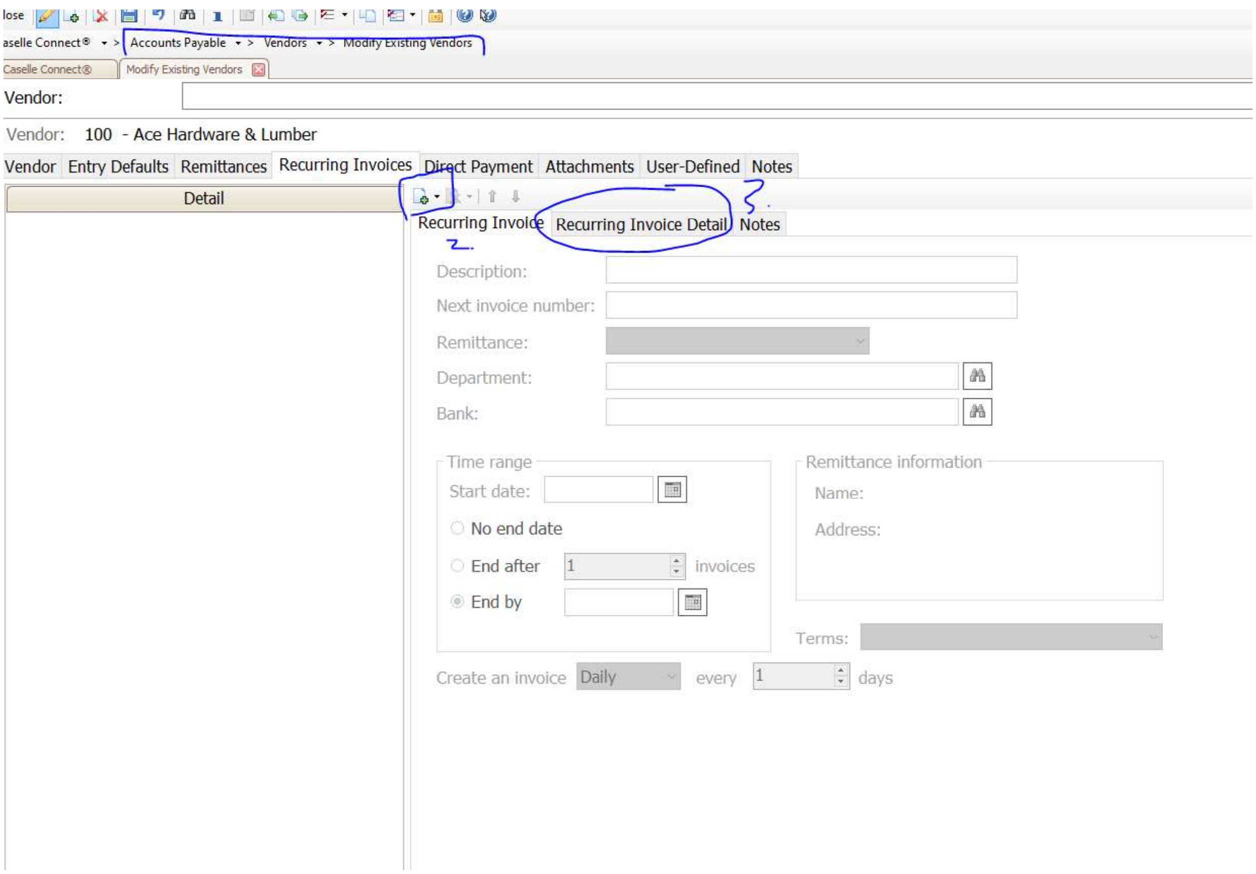
1. On the spreadsheet, it is recommended to have the following columns:

Vendor number, invoice number, invoice date, payment due date, description, GL account, and amount (extended price, not total cost).

1. Remember, the file from Excel does need to be saved as a CSV and CLOSED when importing invoices in Caselle.
2. If you are using miExcel, you do not need to close out, but you need to map on the spreadsheet just like Caselle and validate before importing.

Recurring Invoices:

A recurring invoice is like a phone bill, internet, PO box, etc.



Recurring invoices need to be set up first before doing the detail. You can have multiple details to one recurring invoice, but you need the recurring invoice set up first.

You can create a daily, weekly, monthly, or yearly invoice. If you have a quarterly invoice, create it as a monthly invoice every 3 months. If the invoice goes to a specific department, you can tie it to one, but if it goes to multiple departments, it is recommended to use import invoices, so it goes to the correct approval process. A recurring invoice can only be tied to **ONE** department.