

SedonaOffice

The #1 Financial Software for Security Companies

Accounts Payable Reference Guide

Last Updated: January 8, 2010

About this Guide

This Guide is for use by SedonaOffice customers only. This guide is not meant to serve as an operating or training manual, its purpose is to provide an overview of the content contained within, and to be used as a reference guide only.

SedonaOffice reserves the right to modify the SedonaOffice product described in this guide at any time and without notice. Information in this guide is subject to change without notice. Companies, names and data used in examples herein are fictitious unless otherwise noted. In no event shall SedonaOffice be held liable for any incidental, indirect, special, or consequential damages arising out of or related to this guide or the information contained herein. The information contained in this document is the property of SedonaOffice.

This guide may be updated periodically, be sure to check our website at www.sedonaoffice.com for the most current version.

Copyright 2010

Table of Contents

About this Guide	2
Accounts Payable Setup	4
G/L Account Defaults (AP)	4
A/P Setup Processing	5
Shipping Methods	7
Tax Agency	8
Vendor Type	9
Terms	10
Vendors	11
Accounts Payable Processing (Overview)	12
Purchase Orders	13
Purchase Order Receipt	16
Entering Accounts Payable Bills	18
Bill from a Purchase Order	18
Paying Bills	22
Paying Bills / Applying Vendor Credits	24
Paying Bills with a Credit Card	27
G/L Account Setup for A/P Credit Card Payments	27
Printing Checks	28
Manual Check Writing – Write Checks Function	30
Writing a Check to a Vendor	30
Writing a Check to a Non-Vendor	31
Recurring Payments	32
Recurring Bills	34

Accounts Payable Setup

G/L Account Defaults (AP)

The *G/L Account Defaults* allows you to specify default General Ledger accounts to be used for processing accounts payable transactions. No manual journal entries should be made into any of the accounts on this form.

You will select default G/L Accounts for Accounts Payable, Primary Checking Account, Inventory Receipt Account, Customer Refunds Account, Inter-Branch Billing Account, Pre-Pay A/P, and an A/P Discount account from your Chart of Accounts.

GL Accounts for A/P	
GL Setup for A/P	
Accounts Payable	20000 <i>Accounts Payable*</i>
Primary Checking	10010 <i>Primary Checking Account*</i>
Inventory Receipt	20010 <i>Inventory Receipts*</i>
Customer Refunds	23000 <i>Customer Refunds*</i>
Inter-Branch Billing	20020 <i>Inter-Branch Bills*</i>
Pre-Pay Account	14000 <i>Prepaid A/P*</i>
Discount Account	69010 <i>Discount Expense*</i>

A/P Setup Processing

The *Setup Processing* for Accounts Payable form allows you to specify default information related to Purchase Orders, Check Printing, GST Tax information for accounts payable bills (Canadian use only), and other accounts payable related information.

AP Setup Processing

Purchase Order Setup

- Auto Create PO Numbers
- Next PO Number:

Check Options

- Allow Printed and Voided Checks to be edited.
- Show Account Balance

GST Information

- GST Information
- GST Number:
- GST Rate:
- GST Pay Account: Sales Tax Payable

Other

- Enter Separate Posting Date for Bills and Credits
- Auto Update Purchase Price when Billed
- Allow Receipt of Part Over Shipment

Purchase Order Setup

- **Auto Create PO Numbers** - select whether you want the system to automatically assign Purchase Order Numbers or if you will enter your own numbers. If you decide to let the system automatically assign Purchase Order Numbers, you will need to enter the starting PO Number.

- **Next PO Number** – If you have selected to auto create PO numbers, you must enter a starting PO number.

Check Options

- **Allow Printed and Voided Checks to be Edited** – If this option is selected, a User will be able to make changes to a printed or voided accounts payable check.
- **Show Account Balance** – Selecting this option will print the Vendor open accounts payable balance on the stub of accounts payable checks.

GST Information

This section is used for companies operating in Canada only.

- **GST Number** – Enter the government issued Goods and Services Tax identification number for your company.
- **GST Rate** – Enter the current GST tax rate that will be used on accounts payable bills and credits.
- **GST Pay Account** – Select the general ledger account number to use for posting GST tax on accounts payable bills and credits.


Other

- **Enter Separate Posting Date for Bills and Credits** – Selecting this option will enable a posting date field on the accounts payable bills and credits form. This allows you to enter the date you want the transaction to post to the general ledger. Normally the general ledger posting date is the date of the accounts payable bill or credit. The posting date entered must be in an accounting period with an open or re-opened status.
- **Auto Update Purchase Price when Billed** – If this option is selected, when an accounts payable bill is entered for an inventory parts receipt and the amount being billed is different than the amount at which the parts were received, the application will automatically update the current purchase cost of the part for the vendor when the bill is saved.
- **Allow Receipt of Part Over Shipments** – If this option is selected, the system will allow you to receive more parts on a purchase order than were actually ordered. Uncheck this option if you want to only receive the quantity that was ordered and no more.

Shipping Methods


Shipping Methods are appear on Purchase Orders and are selectable from the list that is created in this setup table. The shipping method is the method in which you want your Vendor to ship materials to your warehouse.

Shipping Method

 Shipping Method

Shipping Method	Description	Inactive
FedEx Ground	Federal Express Ground	N
FedEx Overnight	Federal Express-Overnight	N
Pickup	Pickup	N
UPS Ground	UPS Ground	N
UPS Overnight	UPS Overnight	N

Include Inactive

 Shipping Method Edit

Shipping Method Inactive

Description

Tax Agency

A *Tax Agency* is a jurisdiction to whom your company will remit sales tax that was collected from your customers. Tax Agencies may be a state, county, city or any other entity to whom sales tax is remitted.

If your company does not collect and remit sales tax to a government agency, you should still set up a Tax Agency for the state in which your main office is located.

Tax Agency

Tax Agency

Vendor	Business Name	Current Balance
CA Franchise Tax Board	CA Franchise Tax Board	\$0.00
MI Dept of Revenue	MI Dept of Revenue	\$0.00

Include Inactive

Tax Agency Edit
 Inactive

Vendor Code	<input type="text" value="MI Dept of Revenue"/>	Branch	<input type="text" value="MI"/>		
Vendor Type	<input type="text" value="Sales Tax Agency"/>	Category	<input type="text" value="G & A"/>		
Name	<input type="text" value="MI Dept of Revenue"/>				
Address ...	<input type="text" value="Address 1 goes here"/> <input type="text" value="Akron, OH 44301"/>				
		Federal Id	<input type="text" value=""/> - <input type="text" value=""/>		
		Social Sec #	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>		
		<input type="checkbox"/> Issue 1099			
Contact 1	<input type="text"/>	Exp Account	<input type="text"/>		
Phone	<input type="text"/>	Default Cost	<input type="text" value="0.00"/>		
Fax	<input type="text"/>	Terms	<input type="text" value="Due On Receipt"/>		
Contact 2	<input type="text"/>	Credit Limit	<input type="text" value="0.00"/>		
Phone	<input type="text"/>				

Vendor Type

The *Vendor Type* setup table provides a means to classify your Vendors, and may be used for reporting purposes. The Vendor Type is a required field on each Vendor record.

The sample list of Vendor Types delivered with your database contains three “protected” vendor types. Each of these has a special functionality within the software application and cannot be deleted or modified.

- **Parts Supplier** – Used to identify Vendors from whom your company purchases inventory parts.
- **Sales Tax Agency** – Used only for municipalities to whom you remit sales tax that was collected from your customers.
- **Service Provider** – Used for subcontractors your company uses to Service your customer systems on a service ticket. If a Vendor is created and the vendor type of Service Provider is selected, an entry is also made into the Service Company setup table. This vendor type is ***not*** to be used for subcontractors used for installation jobs.

Vendor Type

Vendor Type

Vendor Type	Description	Inactive
Credit Card	Credit Card	N
Employee	Employee	N
Government Agency	Government Agency	N
Insurance	Insurance	N
Office Supplies	Office Supplies	N
Outside Services	Outside Services	N
Parts Supplier	Parts Supplier	N
Professional	Professional Services	N
Sales Tax Agency	Sales Tax Agency	N
Service Provider	Service Provider	N
Sub Contractor	Sub Contractor	N
Unknown	Unknown	N
Utilities	Utilities	N

Include Inactive

Vendor Type Edit

Vendor Type:

Description:

Inactive

Terms

A default *Term Code* is assigned to each Vendor record. For each accounts payable bill that is entered, the terms code assigned to the vendor will be the default, however, you may override the Terms Code on any bill.

General

- **Term Code:** Enter a Terms Code that is easily identifiable by the user that will be making selections during data entry.
- **Description:** Enter a description for the Terms Code.

Aging Based On

- **Invoice Aging Date (A/R Only):** Is used for Aging purposes. This determines at which point Invoices will appear as past due.
- **Due Date:** The number of days from the invoice date that the invoice is due to be paid.

A/P Discounts

If the term code is to be used for an Accounts Payable term and the Vendor offers discount terms, you will enter the number of days in which the invoice must be paid and the percentage that will be deducted from the bill amount for the discount.

- **Discount Days:** The number of days from the bill date that the discount is valid.
- **Discount %:** The discount percentage you will be taking from the bill amount.

Terms

Terms

Term	Description	Days Due	Based On	Disc Days	Disc %
2-10 N-30	2-10 N-30	30	Due Date	10	2
Conv Invoice	Terms for converted invoices	0	Aging Date	0	0
Due On Receipt	Due On Receipt	0	Aging Date	0	0
Net 10	Net 10	10	Due Date	0	0
Net 30	Net 30	30	Due Date	0	0

Include Inactive

General

Term Code: Inactive

Description:

A/R Aging Based On

Invoice Aging Date (A/R Only)

Due Date

Days Net Due:

A/P Discounts

Discount Days:

Discount %:

Invoice and Bill Due Date will be (Date of Invoice + Days Net Due)

Vendors

If using the Accounts Payable module, you will need to create one record for each *Vendor* from whom you receive bills for materials or services. The Vendor records created will be selectable from the drop down list when creating Purchase Orders, entering Vendor bills or receiving parts.

Required fields on the Vendor setup form are: Vendor Code, Vendor Type, Name, Address, Branch, Category, Terms.

The SedonaSetup form for Vendors is currently being redesigned. You will need to create your Vendor records from the main application. Navigate to the main application menu tree and select Accounts Payable/Vendors. Press the new button at the bottom of the Vendor List to enter a new Vendor. Press the Save button when finished.

S Vendor ADI Edit

Vendor Code: Category:

Vendor Type: **Open Bills** 4,167.22

Branch: **Open Credit** 1,928.70

Net Due to Vendor 2,238.52

Vendor | Bills | Credits | Payments | PO's | Receipts | Returns | GL Journal | GL Accounts | Parts | Supplier Information | Notes

Vendor Information

Name:
 Address ...:
 Contact 1:
 Phone:
 Fax:
 Contact 2:
 Phone:

Identification

Federal Id: -
 Social Sec #: - -
 Issue 1099

Payables

Exp Account:
 Default Cost:
 Terms:
 Credit Limit:
 GST Exempt:
 PO Memo:

Payments

Checks Payable To:
 Address ...:
 Check Memo:

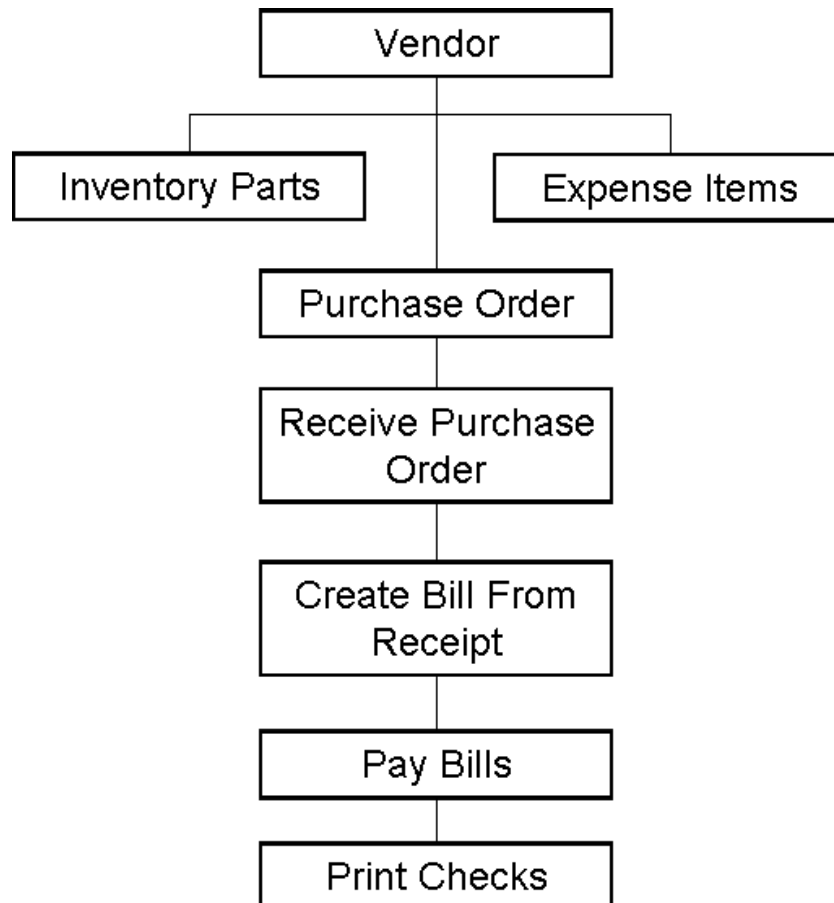
Notes

Inactive

Save Close

Accounts Payable Processing (Overview)

The accounts payable system within Sedona Office is designed to be used with the use of Purchase Orders. If your company has elected not to use Purchase Orders, you may still enter and pay bills, however will lose much of the tracking and reporting functionality provided by the use of Purchase Orders.



Purchase Orders

A Purchase Order is used to order inventory parts or services from a Vendor. A Purchase Order may be created from a Job, a Service Ticket, the Purchase Order List or the Vendor record.

Purchase Orders may be linked to a Job Number or a Service Ticket Number for costing purposes.

Ticket # 7009

Customer: 10052 Dervishian Medical
 Site: Dervishian Medical, 78 Plymouth Road, La Mirada, CA 90638

Status: Scheduled
 Created: 9/10/2008 10:41:46 PM
 Created By: administrator

Over 30

Ticket | Custom Fields | Tech Appt | Billing | Field Notes (0) | **Parts** | Labor | Other | Equip List | History | PO | Log | Journal

Stock	Technician	Part	Description	Location	Qty	Unit Price	Total Price	Tax
<input type="checkbox"/>	Ben Bainbridge	6137	6137 Large Ke...		1	202.20	202.20	19.21

Sub Total Parts: Cost 202.20, Tax 19.21

Tech: Ben Bainbridge, Quantity: 1
 Part: 6137, Unit Price: 202.20
 Description: 6137 Large Keypad, Total Price: 202.20
 Location: , Tax: 19.21

Issue From Stock

COGS Account for this Ticket is: 50000

Buttons: Save, New, Remove, Save, Close

Ticket # 7009

Customer: 10052 Dervishian Medical
 Site: Dervishian Medical, 78 Plymouth Road, La Mirada, CA 90638

Status: Scheduled
 Created: 9/10/2008 10:41:46 PM
 Created By: administrator

Over 30

Ticket | Custom Fields | Tech Appt | Billing | Field Notes (0) | Parts | Labor | Other | Equip List | History | **PO** | Log | Journal

PO #	Vendor	Amount	Ordered	Due	Back Ordered	Full Rcpt

Buttons: New, Edit, Save, Close

Purchase Order for a Service Ticket

New Purchase Order

Vendor Code: ADI Branch: CA Category: Service Print Now Direct Expense

Purchase Order

Ship To: ADI, 231 West 42nd St, New York, NY 10024, Phone: (800) 555-4321, Fax: [Redacted]

Ship To: 122 Magnolia, Riverside, CA 92505

Warehouse: CT 202 PO Number: 1037 Order Date: 1/19/2009 Ship Date: [Redacted] Method: Pickup Trading #: [Redacted] Parts Due Date: [Redacted] Service Ticket: 7009 *Dervishian Medical*

Acknowledged Select from All Parts

No Special Order Parts Allowed

Part	Description	Vendor Part	Quantity	Cost	Amount	Rcvd	BO
6137	6137 Large Keypad	6137	1	67.40	\$67.40		<input type="checkbox"/>

Memorandum: All bills submitted for payment must reference a Purchase Order number.

Total Cost \$67.40
Received Cost \$0.00

Closed

Purchase Order for Stock Parts

Purchase Order List

Vendor: < All Vendors >

	PO Number	Vendor	Order Date	Due Date	Type	Number	Amount	Received	Memo
<input checked="" type="checkbox"/> CA									
<input checked="" type="checkbox"/> CA Main	1034	Security Services	1/15/2009		SVC	7012	2.00	0.00	
<input checked="" type="checkbox"/> CT 201	1011	ADI	6/1/2008		JOB	104	20.00	0.00	
<input checked="" type="checkbox"/> CT 202	1016	ADI	12/26/2008	12/26/2...	JOB	118	989.00	0.00	
<input checked="" type="checkbox"/> CT 203	1033	Dell	1/15/2009	1/22/2009	JOB	118	3522.00	0.00	
<input checked="" type="checkbox"/> CT 204									
<input checked="" type="checkbox"/> CT 205									
<input checked="" type="checkbox"/> CT 206									
<input checked="" type="checkbox"/> MI									
<input checked="" type="checkbox"/> MI Main									
<input checked="" type="checkbox"/> MT 100									
<input checked="" type="checkbox"/> MT 101									
<input checked="" type="checkbox"/> MT 102									
<input checked="" type="checkbox"/> MT 103									
<input checked="" type="checkbox"/> MT 104									
<input checked="" type="checkbox"/> MT 105									

Select All Invert Selection Show Closed Purchase Orders Receive Edit **New** Close

New Purchase Order

Vendor Code: ADI Branch: CA Category: Service Print Now Direct Expense

Purchase Order

Ship To: 122 Magnolia, Riverside, CA 92505

Warehouse: CA Main PO Number: 1038 Order Date: 1/19/2009

Method: UPS Ground

Acknowledged Select from All Parts

Parts: \$8,344.90 Expense: \$0.00 **No Special Order Parts Allowed**

Part	Description	Vendor Part	Quantity	Cost	Amount	Rcvd	BO
V128FB-PAK1	Vista-128FB Kit	V128FB-PAK1	5	374.3500	\$1,871.75		<input type="checkbox"/>
Vista-40 PAK1	Vista-40 PAK1 Kit	Vista-40 PAK1	10	417.00	\$4,170.00		<input type="checkbox"/>
6137	6137 Large Keypad	6137	10	67.40	\$674.00		<input type="checkbox"/>
6150	6150 LCD Keypad	6150	10	46.99	\$469.90		<input type="checkbox"/>
995	995 Recessed Motion Detector	995	25	35.45	\$886.25		<input type="checkbox"/>

Memo: All bills submitted for payment must reference a Purchase Order number.

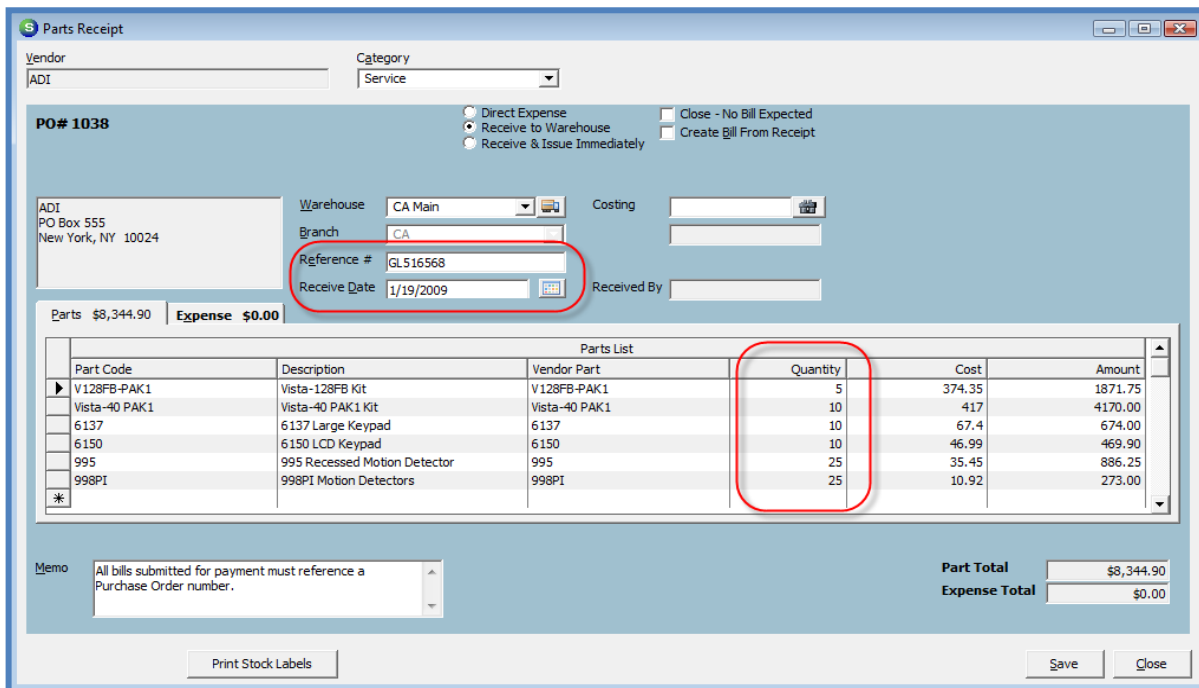
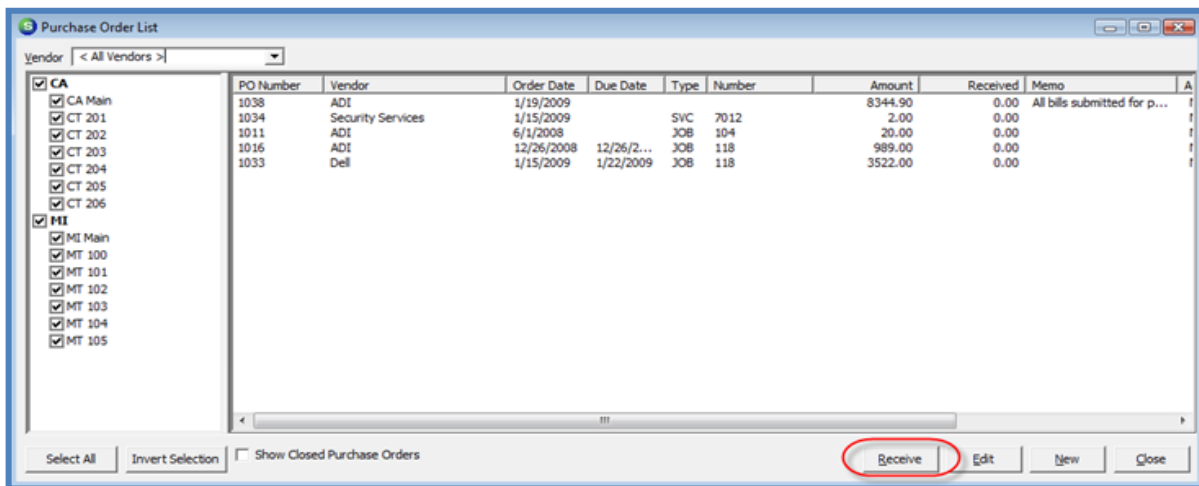
Total Cost: \$8,344.90 Received Cost:

Closed OK Cancel

Purchase Order Receipt

Receiving a Purchase Order creates a Receipt record that is later used to create the Accounts Payable Bill. A list of Purchase Order Receipts is viewable from the Vendor Explorer.

The User receiving the Purchase Order will enter the date of the receipt in the *Receive Date* field, verify the number of parts ordered and received. Typically, the Invoice or Shipping Document number is entered into the Reference field by the User.



G/L Transaction from the Parts Receipt

Journal Entry

Register No. 382 Register Type: RCPT

Journal Information

Branch: CA

Date: 1/19/2009

Primary Account: 20010
*Inventory Receipts**

Reference: GL516568

Show Job Costing Show Branches

General Ledger						
Account	Description	Debit	Credit	Memo	Branch	Category
20010	Inventory Receipts*		8,344.90	All bills submitted	CA	
12000	Inventory*	8,344.90			CA	Service

Vendor Explorer – Receipts List

When viewing the list of Purchase Order Receipts for a Vendor, the items displayed in a red font indicate a bill was entered for that receipt.

ADI

Vendor Information: ADI
231 West 42nd St
New York, NY 10024

Betty Smith
(800) 555-4321

Vendor Code: ADI
Vendor Type: Parts Supplier
Branch: CA
Category: Installation
Terms: Net 30

Open Bills: \$25,056.52
Open Credits: \$0.00
Net Due to Vendor: \$25,056.52
Credit Limit: \$0.00

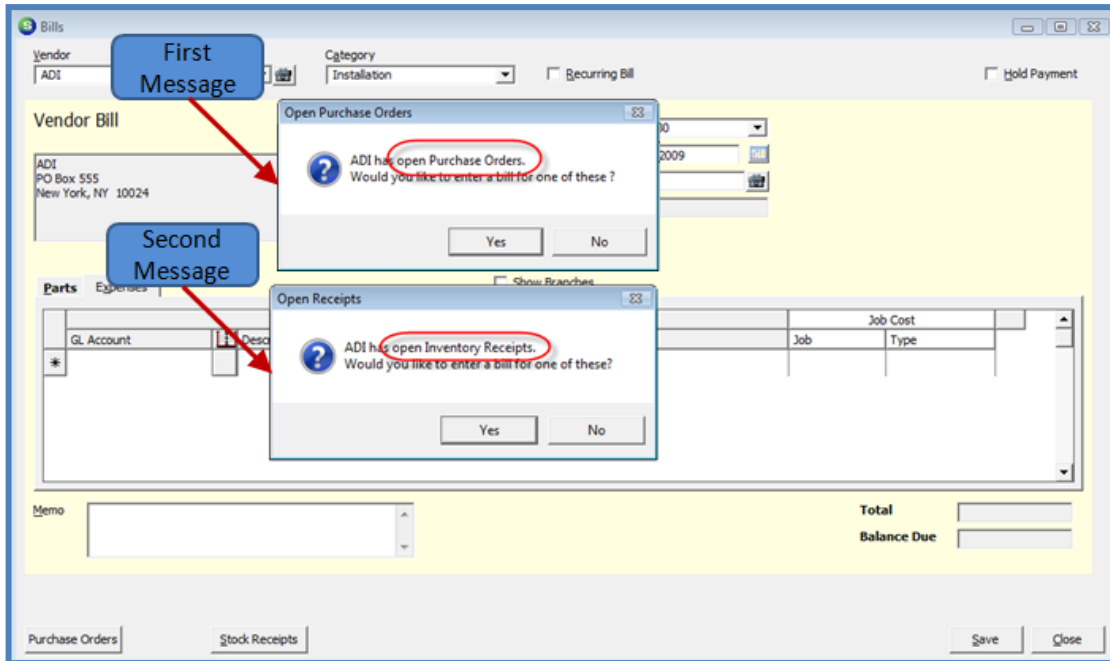
Reference	Date	Type	Job/Svc #	PO/RMA #	Warehouse	Received By	Cost	DE
GL516568	01/19/2009	OTH		1038	CA Main	Administrator	8,344.90	N
4035	01/15/2009	OTH		1029	CA Main	Administrator	94.65	N
GH2316516	01/11/2009	JOB	116	1021	** Direct Expense **	Administrator	252.39	Y
36663	12/31/2008	JOB	100	1015	CA Main	administrator	4.90	N
87987	12/30/2008	JOB	101	1001	CA Main	Administrator	1,306.32	N
3426	12/30/2008	OTH		1002	CA Main	Administrator	25,326.00	N
GH1234	12/29/2008	JOB	122	1017	MI Main	Administrator	374.35	N
908798	11/14/2008	JOB	100	1000	MI Main	Administrator	2,134.69	N
13215	07/15/2008	JOB	106	1012	CA Main	administrator	1,876.13	N
321123	06/01/2008	JOB	102	1007	CA Main	Administrator	1,431.26	N
12123123	06/01/2008	OTH		1009	CA Main	administrator	30.00	N
87984	06/01/2008	OTH		1010	MI Main	administrator	12.50	N

Entering Accounts Payable Bills

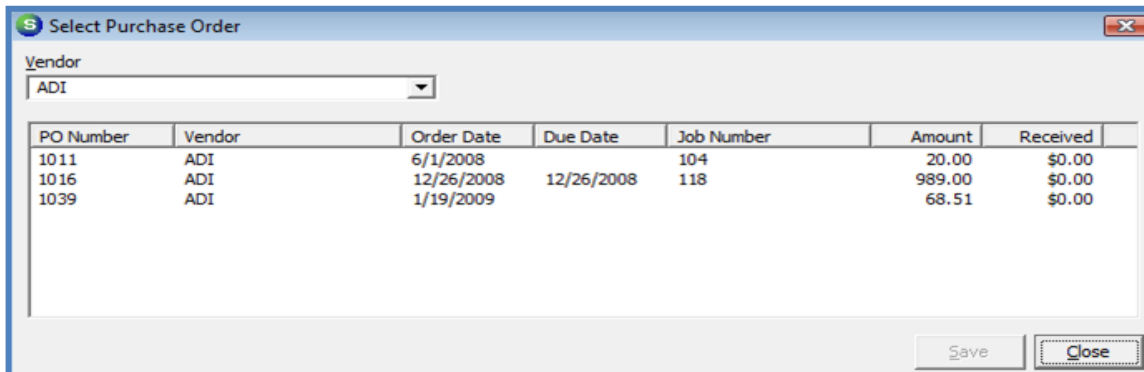
Bill from a Purchase Order

When entering a new bill, the User may be prompted with one or two messages:

- Vendor has open Purchase Orders...
- Vendor has open Inventory Receipts...



If Yes is selected to the Open Purchase Orders message, a list of all open Purchase Orders will be displayed from which to make a selection.



Vendor Bill Created from a Purchase Order

Bills

Vendor:

AD I
PO Box 555
New York, NY 10024

Category:

Branch:

Reference #:

Bill Date:

Amount:

Eligible for Discount Amt:

Terms:

Payment Due:

Costing:

Hold Payment:

Vendor Bill for PO# 1039

Parts \$0.00 Expense \$68.51 Show Branches

General Ledger				Job Cost	
GL Account	Description	Amount	Category	Job	Type
60480	Miscellaneous Hardware	68.51	G & A		O
*					

Memo:

Total

Balance Due

If Yes is selected to the Open Inventory Receipts message, a list of all open Inventory Receipts will be displayed from which to make a selection.

Reference	Date	Type	Job/Service	PO/RMA	Cost
<input checked="" type="checkbox"/> GL516568	1/19/2009	OTH		1038	8344.90
<input type="checkbox"/> 908798	11/14/2008	JOB	100	1000	2134.69
<input type="checkbox"/> 13215	7/15/2008	JOB	106	1012	1876.13

Buttons: Save, Close

Vendor Bill Created from an Inventory Receipt

Bills

Vendor: ADI | Category: Service | Hold Payment

Vendor Bill for PO# 1038

Warehouse: CA Main | Terms: Net 30
 Branch: CA | Payment Due: 2/18/2009
 Reference #: VZ651651 | Costing:
 Bill Date: 1/19/2009
 Amount: \$8,344.90
 Eligible for Discount Amt:
 Parts: \$8,344.90 | Expense: \$0.00

Parts are only loaded in from Inventory Receipts and Returns.

Part Code	Description	Vendor Part	QTY	Cost	Amount
V128FB-PAK1	Vista-128FB Kit	V128FB-PAK1	5	374.35	1871.75
Vista-40 PAK1	Vista-40 PAK1 Kit	Vista-40 PAK1	10	417	4170.00
6137	6137 Large Keypad	6137	10	67.4	674.00
6150	6150 LCD Keypad	6150	10	46.99	469.90
995	995 Recessed Motion Detector	995	25	35.45	886.25
998P1	998P1 Motion Detectors	998P1	25	10.92	273.00

Memo: All bills submitted for payment must reference a Purchase Order number.

Total: \$8,344.90
Balance Due: \$8,344.90

Buttons: Save, Close

G/L Transaction from A/P Bill (created from a Parts Receipt)

S Journal Entry

Register No. 384 **Register Type: BILL**

Journal Information

Branch:

Date:

Primary Account:
*Accounts Payable**

Reference:

Show Job Costing Show Branches

General Ledger							
Account	Description	Debit	Credit	Memo	Branch	Ca	
▶ 20000	Accounts Payable*		8,344.90	All bills submitted	CA		
20010	Inventory Receipts*	8,344.90		Vista-128FB Kit	CA		

Paying Bills

Accounts Payable Bills may be paid individually using the Write Checks function within the Accounts Payable module, or several bills are marked for payment using the Pay Bills function, also located within the Accounts Payable module.

You have the option to select bills for payment from one branch or all branches. You also have the option of paying the bills with a credit card. Credit card payment will be discussed in the following section.

If you have Vendor Credits that you want to apply to bills, you must select that one Vendor during an individual bill payment session.

When selecting bills for payment, you may pay the entire amount of the bill that is due or change to a lesser amount if you are making a partial payment.

The screenshot shows the 'Pay Bills' window with the following details:

- Selection Information:** Branch (dropdown), Vendor (<All Vendors> dropdown), As Qf Due Date (1/31/2009), Show Vendor Code (checked).
- Payment Information:** Branch (CA dropdown), Payment Date (1/19/2009), Bank Account (radio button selected), Credit Card (radio button unselected), Account (10010 dropdown).
- Vendor Bills:** Vendor Credits, All Vendor Credits (selected).
- Bills Table:**

Pay	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid
<input type="checkbox"/>	2/5/2009	1/16/2009	ADI	GH7894	1331.32	26.13	1331.32	0.00
<input checked="" type="checkbox"/>	2/18/2009	1/27/2009	ADI	MQ651651	2134.69	0.00	2134.69	500.00
<input checked="" type="checkbox"/>	1/15/2009	*****	Cal-Osha	35216	375.00	0.00	375.00	375.00
<input checked="" type="checkbox"/>	12/29/2008	*****	City of Plymouth	J122	125.00	0.00	125.00	125.00
<input checked="" type="checkbox"/>	1/6/2009	*****	City of Plymouth	100	125.00	0.00	125.00	125.00
<input type="checkbox"/>	1/15/2009	*****	City of San Diego	FP23165	150.00	0.00	150.00	
<input type="checkbox"/>	1/15/2009	*****	City of San Diego	123-Burg	250.00	0.00	250.00	
<input type="checkbox"/>	1/15/2009	*****	County of Orange	116	125.00	0.00	125.00	
<input type="checkbox"/>	7/15/2008	*****	Los Angeles County	106	145.00	0.00	145.00	
<input type="checkbox"/>	7/15/2008	*****	Pacific Palisades (City of)		475.00	0.00	475.00	
<input type="checkbox"/>	9/11/2008	*****	Pacific Palisades (City of)	16565	15.00	0.00	15.00	
- Total Payments:** 1125.00

G/L Transaction from Bill Payment

For each Vendor selected for payment in the Pay Bills form, one entry will be made to the General Ledger.

Account Register

Account Code: 20000 Branch: []

Accounts Payable*

From Date: 1/19/2009 Reg Type: []

Thru Date: 1/19/2009

Reg No.	Date	Type	Reference	Name	Branch	Amount	Balance
385	1/19/2009	CREDIT	CM65165	ADI	CA	25.00	-38,129.62
388	1/19/2009	XTFR	MQ651651	ADI	MI	500.00	-37,629.62
389	1/19/2009	BILLPYMT		Cal-Osha	CA	375.00	-37,254.62
390	1/19/2009	BILLPYMT		City of Plymouth	CA	125.00	-37,129.62
391	1/19/2009	XTFR	100	City of Plymouth	MI	125.00	-37,004.62

Journal Entry

Register No. 389 Register Type: BILLPYMT

Journal Information

Branch: CA

Date: 1/19/2009

Primary Account: 10010
*Primary Checking Account**

Reference: []

Show Job Costing Show Branches

General Ledger						
Account	Description	Debit	Credit	Memo	Branch	
10010	Primary Checking Account*		375.00		CA	
20000	Accounts Payable*	375.00			CA	

Paying Bills / Applying Vendor Credits

When paying bills and using Vendor Credits, in the Pay Bills form, you must select the Vendor in the header area of the form of the Vendor for which you want to use credits.

Pay Bills

- Selection Information -

Branch: [Dropdown]

Vendor: **ADI** (circled in red)

As Of Due Date: 1/31/2009

Show Vendor Code

To apply Open Credits, select the Vendor whose credit you would like to use.

- Payment Information -

Branch: CA

Payment Date: 1/19/2009

Bank Account

Credit Card

Account: 10010 (Primary Checking Account*)

Vendor Bills | **Vendor Credits** | All Vendor Credits

Credits						
Apply	Date	Vendor	Reference	Credit Amt	Balance	Used
<input checked="" type="checkbox"/>	1/19/2009	ADI	CM65165	-25.00	-25.00	-25.00

Pay Bills

- Selection Information -

Branch: [Dropdown]

Vendor: **ADI** (circled in red)

As Of Due Date: 1/31/2009

Show Vendor Code

To apply Open Credits, select the Vendor whose credit you would like to use.

- Payment Information -

Branch: CA

Payment Date: 1/19/2009

Bank Account

Credit Card

Account: 10010 (Primary Checking Account*)

Vendor Bills | Vendor Credits | All Vendor Credits

Bills								
Pay	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid
<input checked="" type="checkbox"/>	2/5/2009	1/16/2009	ADI	GH7894	1331.32	26.13	1331.32	1331.32
<input type="checkbox"/>	2/18/2009	1/27/2009	ADI	MQ651651	2134.69	0.00	2134.69	

Using a Vendor Credit without Generating a Check

Pay Bills

- Selection Information -

Branch: [Dropdown]
Vendor: ADI
As of Due Date: 1/31/2009
 Show Vendor Code

To apply Open Credits, select the Vendor whose credit you would like to use.

- Payment Information -

Branch: CA
Payment Date: 1/19/2009
 Bank Account
 Credit Card
Account: 10010
*Primary Checking Account**

Vendor Bills | **Vendor Credits** | All Vendor Credits

Credits							
Apply	Date	Vendor	Reference	Credit Amt	Balance	Used	
<input checked="" type="checkbox"/>	1/19/2009	ADI	CM65165	-25.00	-25.00	-25.00	

Pay Bills

- Selection Information -

Branch: [Dropdown]
Vendor: ADI
As of Due Date: 1/31/2009
 Show Vendor Code

To apply Open Credits, select the Vendor whose credit you would like to use.

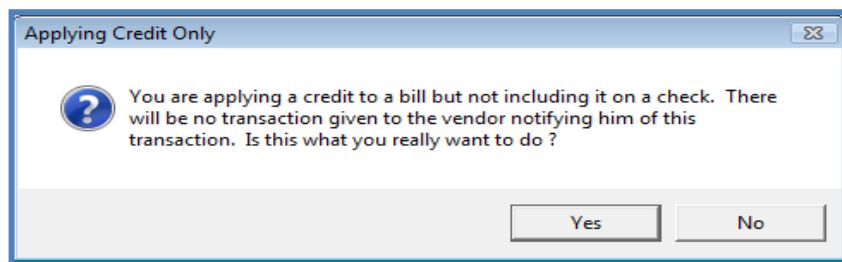
- Payment Information -

Branch: CA
Payment Date: 1/19/2009
 Bank Account
 Credit Card
Account: 10010
*Primary Checking Account**

Vendor Bills | Vendor Credits | **All Vendor Credits**

Bills								
Pay	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid
<input checked="" type="checkbox"/>	2/5/2009	1/16/2009	ADI	GH7894	1331.32	26.13	1331.32	25.00
<input type="checkbox"/>	2/18/2009	1/27/2009	ADI	MQ651651	2134.69	0.00	2134.69	

When saving the payment, a message will be displayed indicating no check will be generated for the transaction.



G/L Transaction from Applying a Vendor Credit to a Bill (no check generated)

Because an open Vendor Credit applies as a debit to Accounts Payable, there is no GL activity posted when applying an open vendor credit to an open bill.

Paying Bills with a Credit Card

You have the option of paying a Vendor Bill with a Credit Card. When paying a bill with a Credit Card, the bills you are selecting for payment are transferred to the Credit Card Vendor's account. These bills transferred to the Credit Card Vendor will be an item you can reconcile when you receive your credit card statement. You must first have a G/L Account set up to use this functionality.

G/L Account Setup for A/P Credit Card Payments

For each credit card that you want to use for paying bills, you must setup a unique G/L account number with the account type of CC. When selecting the Account Type of CC, a Vendor field is displayed below the account type field. Select which Vendor you wish to link to the credit card account.

Chart of Accounts Edit

Inactive

Account Code: 20050

Description: Credit Card*

Account Type: CC

Vendor: AMEX

Buttons: Save, Delete, Close

Pay Bills

- Selection Information -

Branch: []

Vendor: ADI

As of Due Date: 1/19/2009

Show Vendor Code

To apply Open Credits, select the Vendor whose credit you would like to use.

- Payment Information -

Branch: CA

Payment Date: 1/19/2009

Bank Account

Credit Card

Account: 20050

Vendor Bills | Vendor Credits | All Vendor Credits

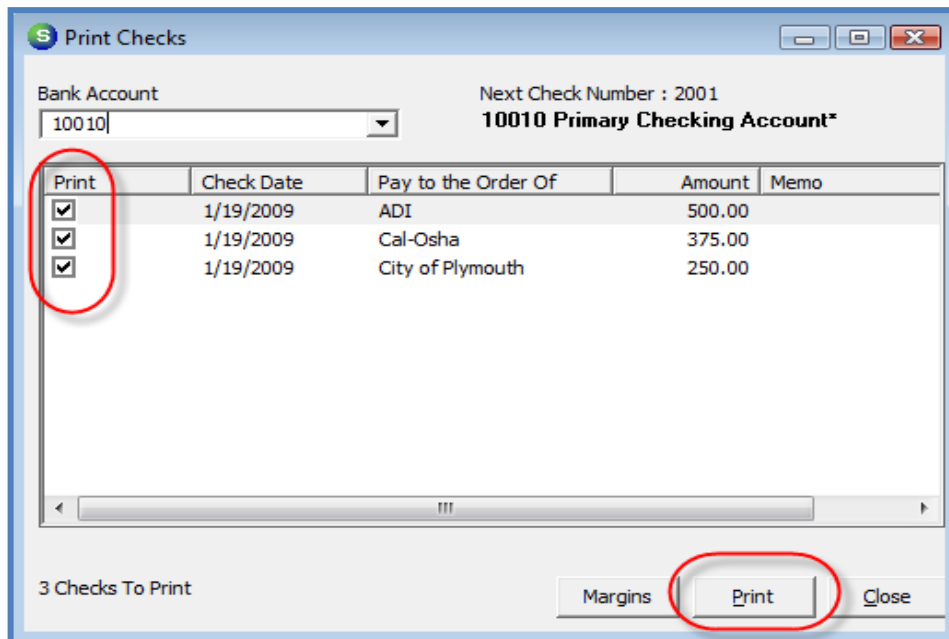
Pay	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid
<input checked="" type="checkbox"/>	1/5/2009	1/16/2009	ADI	GH7894	1331.32	26.13	1306.32	1306.32

Total Payments: 1306.32

Buttons: Select All, Save, Close

Printing Checks

Once Bills have been selected for payment, they will appear in the check printing queue. When the Print Checks List is opened, all checks are selected to be printed. If you want to print selected checks in the list, you would de-select the checkbox to the left of the check you do not want to print at this time.



Sample A/P Check

	2002	
	1/19/2009	\$375.00
****Three Hundred Seventy*Five Dollars and Zero Cents*****		
Cal-Osha PO Box 52559 San Leandro, California 94579		
Cal-Osha	01/19/2009	2002
Bills Paid Allocation		
Bill #	Date	Discount Taken
35216	1/15/2009	375.00
		Check Amount: 375.00
Cal-Osha	01/19/2009	2002
Bills Paid Allocation		
Bill #	Date	Discount Taken
35216	1/15/2009	375.00
		Check Amount: 375.00

Manual Check Writing - Write Checks Function

In addition to printing checks after using the Pay Bills function, Sedona Office provides the functionality to write and print checks from the Write Checks menu option of the Accounts Payable menu for the following situations:

- To Vendors without going through the Pay Bills function.
- To Vendors where payments are automatically deducted from your bank account.
- To Companies or individuals that have not been set up as a Vendor.
- To a Customers for a refund. *Functionality exists from the Customer Explorer record to initiate a refund check to a customer.

Writing a Check to a Vendor

When opening the Write Checks form and selecting the Vendor option button, and selecting a particular Vendor, any open bills that for the Vendor will be displayed in the Bills section. You may select one or multiple bills to pay or enter a check for parts and/or expense items by filling in the information on either of these forms.

Once the information for the check has been entered or selected, you may press the Print button to print the check now, or select the In Print Queue option to print the check later.

Write Checks

Pay From Bank Account: 10010 10010 Primary Checking Account*

Other Vendor Customer

Vendor: City of San Diego Branch: CA

CJM Security DATE: 1/19/2009 CHECK #: 2004 In Print Queue

PAY TO THE ORDER OF: City of San Diego \$600.00

Six Hundred Dollars and Zero Cents

ADDRESS LABEL: City of San Diego, 1001 Ocean, Anaheim, California 92801

MEMO:

Applied Total: 600.00 Balance: 0.00 Recurring Payment

Bills \$600.00 | Parts \$0.00 | Expense \$0.00

Due Date	Discount Date	Discount Amt	Ref Num	Bill Amt	Amt Due	Paid
1/15/2009	*****	0.00	FP23165	150.00	150.00	150.00
1/15/2009	*****	0.00	123-Burg	250.00	250.00	250.00
1/22/2009	*****	0.00	165651	200.00	200.00	200.00

Voided Check Save Print Close

Writing a Check to a Non-Vendor

When opening the Write Checks form and selecting the *Other* option button, and selecting a particular Vendor, any open bills that for the Vendor will be displayed in the Bills section. You may select one or multiple bills to pay or enter a check for parts and/or expense items by filling in the information on either of these forms.

Once the information for the check has been entered, you may press the Print button to print the check now, or select the In Print Queue option to print the check later.

The screenshot shows the 'Write Checks' window with the following details:

- Pay From Bank Account: 10010 (10010 Primary Checking Account*)
- Branch: CA
- Radio buttons: Other, Vendor, Customer
- DATE: 1/19/2009, CHECK #: 2004
- Payee: CJM Security
- PAY TO THE ORDER OF: Ray's Window Washing Service
- Amount: \$75.00
- ADDRESS LABEL: Ray's Window Washing Service
- MEMO: (empty)
- Applied Total: 75.00, Balance: 0.00
- Costing: (empty)
- General Ledger table:

GL Account	Description	Amount	Branch	Category
64030	Cleaning / Janitorial	75.00	CA	G & A

Buttons: Save, Print, Close. Checkmarks: In Print Queue, Recurring Payment, Show Job Cost, Voided Check.

Recurring Payments

If you pay a Vendor on a periodic basis and want a reminder to generate the payment each month, you may set up a Recurring Payment for any number of Vendors. Recurring Payments are created using the Write Checks function. When marking a check as a Recurring Payment, the user is prompted to select how frequently the check should be generated and whether the checks should stop generating on a particular date or continue generating indefinitely.

Write Checks

Pay From Bank Account: 10010 Primary Checking Account*

Other Customer Vendor GMAC Branch: CA

CJM Security DATE: 1/19/2009 CHECK #: ACH 01/2009 In Print Queue

PAY TO THE ORDER OF: GMAC \$ 352.68

Three Hundred Fifty-Two Dollars and Sixty-Eight Cents

ADDRESS LABEL: GMAC, PO Box 1651, Los Angeles, California 90065

MEMO: _____

Applied Total: 352.68
Balance: 0.00

Recurring Payment

Bills \$0.00 | Parts \$0.00 | Expense \$352.68

GL Account	Description	Amount	Branch	Category
15020	Vehicle Lease - 2008 Chevy Van	352.68	CA	Service

Show Job Cost

Voided Check

Save Print Close

Recurring Payment

Payment Information

Vendor Code: GMAC

Amount: \$352.68

Frequency: Monthly

Description: GMAC 2008 Chevy Van Pmt

Next Due Date: 2/19/2009

End Date: 12/19/2012

Save Close

When Recurring Payments have been set up, they are displayed in the Recurring Items list which is accessible from the Accounts Payable module options.

AP Recurring Items

Checks						
Description	Vendor	Frequency	Amount	Next Due Date	Last Check Date	End Date
GMAC 2008 Chevy Van Pmt	GMAC	Monthly	\$352.68	2/19/2009	1/19/2009	12/19/2012

Bills						
Description	Vendor	Frequency	Amount	Next Due Date	Last Bill Date	End Date

Show Inactive
Click on Selection to Create Next Scheduled Entry

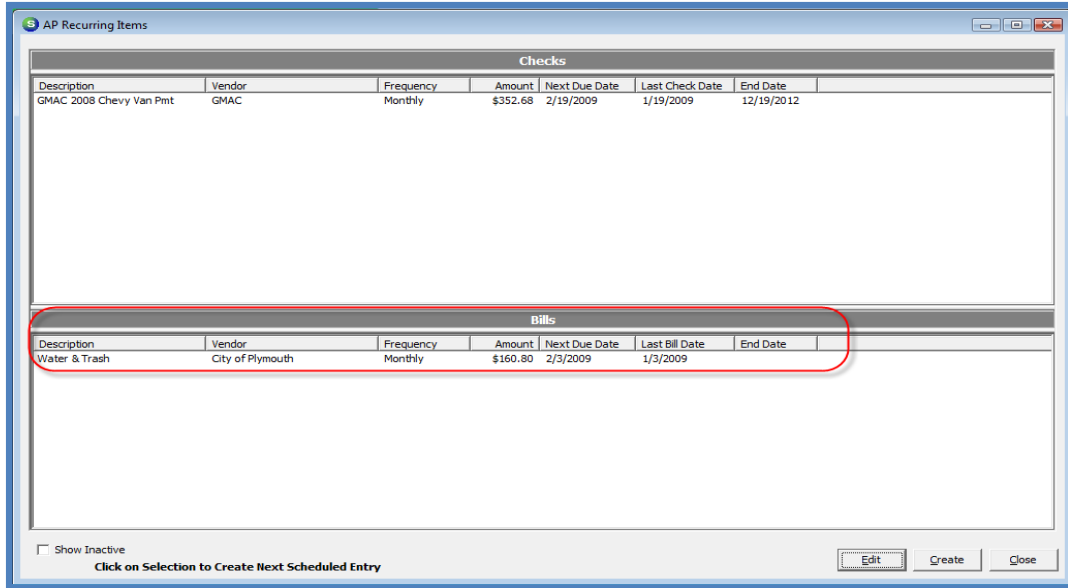
Edit Create Close

Recurring Bills

Sedona Office provides the functionality to setup *Recurring Bills* which are paid on a regular basis for expenses such as utilities, rent, loans etc. One initial bill is created and the frequency and length of time you want to have this bill automatically created is selected. If the payment changes each time, such as in the case of a utility bill, you may make the modification when generating the bill. These recurring items are viewable from the Recurring Items menu option of the Accounts Payable menu.

Using this functionality saves time in data entry for bills that are manually entered every month or another frequency.

When Recurring Bills have been set up, they are displayed in the Recurring Items list which is accessible from the Accounts Payable module options.



Notes: