

SedonaOffice

13TH ANNUAL USERS CONFERENCE

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SedonaOffice 101

Accounts Payable

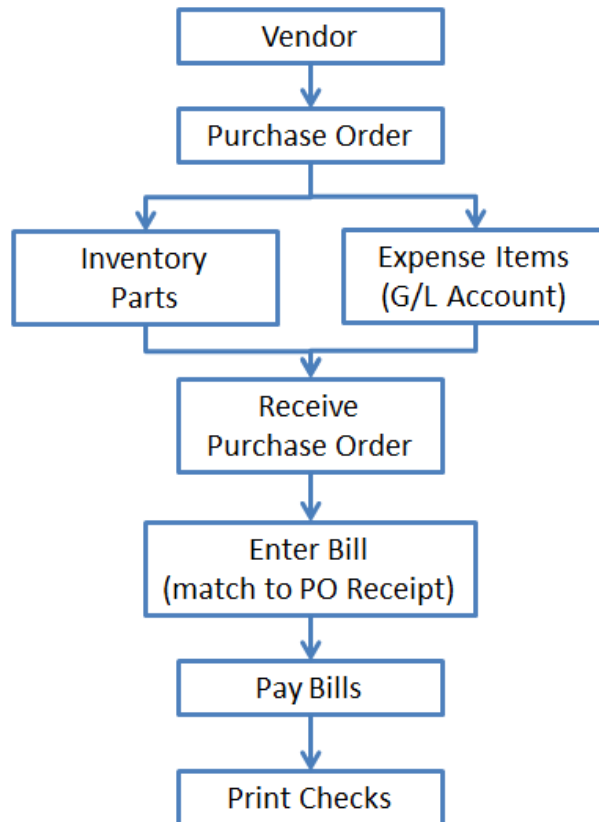
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Accounts Payable Overview

The Account Payable module contains basic components that revolve around a Vendor record. Below is a simple flow chart of for Accounts Payable processing.



Notes

Notes

The Vendor

The Vendor record is the main component of Accounts Payable processing. There are two views for the Vendor; Setup view and Explorer view. User permissions are required to access the Vendor in Setup view.

Access	Module
<input checked="" type="checkbox"/> Delete Vendor Notes	AP
<input checked="" type="checkbox"/> Access to Secure Vendors	AP
<input checked="" type="checkbox"/> Override Expense Type	AP
<input type="checkbox"/> Read Only Vendor Access	AP
<input type="checkbox"/> Hide Vendor Social Security No	AP
<input checked="" type="checkbox"/> Inventory	IN

Notes

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Vendor Setup

When creating a new Vendor or opening a Vendor record in edit mode, the information will be displayed in a “tabbed” fashion.

The first tab to the left, Vendor, is where most of the setup information is entered and maintained.

Most of the other tabs, when accessed, display transactional history with the exception of GL Accounts and Custom Fields; these are both additional setup elements.

Key Required Setup Fields

- Vendor Type

The Vendor Type choices are mostly maintained by your company however, there are three Vendor Types that have special functionality within the software.

- Sales Tax Agency
- Service Provider
- Parts Supplier
- Branch – default when creating Purchase Orders, Bills and Credits
- Category – default when creating Purchase Orders, Bills and Credits

The screenshot shows the 'Vendor ADI Edit' window. The 'Vendor Code' is 'ADI', 'Vendor Type' is 'Parts Supplier', and 'Branch' is 'SD'. The 'Category' is 'Install/Sales'. The summary statistics show 'Open Bills' at 0.00, 'Open Credit' at 0.00, and 'Net Due to Vendor' at 0.00. The 'Vendor Information' section includes the name 'ADI' and address '9610 Ridgehaven CT, Suite B, San Diego, CA 92123'. The 'Identification' section shows a Federal ID of '99-9999999'. The 'Payables' section includes an 'Exp Account' dropdown, 'Default Cost' of 0.00, 'Terms' of '2-20 N-60', and 'Credit Limit' of 0.00. The 'Payments' section shows 'Checks Payable To' as 'ADI' and an address 'PO Box 92123-2566, San Diego, CA 92123 - 2566'. At the bottom, there are checkboxes for 'Inactive' and 'Secure Vendor', and 'Save' and 'Close' buttons.

Notes

Vendor Explorer

Once a Vendor record is created, the Vendor Explorer may be accessed by navigating to Accounts Payable/Vendors and selecting a Vendor record from the Vendors list.

The Vendor Explorer displays all transactions created for a particular Vendor. Many transactions that are performed from the Accounts Payable option of the Main Application Menu may also be performed from a Vendor Explorer record such as entering bills and credits, creating and receiving purchase orders, writing checks etc.

Navigating within the Vendor Explorer is fairly easy once the basic design concepts are understood.

The Vendor Explorer is a window divided into four panes:

- Vendor Tree - Contains a list of options for displaying transactional information and for performing accounts payable related transactions.
- Vendor Contact Information - Displays the Vendor Name, PO Address and contact names and phone numbers.
- Setup/Financial Summary - Displays information entered in the Vendor Header setup and outstanding amounts for bills, credits, total net due to the Vendor (bills less credits) and the credit limit amount.
- Active Pane (Grid) - When highlighting an option on the Vendor Tree, any information available for the selected option will be displayed in the Active Pane.

Vendor Tree

Vendor Contact Information

Vendor Code: ADI
 Vendor Type: Parts Supplier
 Branch: SD
 Category: Install/Sales
 Terms: 2-20 N-60

Open Bills: \$372.54
 Open Credits: \$35.00
 Net Due to Vendor: \$337.54
 Credit Limit: \$0.00

Setup/Financial Summary

Open Bills	\$372.54				
Invoice #	Date	Due	Amount	Net Due	
65981321	11/17/2014	1/16/2015	372.54	372.54	

Open Credits	\$35.00				
Credit #	Date	Amount	Balance		
C32558	11/24/2014	35.00	35.00		

Open POs	\$0.00				
PO #	Order Date	Due Date	Total Cost	Rcvd Cost	

Open Receipts	\$0.00				
Reference	Date	Cost			

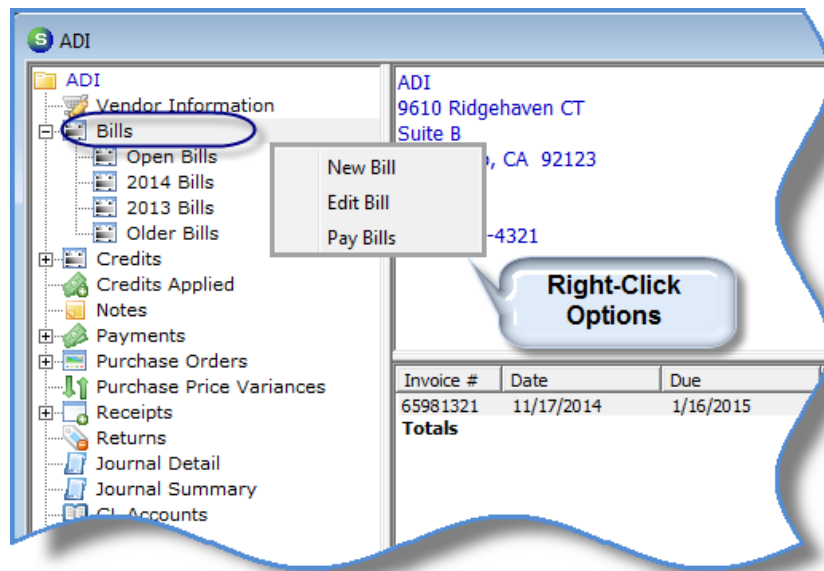
Active Pane

Notes

Vendor Tree

The Vendor Explorer is designed in a menu tree fashion with sub menus below some tree options. Clicking on the “+” sign to the left of each option will expand the tree to reveal additional information and other options. Additional information will be displayed in the Active Pane as each tree option is highlighted. If no activity has occurred for the tree option selected, the active pane will be blank.

Some options within the Vendor Tree have right-click functions available; when right-clicking on a highlighted tree option, a list of sub-options are displayed for selection.



Notes

Notes

Purchase Orders

A Purchase Order is used to order inventory parts or services from a Vendor.

Purchase Orders may be created for Parts, Expense Items or both. Purchase Orders may also be linked to a Job or Service Ticket. If linking a Purchase Order to a Job or Service Ticket, only one Job or Service Ticket number may be linked. If a Purchase Order is created for Expense Items only, multiple Jobs may be linked to the Purchase Order.

A Purchase Order may be created in various locations throughout the SedonaOffice application, each of which is listed below.

- From the Purchase Order option within the Accounts Payable Module
- Within a Job
- Within a Service Ticket
- From a Warehouse Explorer record
- From a Parts Explorer record
- From a Vendor Explorer record

Notes

Purchase Orders for Parts

When a Purchase Order is created for Parts, the part numbers available for selection are those where the PO Vendor is a Primary or alternate Vendor for the part(s). If ordering parts that have never been purchased from the Vendor, the User may check the *Select from All Parts* checkbox to be able to select the part.

Parts may be received into stock by selecting the appropriate Warehouse, or Direct Expenses to a particular Job or Ticket.

New Purchase Order

Vendor: ADI | Category: Install/Sales

Purchase Order

AD I
 9610 Ridgehaven CT
 Suite B
 San Diego, California 92123
 Phone: (800) 555-4321

PO Number: 3004 | Branch: OC | Warehouse: OC

Tracking #: | Order Date: 11/18/2014 | Acknowledged

Ship To: 22691 Trabuco Canyon
 Mission Viejo, CA 92691

Ship Date: 11/19/2014 | Method: LPS Ground

Parts Due Date: 11/20/2014 | Job Number: | Select from All Parts

Parts: 20777.25 | Expense: 0.00 | Documents | **No Special Order Parts Allowed**

Part	Description	Vendor Part	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO
5890/5890PI	WIRELESS PIR 5890/5890P	5890/5890PI	1	50	81.99	4099.50		81.99	<input type="checkbox"/>
CA-2000BP	GLASS BREAK 2000BP AUD	CA-2000BP	1	25	23.25	581.25		23.25	<input type="checkbox"/>
5828V	WIRELESS KEYPAD 5828V	5828V	1	25	93.26	2331.50		93.26	<input type="checkbox"/>
5834-4	WIRELESS 5834-4 KEYFOB	5834-4	1	25	34.75	868.75		34.75	<input type="checkbox"/>
6150	KEYPAD 6150 LCD	6150	1	25	43.08	1077.00		43.08	<input type="checkbox"/>
6150.RF	WIRELESS KEYPAD 6150.RI	6150.RF	1	25	74.26	1856.50		74.26	<input type="checkbox"/>

Memg: | **Total Cost:** 20777.25 | **Received Cost:** | Closed | Apply | OK | Cancel

Notes

Purchase Orders for Expense Items

Expense Item Purchase Orders are created for purchases of non-part expenses such as equipment rentals, subcontract services etc. These PO's are typically linked to a Job or Ticket.

When ordering Expense Items, navigate to the Expense tab and enter the needed Expense Items. For additional expense items, advance to the next line on the expense tab and enter the expense information fields.

New Purchase Order

Vendor: United Rentals Inc | Category: Install/Sales | Print Now | Direct Expense

Purchase Order

United Rentals Inc
 Po Box 100711
 Atlanta, Georgia 30384
 Phone: (860) 243-9225
 Fax:

Ship To: 125 Main
 San Diego, CA 92101

PO Number: 3005 | Branch: SD

Tracing #: | Order Date: 11/25/2014 | Acknowledged

Ship Date: | Method: |

Parts Due Date: | Job Number: 2002

Johnson Furniture #13

Parts 0.00 | Expense 585.00 | Documents

General Ledger				Job Costing	
GL Account	Description	Amount	Category	Job	Type
510006	Lift Rental - 3 days @ 145.00	\$435.00	Install/Sales	2002	ER
510006	Transportation Charge	\$150.00	Install/Sales	2002	ER

Memg: | **Total Cost** 585.00 | **Received Cost** \$0.00

Closed | Apply | OK | Cancel

Notes

Receiving Purchase Orders

A Purchase Order may be received in various locations throughout the SedonaOffice application, each of which is listed below.

- Receive Parts option within the Inventory Module
- Within a Service Ticket (button at the bottom of the PO)
- From a Warehouse Explorer record
- From a Parts Explorer record
- From a Vendor Explorer record

Purchase Orders for parts may be partially or completely received. If a partial receipt is saved, the Purchase Order will remain open until all parts ordered have been received.

Receipt for Parts

Part Code	Description	Vendor Part	Plg_Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
5890/5890PI	WIRELESS PIR S	5890/5890PI	1	50	81.99	4099.50			81.99
CA-2000BP	GLASS BREAK 20	CA-2000BP	1	25	23.25	581.25			23.25
5828V	WIRELESS KEYP	5828V	1	25	93.26	2331.50			93.26
5834-4	WIRELESS 5834-	5834-4	1	25	34.75	868.75			34.75
6150	KEYPAD 6150 LO	6150	1	25	43.08	1077.00			43.08
6150 RF	WIRELESS KEYP	6150 RF	1	25	74.26	1856.50			74.26
IM-1270	IM-1270 12V 7A	IM-1270	1	50	9.2	460.00			9.20
IM-1240	BATTERY 12V 4.5	IM-1240	1	50	5.23	261.50			5.23
K4362	BATTERY 6V K43	K4362	1	25	4.4	110.00			4.40
V128BP	COMMUNICATOR	V128BP	1	25	250.99	6274.75			250.99
943WG-WH	CONTACT MINI	943WG-WH	1	50	1.8	90.00			1.80
SR-1032	CONTACT 1032	SR-1032	1	50	2.55	127.50			2.55

Notes

Receipt for Expense Items

Parts Receipt

Vendor: United Rentals Inc Category: Install/Sales Close - No Bill Expected
 Create Bill From Receipt

PO# 3005
 United Rentals Inc
 Po Box 100711
 Atlanta, GA 30384

Reference # 30184 Branch SD

Receive Date 11/25/2014 Received By

Job Number 2002 COGS Acct 510001
 Johnson Furniture #13

Direct Expense
 Receive
 Receive & Issue Immediately

Parts 0.00 Expense 585.00 Documents Show Branches

General Ledger				Job Cost	
GL Account	Description	Amount	Category	Job	Type
510006	Lift Rental - 3 days @ 145.00/d	435.00	Install/Sales	2002	ER
510006	Transportation Charge	150.00	Install/Sales	2002	ER

Memo

Part Total 0.00
Expense Total 585.00

Print Stock Labels Apply Save Close

Notes

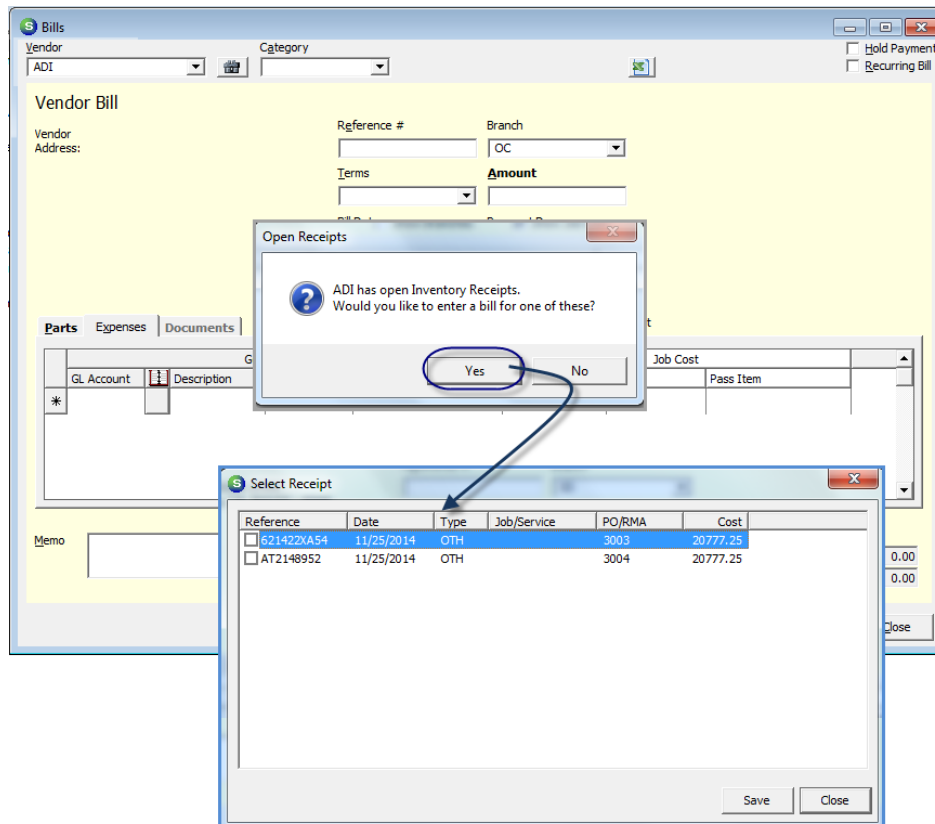
Notes

Entering Bills

Once a bill is received from a Vendor for Inventory Parts or Expense Items ordered on a Purchase Order, the bill will be entered by matching to the Receipt record created when the Purchase Order was received. If your company is not using Purchase Orders or Stock Tracking, bills may be entered without going through the matching process.

Matching a Bill to a Receipt

Once a Purchase Order is received for Inventory Parts or Expense Items, a Receipt record is created and posted to the General Ledger. If receiving purchase orders, it is important to always match a bill to a receipt record. If a bill is entered and not matched to the corresponding receipt record, the Inventory Receipts account on the balance sheet will be overstated.



Bills

Vendor: ADI Category: Install/Sales Hold Payment

Vendor Bill for PO# 3003

Vendor: **ADI** Reference # [2015AT4587] Branch: SD Warehouse: SD
 Address: **PO Box 92123-2566**
San Diego, CA 92123 - 2566

Terms: 2-20 N-60 Amount: 20777.25
 Bill Date: 11/25/2014 Payment Due: 1/24/2015
 Eligible for Discount Amt: Costing:

Parts: 20777.25 Expense: 0.00 Documents

Parts are only loaded in from Inventory Receipts and Returns.

Part Code	Description	Vendor Part	QTY	Cost	Amount
IM-1270	IM-1270 12V 7AMP BATTI	IM-1270	50	9.2	460.00
IM-1240	BATTERY 12V 4.5 AH IM-	IM-1240	50	5.23	261.50
K4362	BATTERY 6V K4362	K4362	25	4.4	110.00
V128BP	COMMUNICATOR VISTA 1	V128BP	25	250.99	6274.75
943WG-WH	CONTACT MINI 3/4 IN 94	943WG-WH	50	1.8	90.00
SP-1032	CONTACT-1032	SP-1032	50	2.55	127.50

Memo:

Total 20777.25
Balance Due 20777.25

Copy Expenses Apply Save Close

Notes

Manual Bills

Entering a Bill and not matching to a Receipt or Purchase Order should only be done where one of the conditions applies to the situation:

- Your company is not using the Purchase Order system
- A Bill is being entered for which no Purchase Order was created, such as utility bills, rent, etc.

The screenshot shows the 'Bills' window in SedonaOffice. The 'Vendor' is 'San Diego Gas & Electric' with address '4760 Clairemont Mesa BL, San Diego, CA 92117'. The 'Category' is 'G & A'. The 'Reference #' is '32015' and the 'Branch' is 'SD'. The 'Terms' are 'Due On Receipt' and the 'Amount' is '322.57'. The 'Bill Date' is '11/25/2014' and the 'Payment Due' is '11/25/2014'. The 'Eligible for Discount Amt' is '322.57'. The 'Costing' field is empty. The 'Parts' section shows '0.00' and 'Expense 322.57'. The 'Documents' section has 'Show Branches' and 'Show Job Cost' checked. The 'General Ledger' table is shown below:

General Ledger						Job Cost		
GL Account	Description	Amount	Branch	Category	Job	Type	Pass Item	
620750	Facilities - Utilities	322.57	SD	G & A		O		
*								

The 'Memo' field is empty. The 'Total' and 'Balance Due' are both '322.57'. Buttons for 'Copy Expenses', 'Apply', 'Save', and 'Close' are at the bottom.

Notes

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Entering Credits

A Vendor Credit is a Credit Memo provided to your company from a Vendor. A Vendor Credit may be the result of a part returned to the Vendor, an invoicing error on behalf of the Vendor or perhaps a Vendor Rebate or Referral Credit. Vendor Credits that are not related to inventory parts are manually entered. Vendor Credits for part returns go through a matching process similar to the matching process used in entering Bills for a part receipt.

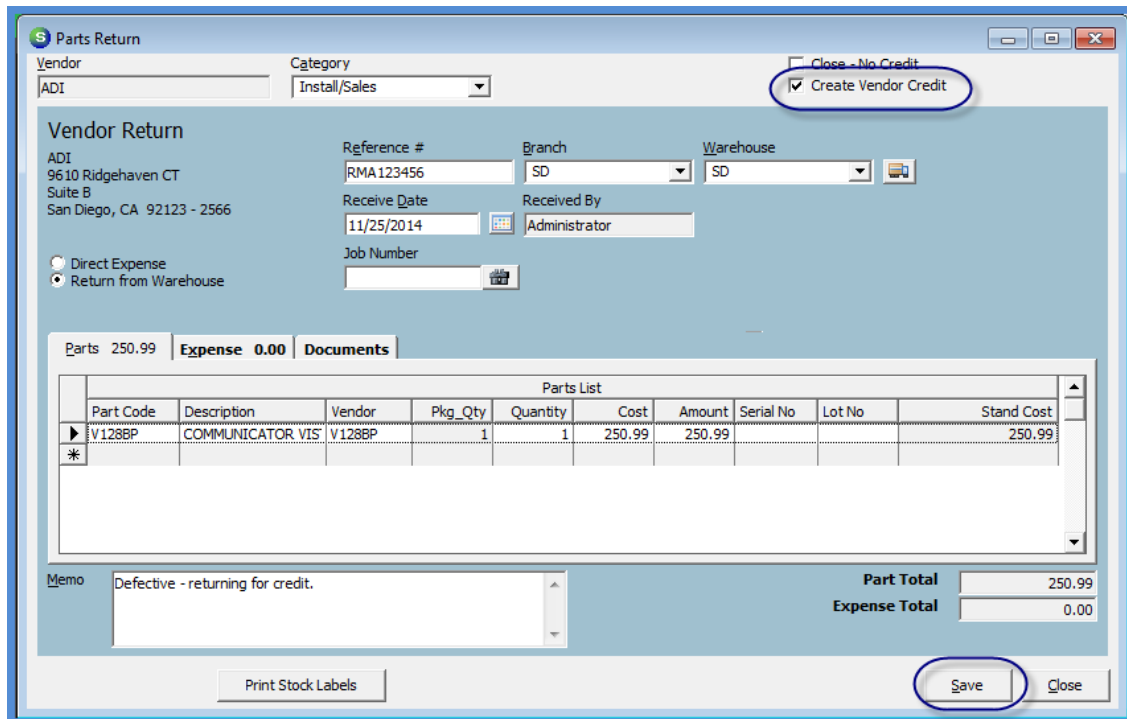
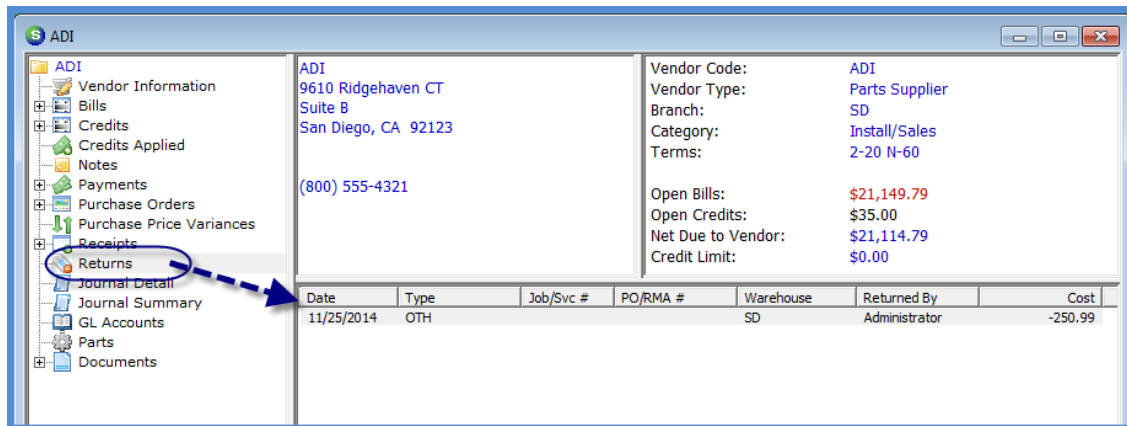
When a part is returned to a Vendor using the Vendor Return function, a Return record is created for the Vendor. When the Credit from the Vendor is received, it is matched to the Return record to generate the Vendor Credit.

Once a Vendor Return has been created for Inventory Parts, a Return record is created and posted to the General Ledger. If using the Return to Vendor function, it is important to always create the Vendor Credit from the Return record. Vendor Credits for Inventory Parts may only be created from a Part Return record (if using Stock Tracking).

Notes

Converting a Return to Vendor Record into a Credit

Once a Credit Memo for returned parts has been received, the Return record will be located and opened from the Vendor Explorer. Checking the box, Create Vendor Credit, and clicking on the Save button will open the Vendor Credit form. The Vendor Credit form will auto-fill with the information from the Return record. If the amount of credit being issued is different than what was on the Return, you may override the cost manually.



Vendor Credit form

S Credit
[-] [max] [x]

Vendor:

Address: **PO Box 92123-2566**
San Diego, CA 92123 - 2566

Category:

Reference #:

Branch: Warehouse:

Amount:

Credit Date: [calendar icon]

Costing:

Parts 250.99

Expense 0.00

Documents

Parts are only loaded in from Inventory Receipts and Returns.

Parts List						
Part Code	Description	Vendor Part	QTY	Cost	Amount	
▶ V128BP	COMMUNICATOR VISTA 12	V128BP	1	250.99	250.99	

Memo:

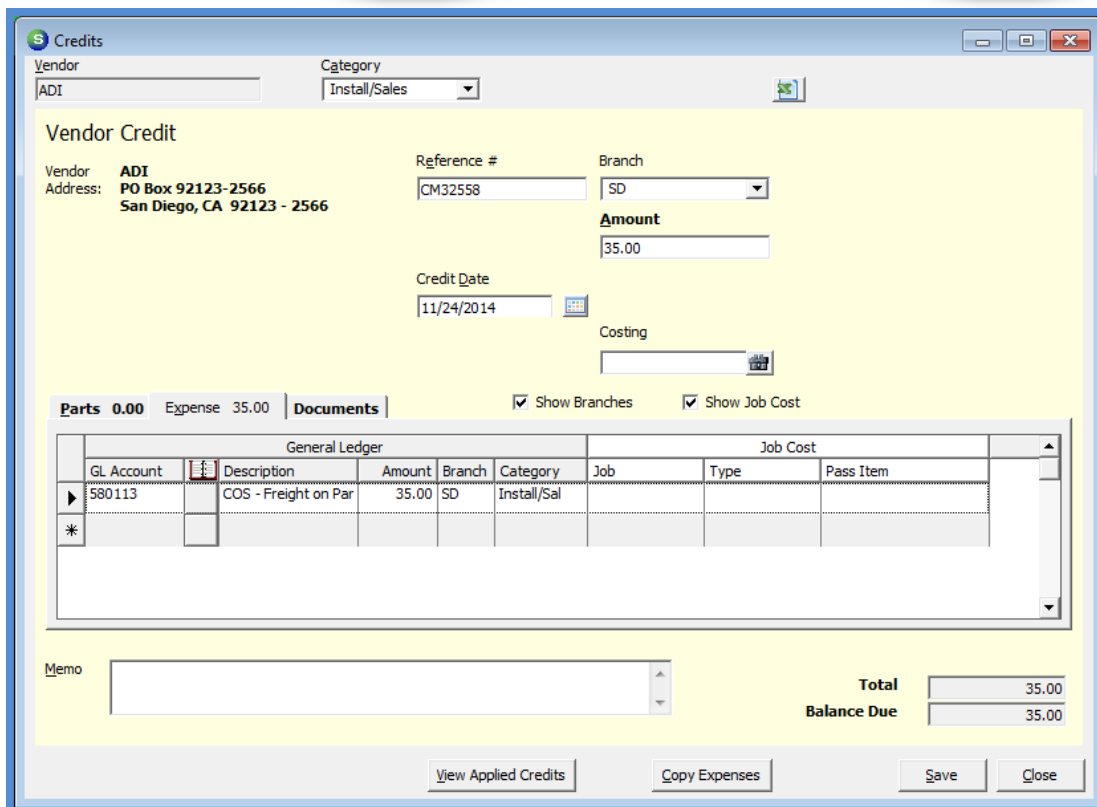
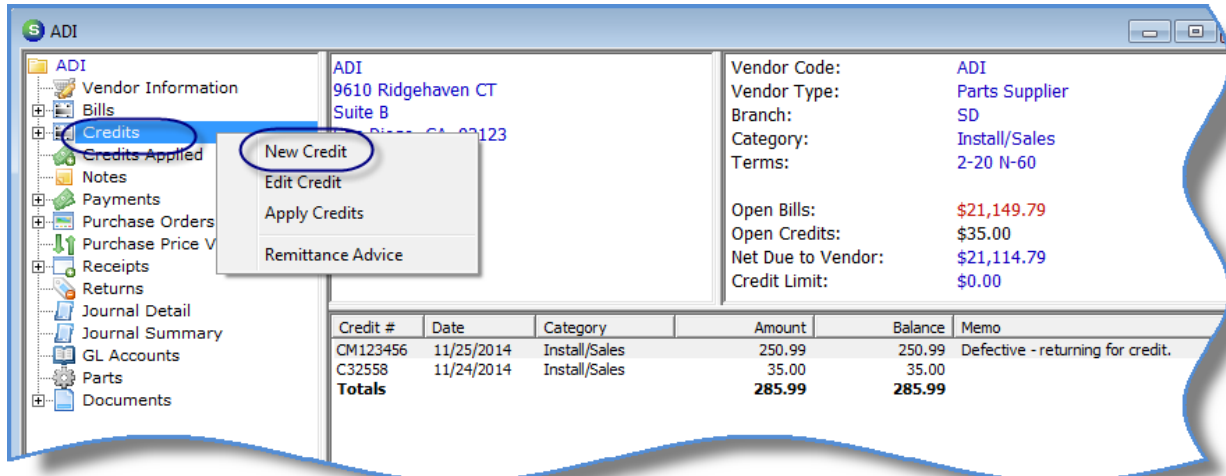
Total

Balance Due

Notes

Manual Credits

Manual Credits may be initiated by either clicking on the Credits option within the Accounts Payable module, or within the Vendor Explorer by right-clicking on Credits on the vendor tree.



Paying Bills

Bills may be paid by using the Pay Bills option or the Write Checks option within the Accounts Payable module. The Pay Bills function is used when paying several Bills at the same time. The Write Checks function is typically used when paying one-off bills.

If using the Pay Bills option, you may pay the bills by writing a physical check or pay with a Credit Card. If paying by Credit Card, only one Vendor may be processed at a time.

There is an option available to pay bills with a credit card. When this method of payment is selected, the bills are marked as paid and, the liability for these bills is transferred to the Credit Card Vendor selected. When the credit card statement is received, these payments will be reconciling items for the Credit Card vendor.

Multiple

Paying Bills is a two-step process - Selecting Bills to be paid and then printing the checks.

You will first select which bills will be paid; these bills are placed in a check printing queue. Checks may be printed immediately or at a later time.

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

- Selection Information -**
 - Branch: [Dropdown]
 - Vendor: <All Vendors> [Dropdown]
 - As Of Due Date: 12/5/2014 [Text]
 - Show Vendor Code
 - To apply Open Credits, select the Vendor whose credit you would like to use.
- Payment Information -**
 - Branch: OC [Dropdown]
 - Payment Date: 11/25/2014 [Text]
 - Bank Account: 100000 [Dropdown]
 - Credit Card
 - Cash - Operating*

Below the information panels is a table of bills:

Pay	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid
<input checked="" type="checkbox"/>	11/22/2014	*****	Home Depot	369822	322.00	0.00	322.00	322.00
<input checked="" type="checkbox"/>	11/11/2014	*****	Moore Medical	62471	96.00	0.00	96.00	96.00
<input checked="" type="checkbox"/>	11/1/2014	*****	Perennial	15785	359.00	0.00	359.00	359.00
<input checked="" type="checkbox"/>	11/25/2014	*****	SGE	32015	322.57	0.00	322.57	322.57
<input checked="" type="checkbox"/>	11/25/2014	*****	United Parcel	2014-Sept	207.37	0.00	207.37	207.37

At the bottom of the window, it shows **Total Payments 1306.94** and buttons for **Reverse All**, **Save**, and **Close**.

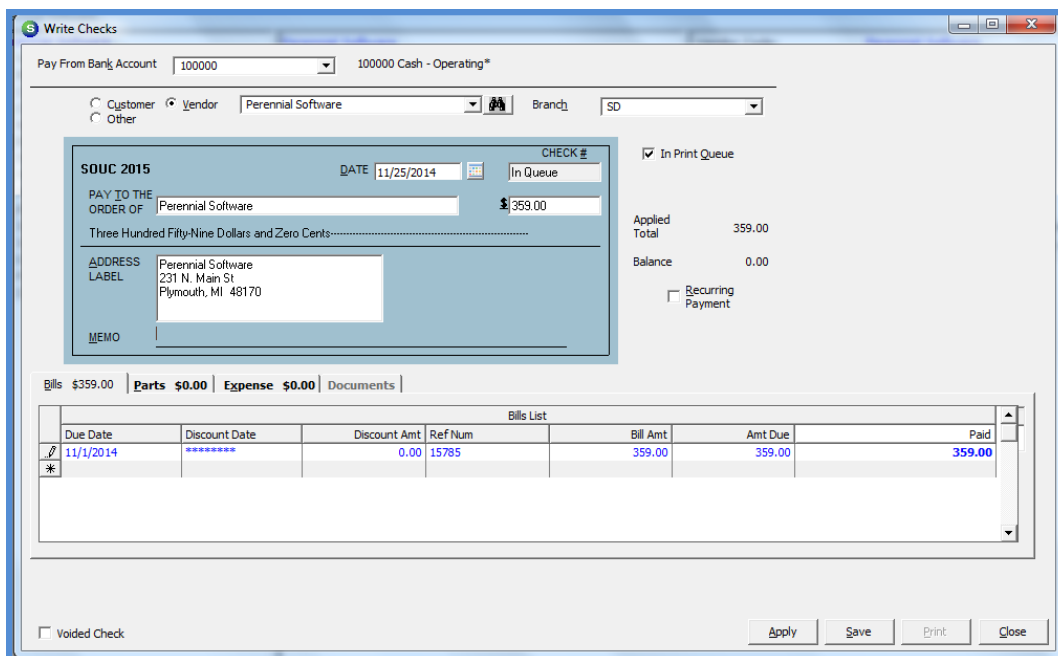
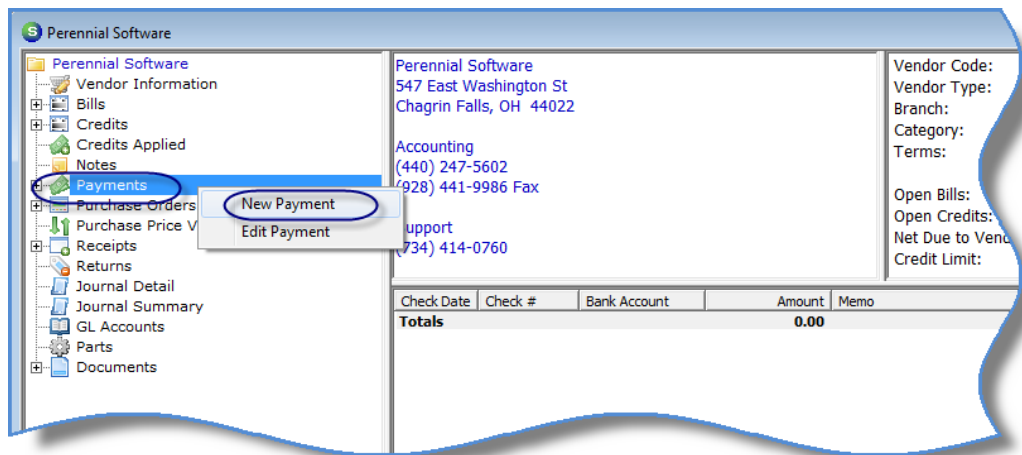
Notes

Single

Individual payments may be created from a Vendor Explorer record or by using the Write Checks function within Accounts Payable.

If paying a Vendor within the Vendor Explorer, highlight Payments from the Vendor tree, right-click and select the New Payment option. This will open the Write Checks form where you may select a previously entered bill or write the check for and Expense Item.

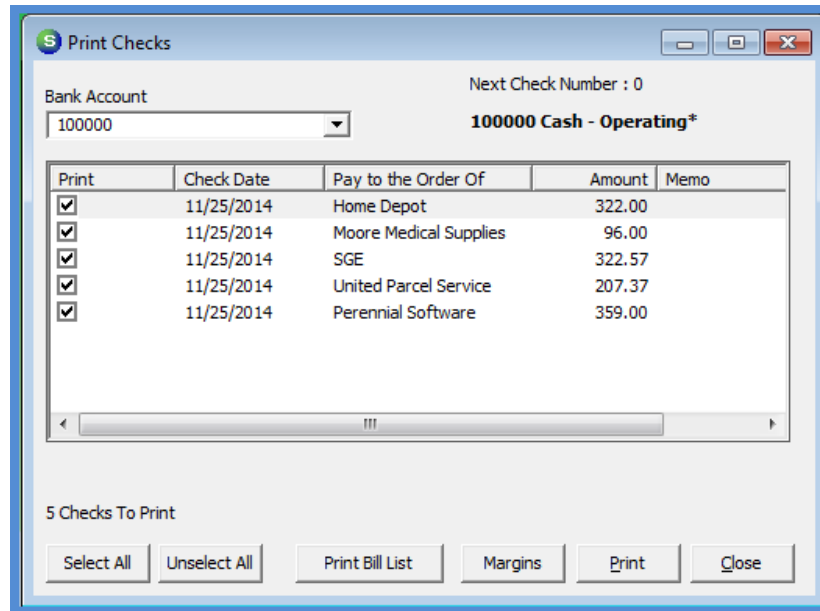
The check may be printed immediately or flagged to go to the Check Print Queue to be printed at a later time.



Notes

Printing Checks

Once Bills have been selected for payment using the Pay Bills function or by using the Write Checks function and marking the check to go to the print queue, the checks are printed from the Print Checks option with the Accounts Payable module.



Notes

Notes

Write Checks

One-off checks may be created by selecting the Write Checks option within the Accounts Payable module. A check may be written to a Vendor or by selecting the "Other" option; you may write a check without having to create a Vendor record.

If writing a check to a Vendor, you may select any open Bills or write a check that is not associated with a Bill by selecting an expense account on the Expense tab of the check form.

Write Checks

Pay From Bank Account: 100000 100000 Cash - Operating*

Customer Vendor Branch: SD

SOUC 2015 DATE: 11/25/2014 CHECK #: 0

PAY TO THE ORDER OF \$

ADDRESS LABEL

MEMO

In Print Queue

Applied Total

Balance

Recurring Payment

Bills: \$0.00 | Parts: \$0.00 | Expense: \$0.00 | Documents

Bills List						
Due Date	Discount Date	Discount Amt	Ref Num	Bill Amt	Amt Due	Paid
*						

Voiced Check

Apply Save Print Close

Notes