ERP: Accounts Payable

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HOUSEKEEPING

1. Topic Overview
2. Verify Attendees
3. Sign-in Sheet
4. Start/End Time

Session Overview: Accounts Payable

- Create a Vendor
- Verify On-Hold-Status for Vendors
- 1099 Setup and Process
- Mark Related 1099 Transactions
- Create Vendor Invoice Journal (Direct Payment)
- Generate ACH Payments
- Generate Checks Payments
- Run Aging Report

Back to Menu

CREATE A VENDOR

Go to **Procurement and sourcing > Vendors > All vendors.**

Click New.

In the Name field, type a value.

In the Group field, enter or select a value.

In the Known as field, type a value (Optional).

Expand the Addresses section and complete the information.

Expand the Contact information section and complete the information. Select Primary if applicable.

(Optional) Expand the Miscellaneous details and complete information.

Expand the Tax 1099 menu and complete the information. **NOTE:** Complete this information because once a vendor is approved and you need to amend it, it must go through the approval process again.

Click Save and Close the page.

Back to Menu

VERIFY ON-HOLD-STATUS FOR VENDORS

Go to **Procurement and sourcing > Vendors > Vendors on hold.**

If the vendor you wish to use appears in the list, then the vendor is on-hold. You will be able to enter transactions, but you will not be able to approve.

To release the vendor on hold (supervisor approval), Go to the **Maintain** menu **>** On the Vendor hold field, Select No.

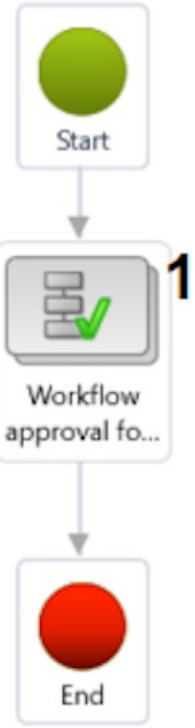
Enter the current or future date in the vendor hold release date field.

Reason code > Approval. Click OK.

Close the page.

Back to Menu

VENDOR CHANGE APPROVAL WORKFLOW



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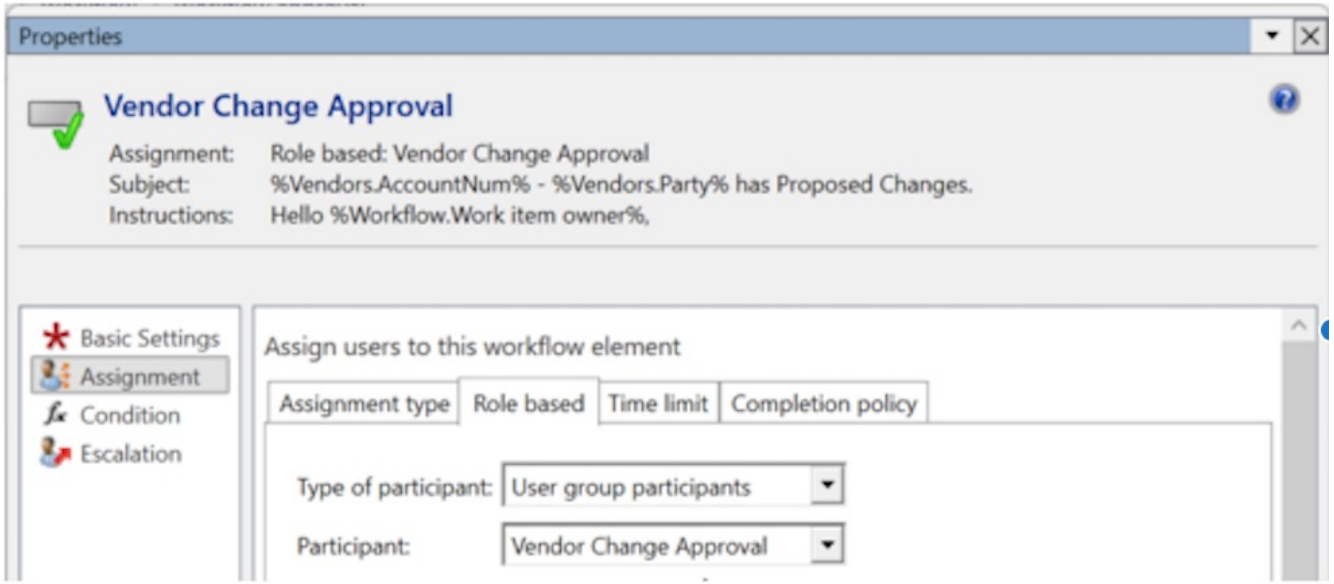


Back to Menu

To Edit Vendor's Information

Go to Modules **> Accounts Payable > All Vendors.**
Click the Vendor account.
Go to Edit.
Make changes as appropriate.
Click Save.
Go to **Workflow** and Click Submit > Submit.
The workflow will move to the authorized personnel (supervisor) who approves vendor account changes.
Supervisor action: Click **Workflow** > Approve > Approve. Wait for the process to complete.

Back to Menu

1099 Setup and Process

Go to Modules > Accounts Payable > **All Vendors.**

Click Edit.

Select the vendor and Expand the Tax 1099 fast tab within the vendor record.

Click to select “Yes” for Report 1099.

Enter the Federal tax ID.

Choose from the list of available Tax ID types and Enter the Federal tax ID.

Choose from the list of available 1099 boxes.

Select the Second TIN checkbox if notified by the IRS twice within 3 calendar years that the payee provided an incorrect taxpayer identification number (TIN).

Select from the list of available choices in the Name to use on the 1099.

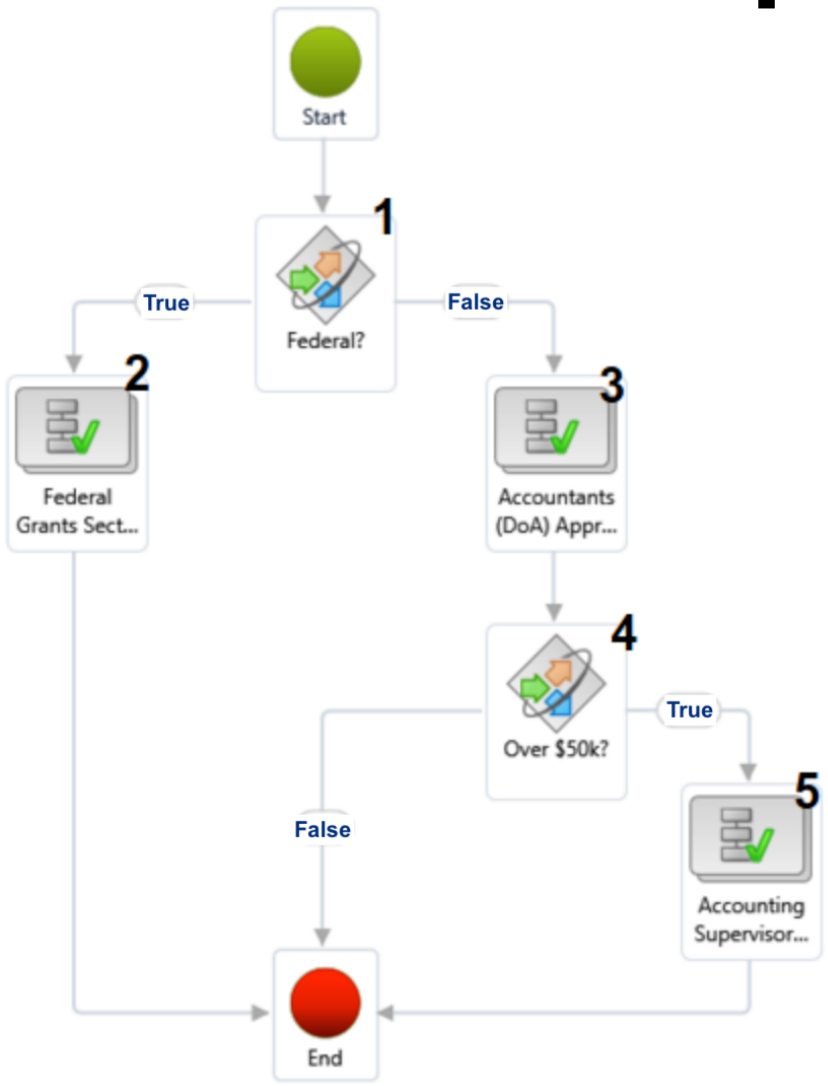
Enter the DBA if applicable.

Enter the alphanumeric name control ID that the IRS requires to be printed on the mailing label to help validate the vendors EIN in Name control.

To set up state 1099 information, go to the **Vendor > Set up > Vendor state tax IDs.**

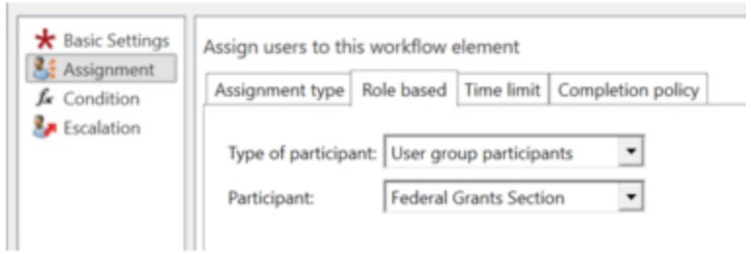
Enter any applicable information in the Vendor state tax IDs form.

Invoice Journal Approval Workflow



1 If the ledger account fund or offset ledger account fund is one of these, this step is true: 101, 105, 681, 682, 683, 687, 688, 690

2



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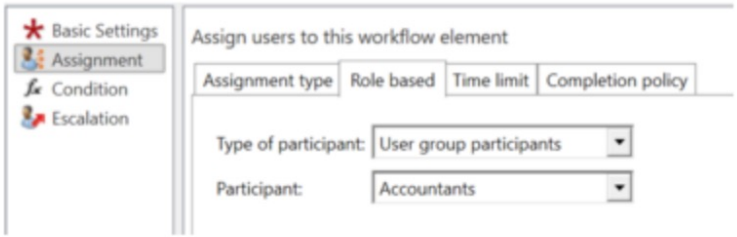

4 If any single debit or credit in the invoice journal is over $50,000, this step is true.

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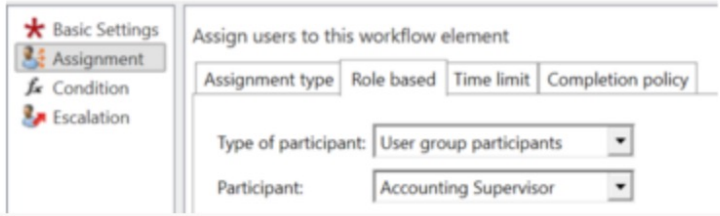


Back to Menu

MARK RELATED 1099 TRANSACTIONS

Go to **Accounts Payable > All Vendors.**

Select the **Vendor > Tax information > Update 1099**.

Enter additional parameter in the vendor update of tax 1099 information form.

Click OK.

Update 1099 button updates all records. This function is beneficial for tagging transactions for a vendor you missed initially setting 1099. If you have already tagged records as only partially 1099 reportable on this vendor, this will retag all records as 100% reportable.

Back to Menu

CREATE INVOICE JOURNAL (DIRECT PAYMENT)

Go to **Accounts payable > Invoices > Pending vendor invoices.**
Click New.
In the Invoice account field, select a value (vendor).
Complete the invoice number, invoice description, and invoice date.
Click Save.
In the Lines menu, Click Add line.
In the list, mark the selected row.
In the Procurement category field, enter or select a value and **Click OK**.
In the Quantity, unit, and price fields, enter the values.
Go to **Lines,** Click on the **Financials > Distribute amounts.**
Click Save. Go to **Financials > Select Perform budget checking**.
Click Save. Wait for the process to complete.

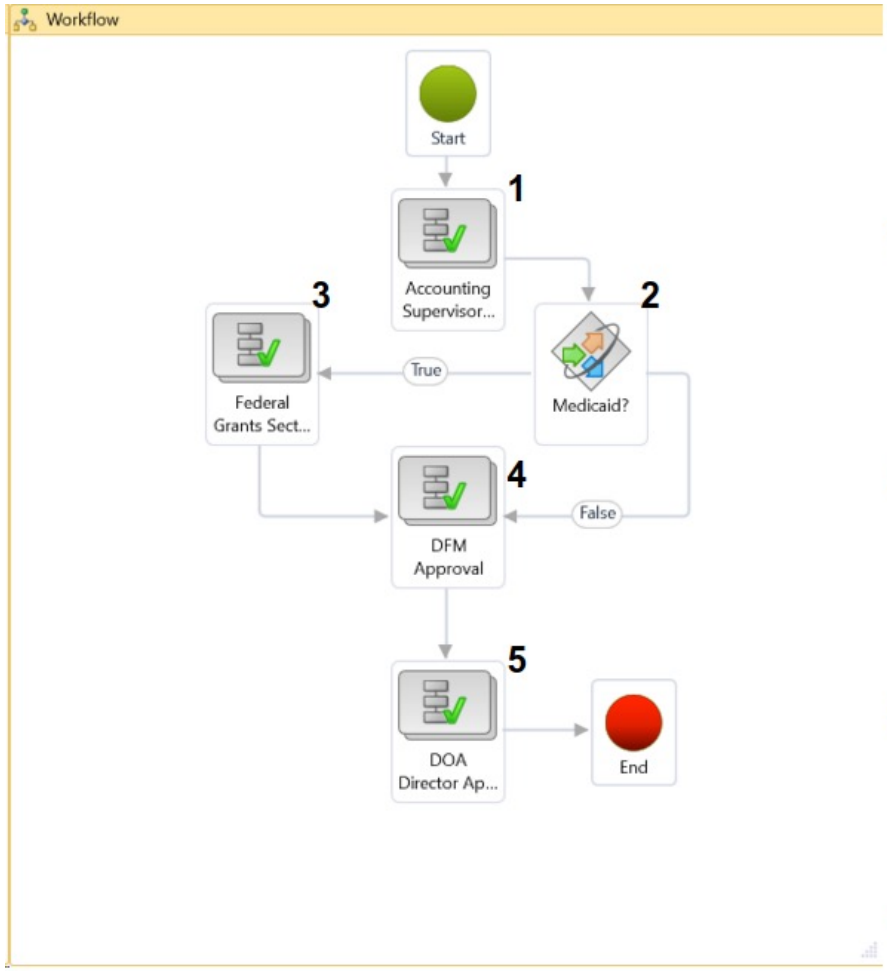
Back to Menu

CREATE INVOICE JOURNAL (DIRECT PAYMENT)

continued from the previous slide.

Go to **Workflow** > Submit > Submit.
Go to **Lines,** Click on the **Financials** > Distribute amounts.
Click Save.
Go to **Financials** > Perform budget checking.
Go to **Attachments** (paperclip icon) and upload supporting documents.
Click Post.
Close the Page.

Payment Journal Approval Workflow



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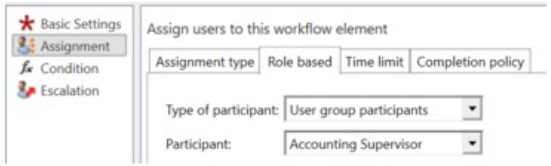

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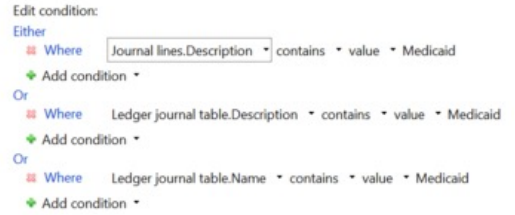

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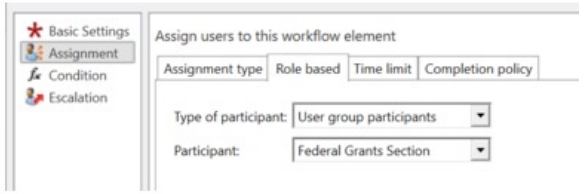

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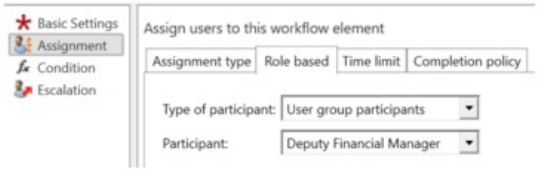

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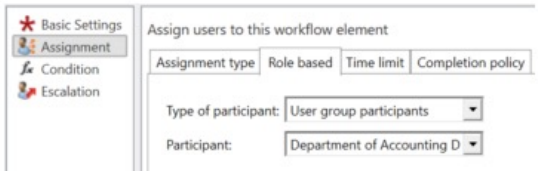

Back to Menu

CREATE PAYMENT JOURNAL

Go to Accounts payable > Payments > Vendor payment journal.
Select the Journal batch number.
Click **Lines** on the top menu.
Click on **Delete** to remove the line item to perform the next step.
Click on **Payment proposal > Create payment proposal.**
Enter the Invoice Selection Criteria.
Select the lines you don’t want to pay and Click remove.
Click **Create Payment.**
Click Save.
Close the page.

Back to Menu

GENERATE CHECKS PAYMENTS

Go to the Vendor payment journal and Select the journal batch number. Note: the row where your cursor is at is the current journal batch number you are working on.

Click **Workflow** > Submit > Submit. Wait for the process to complete.

Workflow > Approve > Approve (supervisor's approval). Wait for the process to complete.

Workflow > Approve > Approve (DFM's approval). Wait for the process to complete.

Workflow > Approve > Approve (Director's approval). Wait for the process to complete.

Go to Lines > Generate payments > Generate payments.

Open parameters > Payment method (Check).

Select a Bank account. Click OK.

Click Document and Select where to print checks (e.g., Screen).

Click OK.

Click on Payment advice > Screen.

Turn on the Payment advice toggle to Yes.

Click OK. (Check and payment advice will print).

Checks will download to PDF, and Payment advice will print to Screen.

Back to Menu

GENERATE ACH PAYMENTS

Go to the Vendor payment journal and Select the journal batch number. Note: the row where your cursor is at is the current journal batch number you are working on.
Click **Workflow** > Submit > Submit. Wait for the process to complete.
Workflow > Approve > Approve (supervisor's approval). Wait for the process to complete.
Workflow > Approve > Approve (DFM's approval). Wait for the process to complete.
Workflow > Approve > Approve (Director's approval). Wait for the process to complete.
Go to **Lines** > Generate payments > Generate payments.
Open parameters > Payment method > ACH.
Export Format > NACHA. Select Bank account > Click OK.
Select Bank account. Click OK.
Click the Control report menu, Enter the Effective Date, and Select Yes to the Control report and Payment advice.
Click on the Payment advice menu and Select Screen.
Select Ok.

Back to Menu

Run Aging Report

Go to **Accounts payable > Inquiries and reports > Vendor aging report.**
In the Aging as of field, enter a date.
In the Balance as of field, enter a date.
In the Aging period definition field, enter or select a value.
The report will print to screen.
To Export the file, Select Export and select a value in the dropdown menu.
Close the page.

Please complete the post-training survey:
https://s.surveyplanet.com/fhpkg489

THANK YOU!

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