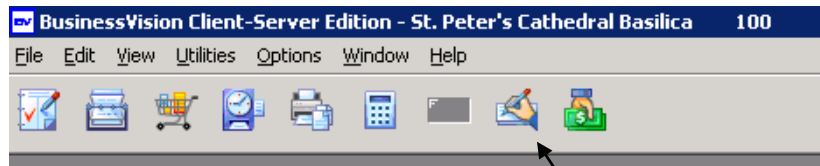


6. Accounts Payable

In this section:

- ❖ Posting Invoices
- ❖ Correcting Invoices
- ❖ Posting Payments
- ❖ Posting Partial Payments to Multiple Invoices for One Supplier
- ❖ Paying a Supplier with Visa/Mastercard
- ❖ Correcting Payments
- ❖ Changing Bank Accounts
- ❖ Batch Payables
- ❖ Instant Cheques
- ❖ HST Calculation

Notes



Posting Invoices

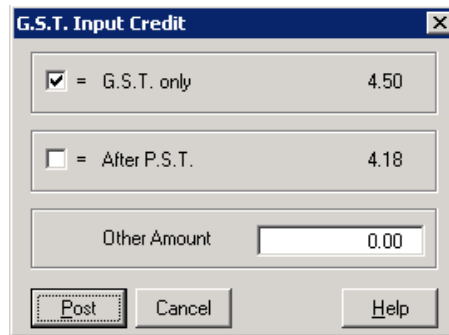
When an invoice is received from a supplier:

1. Open the *Post to Open Items* window in *Accounts Payable*.
2. Click the *Browse* button to the right of the *Supplier Number* field and select the appropriate supplier.
3. Click on the *New Item* button at the top of the *Post to Open Items* window or press *Ctrl-N*. The *Transaction Entry* window will appear.

4. Enter the invoice date or a date in the accounting period in which the expense was incurred in the *Date* field.
5. Enter the supplier's invoice number or, optionally, some other reference if an invoice number is not given in the *Invoice Number* field.
6. Enter the purchase order number in the *Purchase Order Number* field, if applicable. (This is optional.)
7. Enter the total amount of the invoice including taxes, freight, etc in the *Amount* field.

Notes

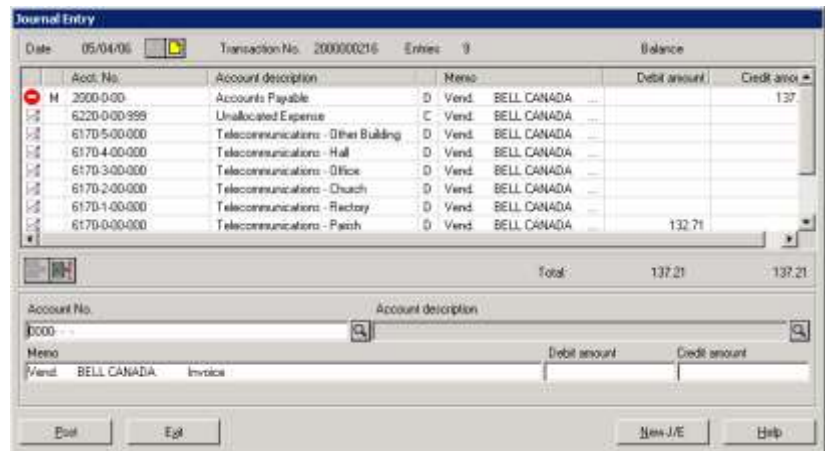
8. Enter the date the invoice should be paid by in the *Due Date* field.
9. Check the *G/L Account* number being displayed to be sure that the transaction will be posted to the proper *General Ledger* account. If the account is correct, proceed to Step 10. If the account is incorrect, press F8 to turn *AutoPost* off. (See the Procedure: *Modifying Journal Entries with AutoPost Off*.)
10. Click on the *OK* button. The *GST Input Credit* window will appear.



The **G.S.T. Input Credit** dialog box contains the following elements:

- A checked checkbox labeled "= G.S.T. only" with a value of 4.50.
- An unchecked checkbox labeled "= After P.S.T." with a value of 4.18.
- An "Other Amount" field with a text input box containing "0.00".
- Buttons for "Post", "Cancel", and "Help" at the bottom.

11. Select the GST amount that matches the invoice or manually enter the amount in the *Other Amount* field if it differs from the choices given. See the Procedure: *GST Calculation* for an explanation of how the GST is calculated in this window.
12. Click on the *Post* button to complete the transaction, the following screen appears. If everything is correct click the *Post* button.



The **Journal Entry** screen displays a table of journal entries and summary information.

Date	Acct. No.	Account description	Memo	Debit amount	Credit amount
05/04/06	M 2000-0-00	Accounts Payable	D Vend. BELL CANADA		137.21
	6220-0-00-999	Unallocated Expense	C Vend. BELL CANADA		
	6170-5-00-000	Telecommunications - Other Building	D Vend. BELL CANADA		
	6170-4-00-000	Telecommunications - Hall	D Vend. BELL CANADA		
	6170-3-00-000	Telecommunications - Office	D Vend. BELL CANADA		
	6170-2-00-000	Telecommunications - Church	D Vend. BELL CANADA		
	6170-1-00-000	Telecommunications - Rectory	D Vend. BELL CANADA		
	6170-0-00-000	Telecommunications - Patch	D Vend. BELL CANADA		
Total:				137.21	137.21

Below the table, there is a section for "Account No." and "Account description" with a search icon. The "Memo" field contains "Vend. BELL CANADA Invoice". At the bottom, there are buttons for "Post", "Exit", "New J/E", and "Help".

Notes

Correcting Invoices

When an invoice has been posted incorrectly it must be reversed and re-entered. If the invoice has not been paid, it will appear in the *Post to Open Items* window. If it has been paid, it will appear in the *Inquiry* window. *AutoPost* should be off (press F8) to modify the correcting journal entry.

When the invoice has not been paid:

1. In the *Accounts Payable, Post to Open Items* window select the appropriate supplier and highlight the incorrect invoice. Note the invoice number for reference.
2. Click on the *View Journal Entry* button on the task bar at the top of the *Accounts Payable* window (*Ctrl-J* will also work). Write down the date, the accounts posted to and the amounts, identifying if they were a debit or a credit. You could also print a *General Ledger Transaction Journal* report using the transaction number for this entry.

Account No.	Account description	Memo	Debit amount	Credit amount
1210-0-00	GST Receivable	Vend. BELL CANADA In.	4.50	
2000-0-00	Accounts Payable	Vend. BELL CANADA In.		137.21
6170-0-00-000	Telecommunications - Parish	Vend. BELL CANADA In.		132.71

	DR	CR
1210-0-00	4.50	
2000-0-00		137.21
6170-0-00-000	132.71	

3. Write down what the reversing entry should be:

	DR	CR
1210-0-00	4.50	4.50
2000-0-00	137.21	137.21
6170-0-00-000	132.71	132.71

Notes

4. Apply a *Credit Memo* to the invoice using the same date, invoice number (prefaced with a "C" to denote a correction), and the amount of the original invoice.
5. Apply the proper GST.
6. Modify the journal entry to be the same as the reversing entry in Step 3.
7. Post the entry.
8. Enter the invoice correctly.

When the invoice has been paid and the amount of the payment does not change:

1. In the *Accounts Payable, Inquiry* window select the appropriate supplier and highlight the payment made to the incorrect invoice.
2. Click the *Unlink* button on the task bar at the top of the window.



3. Go to the *Post to Open Items* window.
4. Follow Steps 1 through 8 above.
5. Flag the new invoice and the payment and click the *Link* button on the task bar.



When the invoice has been paid and the payment also needs to be corrected:

1. Follow Steps 1 - 4 above to correct the invoice.
2. To correct the payment, see the Procedure: *Correcting Payments in Accounts Payable*.

Notes

Posting Payments

When Making a Payment to One Invoice:

1. Open the *Post to Open Items* window.
2. Click the *Browse* button to the right of the *Supplier Number* field and select the appropriate supplier.
3. Flag the invoice to be paid by clicking the box to the left of the invoice date.
4. If there is a discount to be taken the *Available Discount* or *Expired Discount* window will appear. The amount of the discount can be changed. Click *Take Discount* or *No Discount*.

Available Discount	
Terms	2% 10 days
Discount Date	25-Aug-98
Net Amount Due	147.00
Calculated discount	3.00
Discount allowed	3.00

Buttons: Take Discount, No Discount, Cancel, Help

5. Double-click on the invoice to be paid or single-click and then click *New Item*. The *Transaction Entry* window will appear.

A/P Transaction Entry - Apply to Open Item	
Type	Payment
Date	05/04/06
Transaction No.	2000000219
Reference No.	1623
P.O. No.	
Amount	137.21
Due date	00/00/00
Bank account	1010-0-00-000
Chequing - Cdn	
<input type="checkbox"/> Print cheque now	

Buttons: Post, Cancel, Flag, Help

Cheque #

6. The date can be changed to reflect the appropriate accounting period.

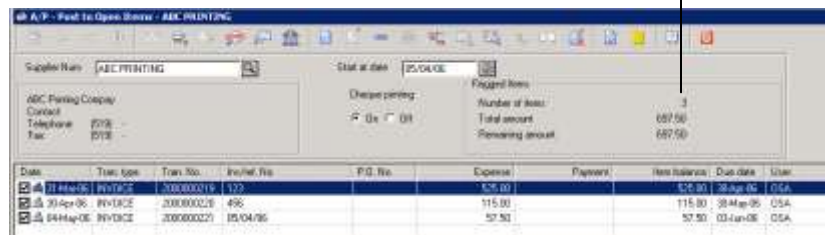
Notes

7. The next available cheque number will appear in the *Reference Number* field if the bank account selected has the *Next Cheque Number* entered and *Cheque Printing* is on. You will need to enter a cheque number if the *Next Cheque Number* has not been set up or *Cheque Printing* is off.
8. The *Amount* will reflect the total of the invoice, less any applicable discounts, and can be changed if necessary.
9. If the bank account is correct proceed to Step 10. If it is not correct exit the transaction and see the Procedure: *Changing Bank Accounts in Accounts Payable*.
10. Click on the *Post* button to complete the transaction. If the invoice was paid in full it will be moved from the *Post to Open Items* window to the *Inquiry* window. If a partial payment was made, a payment entry will appear directly beneath that invoice and the *Item Balance* will reflect the balance remaining. (You can still view paid or closed invoices in *Inquiry*.)

When making a payment to one supplier for multiple invoices:

1. Follow Steps 1 and 2 above.
2. Flag each invoice to be paid by clicking on the box located to the left of the invoice date. Take discounts where applicable. A total of the flagged items will appear in the *Post to Open Items* window.

Flagged Items



Date	Time type	Trans No.	Invoice No.	P.O. No.	Expense	Payment	Item balance	Due date	User
31-Mar-06	INVOICE	300000019	120		105.00		575.80	30-Apr-06	CSA
30-Apr-06	INVOICE	300000020	496		115.00		115.00	30-May-06	CSA
30-May-06	INVOICE	300000021	15/04/06		57.50		57.50	03-Jun-06	CSA

Notes

- Click the *New Item* button at the top of the *Post to Open Items* window or press *Ctrl-N*. The *Transaction Entry* window will appear.

A/P Transaction Entry - New Item

Type	Payment	
Date	05/04/06	
Transaction No.	2000000222	
Reference No.	1623	
P.O. No.		
Amount	697.50	
Due date	00/00/00	
Bank account	1010-0-00-000	
Chequing - Cdn		

Buttons: Post, Cancel, Flag, Help

- Follow Steps 6 and 7 above.
- The *Amount* will reflect the total of all flagged items, less any applicable discounts, and can be changed if necessary.
- Follow Steps 9 and 10 above.

Notes

Posting Partial Payments to Multiple Invoices for One Supplier

1. Open the *Post to Open Items* window.
2. Select the appropriate supplier and double-click the first invoice to be partially paid or single-click and then click *Apply*.
3. Enter the amount to be paid and take note of the cheque number in the *Reference Number* field.
4. Post the payment.

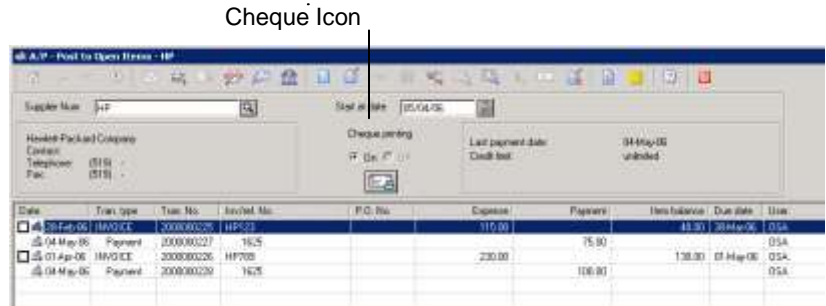
The screenshot shows the 'A/P Transaction Entry - Apply to Open Item' window. The 'Type' is set to 'Payment'. The 'Date' is '05/04/06'. The 'Transaction No.' is '2000000227'. The 'Reference No.' is '1625'. The 'P.O. No.' field is empty. The 'Amount' is '75.00'. The 'Due date' is '00/00/00'. The 'Bank account' is '1010-0-00-000'. The 'Chequing - Cdn' checkbox is checked. The 'Print cheque now' checkbox is unchecked. The 'Post' and 'Cancel' buttons are visible on the right.

5. Double-click the next invoice to be partially paid or single-click and then click *Apply*. The cheque number in the *Reference Number* field should be the same as the first partial payment.

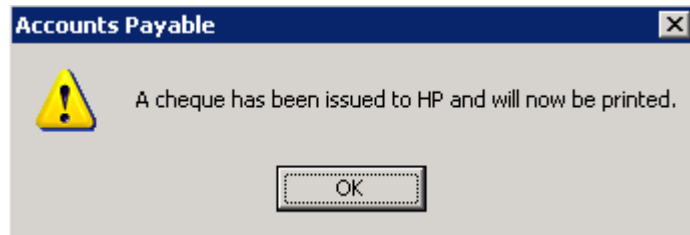
The screenshot shows the 'A/P Transaction Entry - Apply to Open Item' window. The 'Type' is set to 'Payment'. The 'Date' is '05/04/06'. The 'Transaction No.' is '2000000228'. The 'Reference No.' is '1625'. The 'P.O. No.' field is empty. The 'Amount' is '100.00'. The 'Due date' is '00/00/00'. The 'Bank account' is '1010-0-00-000'. The 'Chequing - Cdn' checkbox is checked. The 'Print cheque now' checkbox is unchecked. The 'Post' and 'Cancel' buttons are visible on the right.

Notes

6. Enter the amount to be paid.
7. Post the payment.
8. Repeat Steps 5, 6 and 7 until all partial payments have been posted.
9. The cheque can be printed by clicking on the *Cheque* icon that appears under the *Cheque Printing* section in the *Post to Open Items* window.



Note: If a cheque has not been printed and you exit *Accounts Payable*, or change suppliers, the following message will appear and the cheque will be printed:



Paying a Supplier with Visa/Mastercard

Turn the cheque printing off before processing your payment. Change the reference number from a cheque to MC Pymt (example). Continue processing the payment.




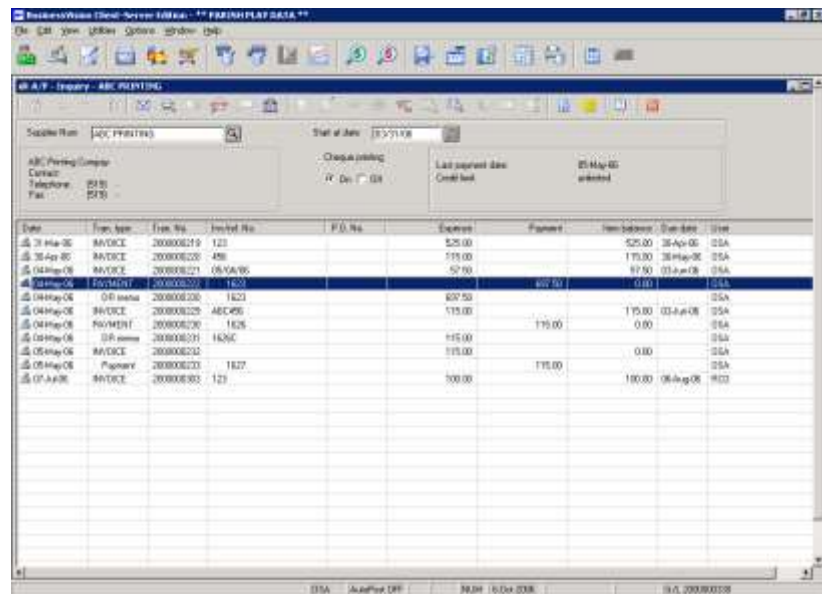
Notes

Correcting Payments




**** This only applies when you are correcting the payment just printed or was printed last month and you have not yet completed your bank reconciliations for the prior month.**

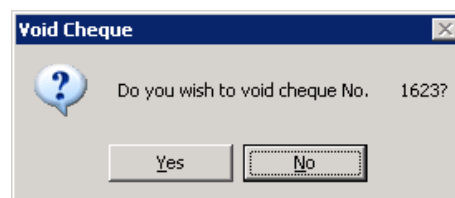
When a payment has been posted incorrectly, for instance if the wrong supplier was paid, it must be reversed and re-entered. If it was a partial payment it will appear in the *Post to Open Items* window. If it was a full payment it will appear in the *Inquiry* window.

1. In *Accounts Payable*, select the appropriate supplier and click the Inquiry Button  highlight the payment to be corrected. Write down the cheque number for reference.



Date	From type	Tran. No.	Invoice No.	P.O. No.	Debit	Credit	Item	Item date	Item
31-Mar-08	INVOICE	200000219	123		525.00			31-Mar-08	02A
31-Apr-08	INVOICE	200000220	486		115.00			31-Apr-08	02A
04-May-08	INVOICE	200000221	08-04-05		507.50			04-May-08	02A
04-May-08	00 Invoice	200000229	1623		607.50			04-May-08	02A
04-May-08	INVOICE	200000229	ABC496		115.00			04-May-08	02A
04-May-08	PAYMENT	200000230	1625			115.00		04-May-08	02A
05-May-08	00 Invoice	200000231	1626		115.00			05-May-08	02A
05-May-08	INVOICE	200000232			115.00			05-May-08	02A
05-May-08	Payment	200000233	1627			115.00		05-May-08	02A
07-Jun-08	INVOICE	200000233	123		500.00			07-Jun-08	02A

2. Click the *Unlink*  button on the task bar at the top of the *Accounts Payable* window or press *Ctrl-U*. Go back to Open Items .
3. Highlight the payment again and click on the  void cheque button. The following screen will appear



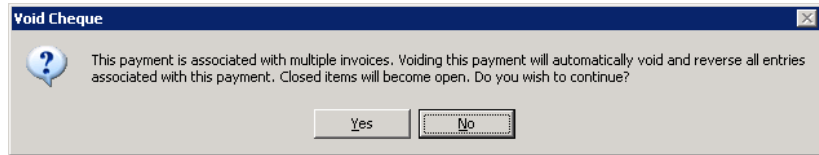
Void Cheque

Do you wish to void cheque No. 1623?

Yes No

Notes

Click yes, and the following will appear



Click yes, system will tell that the cheque has been voided press ok and cheque disappears from open items.

If the payment that is being corrected is further back then the scenario above then repeat steps 1 and 2 above and follow these instructions.

3. Highlight the payment and click on the *View Journal Entry* button on the task bar at the top of the *Accounts Payable* window or press *Ctrl-J*. Write down the accounts posted to and amounts.

	DR	CR
1010-0-00-000		115.00
2000-0-00	115.00	

4. Write down what the reversing entry should be:

	DR	CR
1010-0-00-000	115.00	115.00
2000-0-00	115.00	115.00

5. In the *Post to Open Items* window apply a **Debit Memo** to the payment using today's date, cheque number (prefaced with a "C" to denote a correction), and amount of the original payment.
6. Post the transaction.

Notes

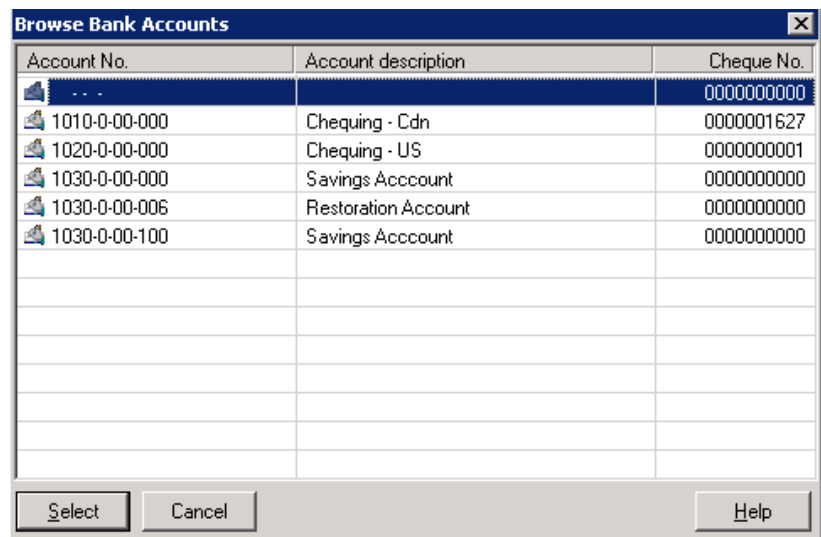
Changing Bank Accounts

When multiple bank accounts are used there may be times when it is more efficient to change the bank account before posting payments in *Accounts Payable*.

1. Click on the Bank Account button at the top of the Post to Open Items window to select the Browse Bank Accounts window.



2. Double-click on the Bank Account from which to process payments.



Note: The *Bank Account* chosen will remain the default bank account for all transactions until you select an alternate bank account or exit the *Accounts Payable* module.

Notes

Batch Payables

The *Batch Payables* module allows you to automate the Accounts Payable function.

1. Open the *Batch Payables* window by clicking on the *Utilities* menu at the top of the window and clicking on *Batch Payables*.
2. In the *Payment Date* field enter the date that you wish to use for posting to the *General Ledger*. You may postdate or backdate the payment. Only those items that are due to be paid on or before the payment date will be selected.

Batch Payables - Selection criteria

Payment date: 05/05/06

Start at Supplier Number: ☒ First

End at Supplier Number: ☒ Last

☒ Set monetary limit: 10,000.00

☐ Set vendor limit: unlimited

☐ Take "expired" discounts

Bank Account: 1010-0-00-000

Buttons: OK, Cancel, Default, Help

3. You may select a single supplier, a range of suppliers or all suppliers. Specific invoices or suppliers that have been placed on hold will be ignored.
4. *Set Monetary Limit* allows you set a maximum dollar amount for the total of all payments. The field has no limit when not checked and defaults to your bank balance when checked.
5. *Set Vendor Limit* allows you to set a maximum dollar amount that can be paid to any given supplier.
6. *Take Expired Discounts* allows you to take discounts based on the rules established in BusinessVision for processing payment discounts.

Notes

Note: *Batch Payables* will always take available discounts. The selection of invoices is based on outstanding invoices in the sub-ledger and the balance outstanding in the supplier file and will not include any open credits (credits not linked to an invoice). If a credit has not been linked to a payment, only those invoices that total less than the outstanding balance in the supplier file will be selected.



Example:

Supplier Account

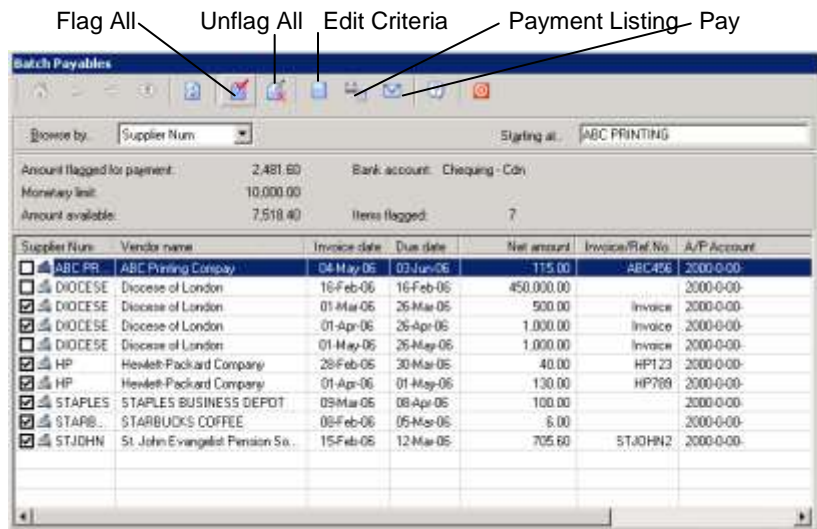
Invoice 1	\$100.00
Invoice 2	100.00
Credit	<u>25.00</u>
Balance	\$175.00

Batch Payables

Invoice 1	\$100.00
-----------	----------

7. The *Bank Account* defaults to the account specified in *Special Accounts* and may be changed by selecting another account from the *Browse* window to the right of the field or entering another account manually.
8. Click OK.
9. A list of invoices will appear based on the criteria entered. The invoices that meet the criteria will be flagged for payment. The invoices that do not meet the criteria will also appear and may be flagged for payment at this time.
10. You may choose to click the *Flag All*  button on the task bar at the top of the window to select all items for payment or you may choose to click the *Unflag All*  button on the task bar and select only those items that are applicable for this cheque run.
11. You may print a *Payment Listing* for review that will show the items that have been flagged for payment.
12. Once you are satisfied with your selection click on the *Post* button on the task bar at the top of the *Batch Payables* window to post the transactions and print the cheques.

Notes



Note: You may stop the *Batch Payables* process and exit from the function before processing cheques. Your work will be saved (including balances and check marks) in a *Provisional Payments* file.

Upon resuming the process you will be advised that a previous batch payables file already exists. You may either keep it and continue where you left off, or you may delete it and start over with the process.

Notes

Instant Cheque

Instant Cheque will allow you to write cheques to *One-Time Suppliers*, *Existing Suppliers* and *Customers*. It will post the invoice and payment directly to the appropriate sub-ledger account.

One-Time Supplier:

1. Select *Instant Cheque* from the *Utilities* menu.
2. The default setting for the *Instant Cheque Wizard* is *One-Time Supplier*.
3. Enter the name of the person or company you are paying. You may also optionally include their address. Click *Next*.

4. Change the default date if necessary. This is the date that will print on the cheque and be used for posting the transaction.
5. Enter the *Amount* of the cheque. The *GST* will be calculated automatically and may be manually changed if required.
6. Enter a *Memo* that describes why the cheque was written. This is a mandatory field. The memo will print on the cheque and be retained in the *NotePad* for this account in *Accounts Payable* for future reference.

Notes

Instant cheque wizard - Step 2 of 3

Date: 05/05/06

Total cheque amount: 115.00

Amount of G.S.T.: 3.50

Memo: Lawn Care for Parish

< Back Next > Cancel Help

7. Select the appropriate *Expense Account* and *Bank Account* and confirm that the *Cheque Number* is correct.

Instant cheque wizard - Step 3 of 3

Expense Account: 5530-0-00-000
Repairs & Maintenance - Grounds

Bank Account: 1010-0-00-000
Chequing - Cdn

Cheque No.: 0000001628

< Back Finish Cancel Help

8. Click *Finish*. The cheque will appear on the screen.

Instant cheque

**** PARISH PLAY DATA ****

333 Clarence Street
ON

No. 0000001628

Date 05-May-06

Pay One Hundred Fifteen Dollars Amount 115.00

To the order of Ms. John Deese
444 Green Lane Blvd
Windsor, ON

Memo Lawn Care for Parish

Print Cancel

Notes

Cheque Wizard – Print
Cheque

9. If all of the information is correct click on the *Print Cheque* button, view and *Post* the entry.
10. If changes need to be made click, on the *Cheque Wizard* button to return to the wizard and make any necessary changes.
11. To view the transaction, open the *Accounts Payable* window and select *Inquiry*. Click on the *Browse* button to the right of the *Supplier Number* and select *~1TIME* (usually found at the end of the list). All Accounts Payable transactions made through the *Instant Cheque* module will be listed. You may identify the details of each cheque by referring to the *Notepad* (accessed by clicking the button on the taskbar at the top right of the *Accounts Payable* window).

Existing Supplier:

1. Select *Instant Cheque* from the *Utilities* menu.
2. Click the radio button located to the left of *Existing* and enter a supplier code or select one using the *Browse* window. The supplier details will appear in the name and address fields automatically. Click *Next*.

Instant cheque wizard - Step 1 of 3

☐ Customer

☒ Vendor

☒ Existing ABC PRINTING

☐ One time

Name: ABC Printing Company

Address: 1000 Toner Lane

City: London Postal Code: N6A 3Y2 Province: ON

Default Next > Cancel Help

3. Follow Steps 4 through 10 above.
4. The invoice and payment will be posted automatically to the suppliers' account in *Accounts Payable* and can be viewed through *Accounts Payable Inquiry*.

Notes

Customer:

This would be used if a customer would like to be refunded by cheque.

1. Select *Instant Cheque* from the *Utilities* menu.
2. Click the radio button located to the left of *Customer* and enter a customer code or select one using the *Browse* window. The customer details will appear in the name and address fields automatically. Click *Next*.

3. Change the default date if necessary. This is the date that will print on the cheque and be used for posting the transaction.
4. Enter the *Amount* of the cheque.
5. Enter a *Memo* that describes why the cheque was written. This is a mandatory field. The memo will print on the cheque and be retained in the *NotePad* for this customer in *Accounts Receivable* for future reference.

Notes

6. Select the appropriate *Bank Account* and confirm that the *Cheque Number* is correct.

Instant cheque wizard - Step 3 of 3

A/C 31200
A/C 31300
A/C 31400
A/C 42120
A/C 42130 Sales Account 0000- - -

A/C 11200
A/C 11300
A/C 11400
A/C 11500
A/C 11600 Bank Account 11010-0-00-000
Chequing - Cdn

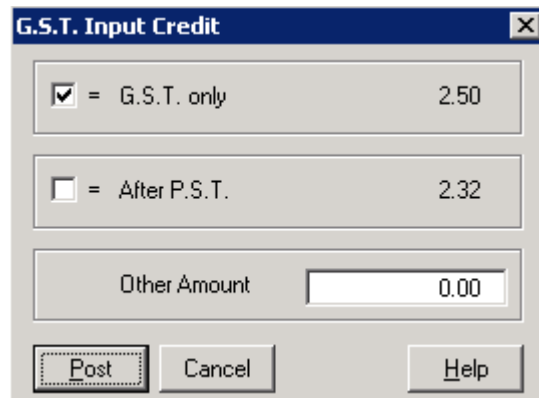
A/C 11200
A/C 11300
A/C 11400
A/C 11500
A/C 11600 Cheque No. 0000001629

< Back Finish Cancel Help

7. Follow Steps 8, 9 and 10 above.
8. A *Debit Memo* will be posted to the customers' account in *Accounts Receivable* **and should manually be linked to the original credit memo.**

Notes**HST Calculation**

This calculation window in the *Accounts Payable* module is used to determine the amount to be debited to the *GST Input Tax Credit* account. PST is not calculated nor is it posted to an account since PST cannot be credited and is considered part of the expense of the purchase.



GST Only is calculated assuming that PST was not included in the total amount entered from the invoice.

Example:

Invoice Total 105.00

GST = 105.00 divided by 1.05 (GST only) multiplied by 5%

= 5.00 (\$2.50 will be posted to the GST Receivable Account and the half of the GST will be posted to the expense account selected. (see example above)

After PST calculates GST assuming that PST was included in the total amount entered from the invoice.

Example:

Invoice Total 113.00

GST = 113.00 divided by 1.13 (GST+ PST) multiplied by 5%
= 5.0