

MultiSite Suite: Accounts Payable

User's Manual

version 6



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Overview of Accounts Payable

The Accounts Payable (AP) module gives users a simple and efficient way to process and pay vendor invoices and to manage vendor information. You can also use the AP module to look up information quickly, such as a vendor's phone number, and to display histories of invoices received and paid.

The AP module exchanges information with the General Ledger module. However, invoices entered into AP are not recorded in GL until the corresponding checks are written unless your AP is setup to use AP Accrual.

With the Accounts Payable module, users can do all of the following:

- ◆ View vendors by name, site, trade, and category.
- ◆ View open accounts payable by user, site, property manager, vendor, or due date.
- ◆ Display a history of invoices entered in the AP module or checks written to vendors in the Cash Management or AP module.
- ◆ Add vendors and modify vendor information.
- ◆ Enter and modify invoices.
- ◆ Write, reprint, and void checks.
- ◆ Authorize checks for invoices (authorized users, only)
- ◆ Generate reports.

The Accounts Payable module has the following features:

- ◆ Microsoft Outlook® user interface design, for simplicity and consistency with other MultiSite modules.
- ◆ Compatibility with Microsoft Office 97®, 2000, and XP.



Note: A mail merge feature that integrates AP with Microsoft Word® for creation of letters and mailing labels is currently under construction.

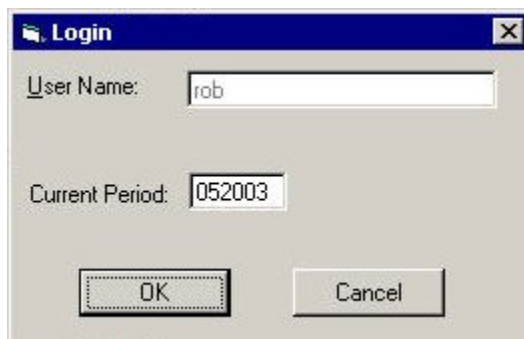
- ◆ Filters that provide custom views, so that users can see only the information they need to perform their own jobs.

- ◆ Invoice Entry window is designed for minimal mouse usage.
- ◆ Default descriptions and General Ledger codes, which help speed the invoice entry process.
- ◆ Checks can be written individually or in batches on a standard office laser printer, using inexpensive blank check stock.
- ◆ Full 1099 support.
- ◆ Supports both centralized and decentralized processing (data synchronization enables work to be performed at remote locations and then “synced” with the server at the central office).
- ◆ Users at remote sites and traveling property managers can access and update information.
- ◆ Unlimited histories of vendor invoices and checks are automatically maintained in the system.
- ◆ Unlimited journal items, such as notes, correspondence, phone calls, meetings, and so forth, can be added and updated for each user.
- ◆ Word files, Excel® files and image files, such as scanned contracts, photos, or correspondence can be attached to any journal item (note).
- ◆ Automatic posting to the General Ledger module (when checks are written for invoices).
- ◆ Fast, easy generation of reports that can be viewed, printed, exported to Excel, or sent as an e-mail attachment from one simple window.
- ◆ Security levels limit access to sensitive information, as needed.

Logging Into Accounts Payable

- **To log into the Accounts Payable module, do the following:**
- 1 On your regular Windows® Desktop, double-click the Remote Desktop shortcut.
 - 2 The system connects to a remote server via the Internet. Your Windows Desktop changes to the one associated with the MultiSite program.

- 3 The Windows login window appears.



- 4 If it is not already displayed, enter your user name in the User Name text box.
- 5 Keep the default Current Period (the current global period for accounts payable activity).



Note: Only users with special administrative rights to the Accounts Payable module can change the date in the Current Period text box of this window.

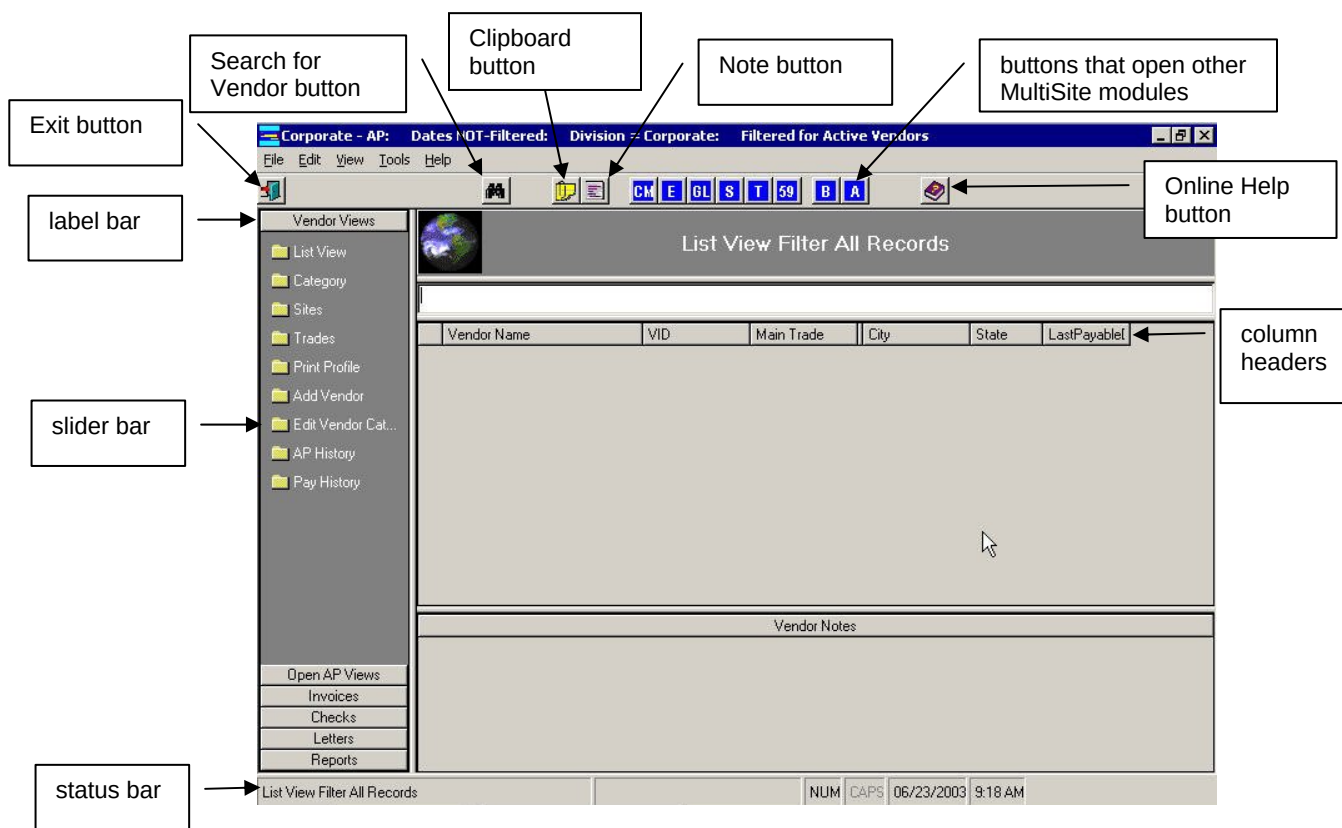
- 6 Click OK.

The default main screen for Accounts Payable appears, as shown in the next section, *Navigating in Accounts Payable*.

Navigating in Accounts Payable

The modules in MultiSite Suite are designed to look like Microsoft Outlook®, for simplicity and familiarity.

When you first log into Accounts Payable, the following screen automatically appears:



This default screen is already set up to search for and display a list of vendors. You would see the same screen if you clicked the List View folder under Vendor Views or clicked the Search for Vendor button on the toolbar (for more information, see *Viewing Vendors*).

Label Bar/Slider Bar Sections

AP is made up of 6 sections—one for each type of activity:

- ◆ **Vendor Views** for displaying lists of vendors according to various search criteria, displaying details about each vendor, printing vendor profiles, adding vendors, modifying vendor information, and viewing a history of invoices or checks for each vendor.
- ◆ **Open AP Views** for displaying lists of unpaid invoices, according to various search criteria.
- ◆ **Invoices** for entering new invoices, modifying existing invoices, and auto-authorizing checks for an invoice.

- ◆ **Checks** for writing, voiding, and reprinting checks.
- ◆ **Letters** is still under construction. When it is finished, it will generate letters to vendors directly from AP.
- ◆ **Reports** for generating, printing, exporting, and/or sending Accounts Payable reports.

To navigate to one of these 6 areas, click on the corresponding label bar. The label bar slides to the top, revealing the slider bar area underneath. You click the different icons in the slider bars to display different sets of records, perform various activities, or generate different types of reports.



Note: When you first click on a label bar, the other parts of the main screen remain in their previous view until you click an icon inside the newly-opened slider bar.

Toolbar Buttons

An explanation of each toolbar button is as follows:

- ◆ **Exit** closes the AP program and returns you to the remote server Desktop.

You can also click the Microsoft **x** button at the top right corner of the screen or choose Exit from the File menu.

- ◆ **Search for Vendor** places your cursor in the text box above the vendor List View, so that you can search for a vendor by name.

You can also search for a vendor by name by clicking the List View icon in the Vendor Views slider bar or by choosing Find Vendor from the Edit menu in the main screen menu bar.

- ◆ **Clipboard** copies the name and address of the currently selected vendor to the Windows Clipboard®, so that you can paste the information into another software program, such as Microsoft Word®.
- ◆ **Note** enables you to add a note (journal item) to a vendor's record.

You can also add a note by displaying a vendor's record and then navigating to the blank line in the Vendor Notes section at the bottom of the view panel.

- ◆ **Module buttons** in the center of the toolbar open the other modules in the MultiSite Suite.
- ◆ **Online Help** opens the online help for the program.

Menu Commands

An explanation of each menu on the menu bar is as follows:

- ◆ **File** menu enables you to change the setup of your default printer options (Printer Setup). You can also use it to print the current screen that is displayed (Print Screen) or to exit the AP module (Exit).
- ◆ **Edit** menu enables you search for a vendor by vendor name (Find Vendor). For more information, see *Viewing Vendors*.
- ◆ **View** menu contains various filtering commands that enable you to filter records that you view in the system, thus shortening the amount of time that you spend waiting for the system to retrieve unneeded records. For a specific explanation of each filter command, see the *Filtering Records for Customized Viewing* subsection in the topic *Viewing Vendors*.
- ◆ **Tools** menu enables you to do the following:
 - ✧ The Preferences command lets you set user preferences, such as the default current accounting period, the parameters for some of the record retrieval filters, the location of the printer to which you send checks, and so forth (see *Setting User Preferences*).
 - ✧ The Move Vendor command enables you to move information from one vendor's record to a duplicate record for that same vendor. This command is used in conjunction with the Delete Vendor record (explained below).
 - ✧ The Delete Vendor command enables you to delete a vendor from the AP system. You would use this command to delete a duplicate record for a vendor after moving the vendor's information from the duplicate record to the one that you'd like to keep in the system.
 - ✧ Rebuild your system layout files when you are experiencing technical trouble (see *Rebuilding Layout Files*).



Note: This is something that customer support may ask you to do if you are experiencing system difficulties; it is not advisable to choose this

option on your own.

- ✧ The Show Reminders command lets you set and display reminders to notify you of specific tasks to be done (see *Setting Reminders*).
- ✧ The Notepad and Calculator commands display the Windows Notepad® and Calculator® (see *Displaying the Windows Notepad & Calculator*).
- ◆ **Help** menu displays the online Help and the version number of the AP module.

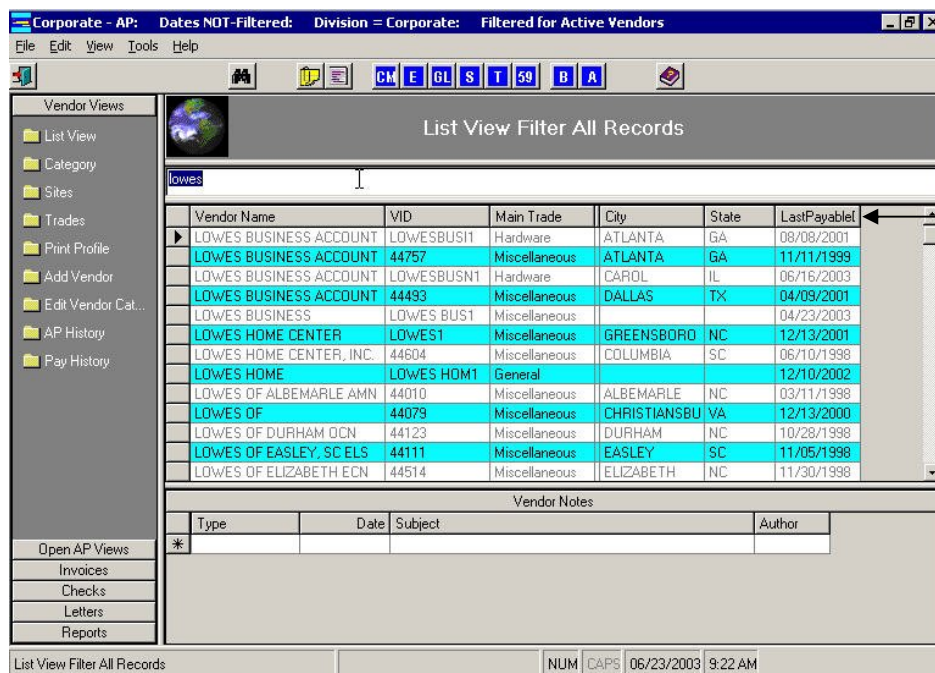
Shortcut Menu

A short-cut menu is available from the vendor list, as well as from any specific vendor's detail record. You can right-click on a vendor's record to display the menu and select various commands to perform specific tasks or view or print additional information. For more information, see the *Shortcut Menu Commands* section in the *Viewing Vendors* topic.

Click-level Sorting

AP supports click-level sorting. This means that if you click on any of the column headers in a grid of records, all the records will sort according to that column header. The records sort in ascending order.

For example, if you click the City column header in the List View panel of vendors below, the records will sort according to City in alphabetical order.



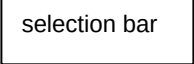
Status Bar

The status bar at the bottom of the AP screen always tells you where you are in the program. Status information often appears at the top of grids of records, as well.

For example, in the picture above, the type of view is displayed in the status bar, as well above the record grid.

Selecting Specific Records

Many of the records in AP (as well as in other MultiSite modules) display records in a grid, either in the main screen panel or in a popup window. To put your focus on a specific record or row, click anywhere in the row. A small black triangle appears in the selection bar to the left of the record, indicating which record is selected, as shown below.



Vendor Name	VID	Main Trade
LOWES BUSINESS ACCOUNT	LOWESBUS1	Hardware
LOWES BUSINESS ACCOUNT	44757	Miscellaneous
LOWES BUSINESS ACCOUNT	LOWESBUSN1	Hardware
LOWES BUSINESS ACCOUNT	44493	Miscellaneous
LOWES BUSINESS	LOWES BUS1	Miscellaneous
LOWES HOME CENTER	LOWES1	Miscellaneous
LOWES HOME CENTER, INC.	44604	Miscellaneous
LOWES HOME	LOWES HOM1	General

Navigating in Records

You can move your focus from one text box or cell in a record to another by clicking with your mouse or pressing the Tab key on your keyboard. On some panels and windows, you can also press the Enter key on your keyboard.

You can move from one row in a grid to another by clicking with your mouse or pressing the up or down arrow keys on your keyboard.

You can also resize columns in grids by placing your cursor between two column headers and dragging your mouse pointer to the left or right. To save the new column size, so that the system displays it whenever you re-open the grid, click anywhere inside the grid after resizing it.

Navigation Workflow

Typically, after you log into Accounts Payable, you click the label bar of the section you want to use, first. Then you click the icon in the corresponding slider bar and continue working in the panels that appear in the main screen or in popup windows that appear.

Specific instructions for each procedure are included in this manual.

Logging Out of Accounts Payable

To log out of AP, simply click the exit button on the main screen toolbar. You return to the remote server Desktop.

To log out of the remote server, click the Start button on the Windows Taskbar and choose Log off [Your Username].

Viewing Vendors

In AP, you can display vendor information quickly and easily from the Vendor Views slider bar. This slider bar contains icons that enable you to look up vendors by the following search criteria:

- ◆ Name
- ◆ Category
- ◆ Site
- ◆ Trade

When you search by name, the system displays a list of vendors containing a brief overview of important information and payments made (List View). From this list, you can navigate easily to the detailed record of any vendor by double-clicking on it or by right-clicking and selecting Vendor 2 Column View from the shortcut menu.

When you search by category, site, or trade, the system automatically displays the detailed record of the vendor (2-column view).

Specific instructions for each search criteria follow below.



Tips:

- ◆ If a vendor calls, the fastest way to find them is to use the List View (see *Searching by Name* directly below). Right-click on the vendor's record and choose AP History or Pay History from the shortcut menu (or press Ctrl+H or Ctrl+P, respectively). This is the fastest way to display a vendor's invoices or checks.
- ◆ You can shorten the list of vendors or vendor details that the system displays by using the various filtering options on the View menu in the main screen menu bar. In this way, you can avoid lengthy data retrieval times and locate records more efficiently. For instructions, see the *Filtering Records for Customized Viewing* section in this topic.

Searching by Name

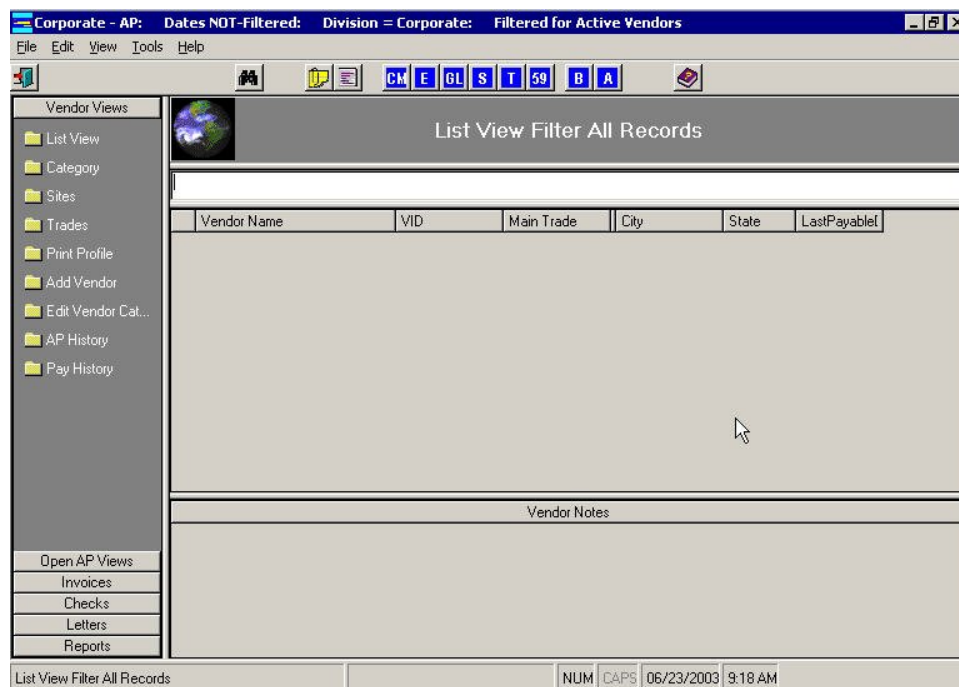
➤ **To search for a vendor by name, do the following:**

- 1 If the Vendor Views label bar isn't already open, click on it to display the various viewing options.
- 2 In the Vendor Views slider bar, click the List View folder icon.

The List View panel appears, as shown below.



Tip: When you first log into AP, the List View panel appears automatically by default. You can also open the List View by clicking on the Search for Vendor button (binocular button) on the main screen toolbar or by pressing the shortcut key combination Ctrl+L on your keyboard.



- 3 In the text box at the top of the panel, enter the first few letters of the vendor's name.
- 4 Press the Enter key on your keyboard.

A list of vendors with names that match the letters you entered appears in the panel.

Corporate - AP: Dates NOT-Filtered: Division = Corporate: Filtered for Active Vendors

File Edit View Tools Help

Vendor Views

- List View
- Category
- Sites
- Trades
- Print Profile
- Add Vendor
- Edit Vendor Cat...
- AP History
- Pay History

Open AP Views

- Invoices
- Checks
- Letters
- Reports

List View Filter All Records

lowes

Vendor Name	VID	Main Trade	City	State	Last Payable
LOWES BUSINESS ACCOUNT	LOWESBUS1	Hardware	ATLANTA	GA	08/08/2001
LOWES BUSINESS ACCOUNT	44757	Miscellaneous	ATLANTA	GA	11/11/1999
LOWES BUSINESS ACCOUNT	LOWESBUSN1	Hardware	CAROL	IL	06/16/2003
LOWES BUSINESS ACCOUNT	44493	Miscellaneous	DALLAS	TX	04/09/2001
LOWES BUSINESS	LOWES BUS1	Miscellaneous			04/23/2003
LOWES HOME CENTER	LOWES1	Miscellaneous	GREENSBORO	NC	12/13/2001
LOWES HOME CENTER, INC.	44604	Miscellaneous	COLUMBIA	SC	06/10/1998
LOWES HOME	LOWES HOM1	General			12/10/2002
LOWES OF ALBEMARLE AMN	44010	Miscellaneous	ALBEMARLE	NC	03/11/1998
LOWES OF	44079	Miscellaneous	CHRISTIANSBU	VA	12/13/2000
LOWES OF DURHAM OCN	44123	Miscellaneous	DURHAM	NC	10/28/1999
LOWES OF EASLEY, SC ELS	44111	Miscellaneous	EASLEY	SC	11/05/1998
LOWES OF ELIZABETH ECN	44514	Miscellaneous	ELIZABETH	NC	11/30/1998

Vendor Notes

Type	Date	Subject	Author
*			

List View Filter All Records

NUM CAPS 06/23/2003 9:22 AM

- 5 Use the scroll bar or the down arrow key on your keyboard to navigate down the list until you find the vendor you want.
- 6 Do one of the following:
 - ◆ Double-click on the vendor name.
 - ◆ Select the vendor name, then right-click and choose Vendor 2 Column View from the shortcut menu that appears.

The vendor information appears in the standard 2-column view, as shown below.

Corporate - AP: Dates NOT-Filtered: Division = Corporate: Filtered for Active Vendors

File Edit View Tools Help

CM E GL S T 69 B A

Vendor Views

- List View
- Category
- Sites
- Trades
- Print Profile
- Add Vendor
- Edit Vendor Cat...
- AP History
- Pay History

Open AP Views

- Invoices
- Checks
- Letters
- Reports

Custom View Fields for LOWES HOME CENTER

Field Name	Field Value
V ID "Not Updatable"	LOWES1
V Name	LOWES HOME CENTER
Contact	
B Street	1703 SOUTH FORTY DRIVE
B Street 2	
B City	GREENSBORO
B State	NC
B Zip	27407
Remit Street	SGN 0404
Remit Street 2	1703 SOUTH FORTY DRIVE
Remit City	GREENSBORO
Remit State	NC
Remit Zip	27407
Phone	
Insurance Cert Reqd	False
Insurance Cert Expire	12:00:00 AM
Require 1099	False

Vendor Notes for LOWES HOME CENTER

Type	Date	Subject	Author
*			

List View Filter All Records LOWES HOME CENTER NUM CAPS 06/23/2003 9:22 AM

Searching by Category

When vendors are added to the system, they can be assigned to one or more categories (see *Authorizing a Vendor*

Keeping up with unique vendors is always troublesome with most companies. Eventually, duplicate vendors get setup as new vendors. Usually duplicate vendors become noticeable when 1099's are printed. MultiSite has an optional method of controlling the creation of new vendors. In essence here is how the new vendors are controlled.

- Any non-Read-Only user can add new vendors.
- By default, all Vendors will be saved as "Un-Authorized".
- The "Un-Authorized" status does not hinder users from entering invoices using the new un-authorized vendor.
 - When the invoice prints out large "NOT AUTHORIZED" prints on the invoice.
 - The new vendor stays in the un-authorized status until an administrator authorizes the new vendor.

- During the automated check writing in the Check Wizard the un-authorized vendor outstanding invoices will be paid. The top voucher portion of the check will have a bold caption “NOT AUTHORIZED”. This is a last minute effort to put emphasis on an un-authorized vendor. The top voucher portion can be torn off and the check mailed to the vendor. Later, the vendor can be authorized or moved to another existing vendor.
- “Un-Authorized” vendors can be viewed in the AP module by clicking the icon “UnAuthorized” located in the “Views” group sidebar. The main grid will be filled with a list of all vendors with the un-authorized status.
- Admin users can authorize vendors by clicking on the checkbox in the unauthorized view.
- The procedure to authorize vendors is:

○

Adding & Editing Vendor Categories) to help users find the vendor by category.

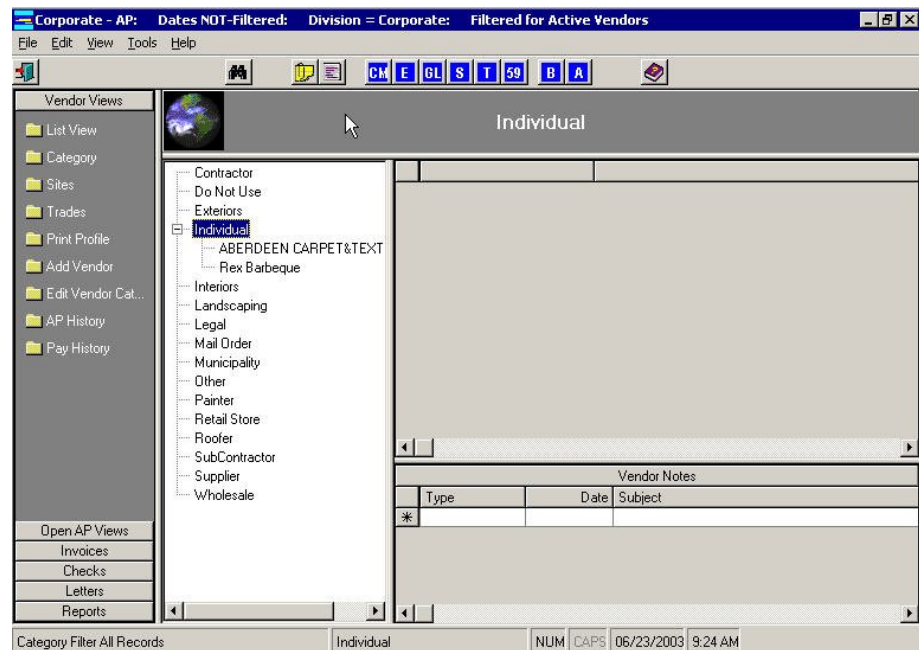


Note: It is not a system requirement to assign a category to a vendor. Therefore, if you search for a vendor by category and do not see him in the list, it does *not* mean that his record is not in the system. You might find the vendor by searching by name, trade or some other method.

➤ **To search for a vendor by category, do the following:**

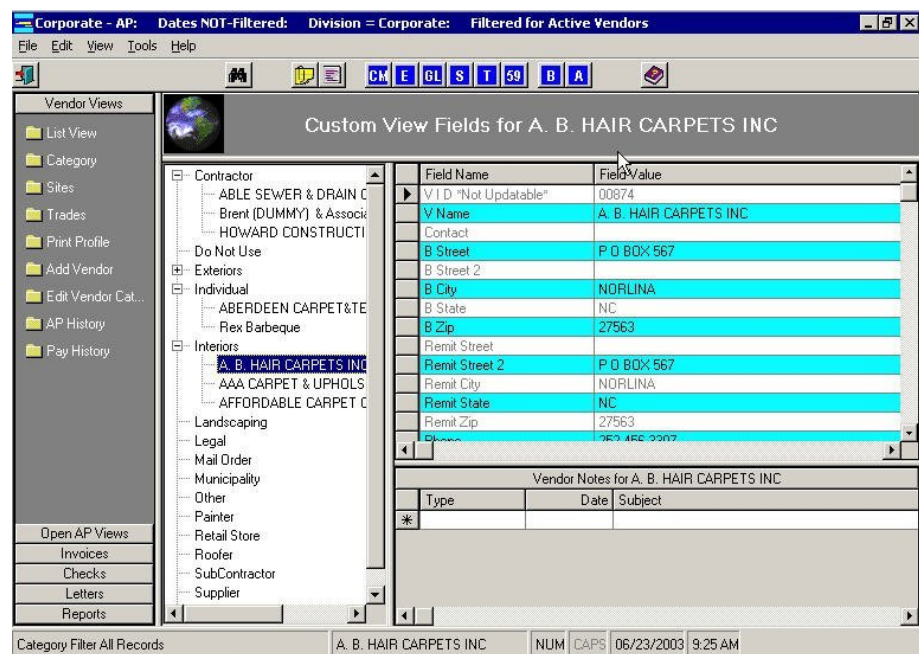
- 1 If the Vendor Views label bar isn’t already open, click on it to display the various viewing options.
- 2 In the Vendor Views slider bar, click the Category folder icon.

A list of categories appears in the center part of the screen.



- 3 Click on a category to display the expander button (plus sign) to the left of the category name. Then click on the expander button to display the corresponding vendors, underneath.
- 4 Click on the name of the vendor whose record you want to display.

The vendor's details appear in the 2-column view panel, as shown.



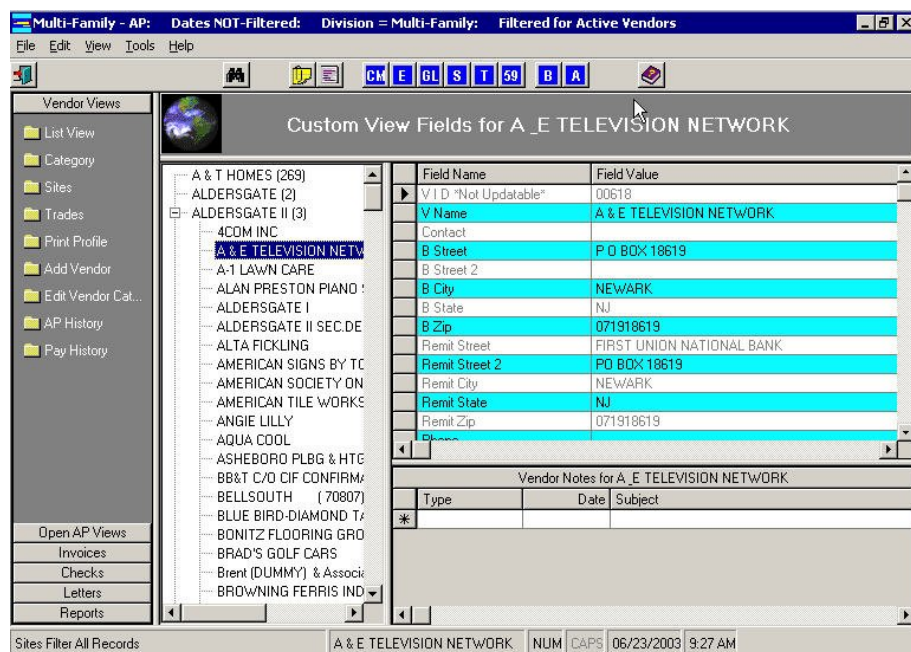
Searching by Site

Different vendors are used to purchase products and services for different sites. If you know the site associated with a vendor, you can look up the vendor by site name by following the instructions below.

➤ **To search for a vendor by site, do the following:**

- 1 If the Vendor Views label bar isn't already open, click on it to display the various viewing options.
- 2 In the Vendor Views slider bar, click the Sites folder icon.

A list of sites appears in the center part of the screen.



- 3 Click on a site to display the expander button (plus sign) to the left of the site name. Then click on the expander button to display the corresponding vendors, underneath.
- 4 Click on the name of the vendor whose record you want to display.

The vendor's details appear in the 2-column view panel, as shown above.

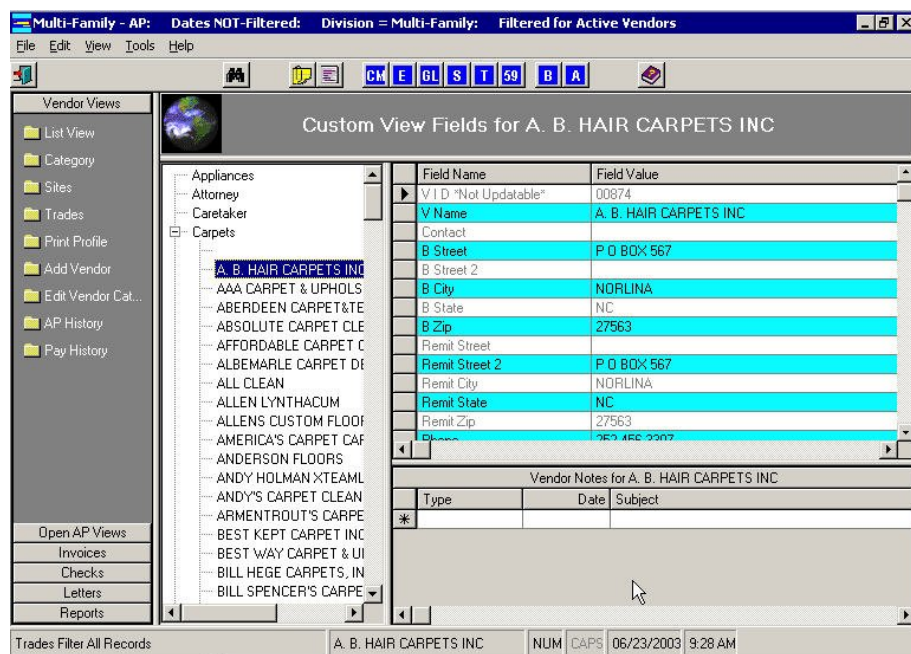
Searching by Trade

When vendors are added to the system, their trade is identified in their record. Therefore, you can search for a vendor by type of trade.

➤ **To search for a vendor by type of trade, do the following:**

- 1 If the Vendor Views label bar isn't already open, click on it to display the various viewing options.
- 2 In the Vendor Views slider bar, click the Trades folder icon.

A list of trade types appears in the center part of the screen.



- 3 Click on a trade to display the expander button (plus sign) to the left of the trade name. Then click on the expander button to display the corresponding vendors, underneath.
- 4 Click on the name of the vendor whose record you want to display.

The vendor's details appear in the 2-column view panel, as shown above.

Filtering Records for Customized Viewing

You can filter the records that the system displays when you view vendor records (including a vendor's AP history and pay history). In this way, you can shorten the amount of time that you spend waiting for the system to retrieve unneeded records, and you can scroll through records more efficiently.

To filter views, you choose the filtering commands on the View menu in the main screen menu bar.



Note: If you are already viewing vendors and then you select or deselect a filter option from the View menu, you must refresh the screen to see the results. You can do this by re-selecting the vendor, AP history, or pay history.

The procedures for each type of filter are as follows:

Filter Date Range (for AP History and Pay History)

Over time, a large number of records are added to a vendor's AP history and pay history.

To shorten the list of vendor records that appear in either history, choose Filter Date Range from the View menu, to limit the records that the system retrieves by date range.

The default date range for filtering the AP history and pay history is set by the system administrator. To change the date range, specify a different one in the Preferences window (for instructions, see *Setting User Preferences*).

For instructions on viewing the AP and pay history, see *Viewing the AP History* and *Viewing the Pay History*.

Custom View for Vendor Detail Records (2-column View)

You can limit the specific information that you see when you view the detailed records of vendors (the standard 2-column view).

To do this, use the Custom View tab in the Preferences window to select the specific fields that you want to view (for instructions, see *Setting User Preferences*). Then, choose Custom View from the View menu.

Filter Division



Note: Only users with system administrator access privileges can filter vendor records by company division.

To filter vendor records according to the company division that handles the vendors' accounts, choose Filter Division from the View menu. The system filters the vendor records by the division that is selected in the Preferences window (for instructions on how to select the division, see *Setting User Preferences*).

Voided Invoices

If you want to display only voided invoices in the AP history or pay history, choose Voided Invoices from the View menu.

For instructions on viewing the AP and pay history, see *Viewing the AP History* and *Viewing the Pay History*.

Filter Vendor Status

When viewing vendor records, you can filter them by status (active vendors, inactive vendors, or both active and inactive vendors). To filter vendors by status, choose Filter Vendors from the View menu. Then, from the sub-menu, choose All Vendors, Active Vendors, or Inactive Vendors.

For instructions on deactivating vendors, see *Deactivating a Vendor*.

Shortcut Menu Commands

A short-cut menu is available from the vendor list (List View), as well as from any specific vendor's detail record. When you right-click on a vendor in List View or on a row in a vendor's detail record (standard 2-column view), the short-cut menu commands are displayed, and you can select them to perform specific tasks or view additional information. The choices are:

- ◆ **Print All Rows:** prints all the rows in the current view.
- ◆ **Print Selected Rows:** prints all the rows that you have selected in the current view (you can select multiple rows by holding down your Shift or Ctrl key and then clicking the rows with your mouse).

- ◆ **Export All to CSV file:** exports all the rows in the current view to a .csv file.
- ◆ **Export Selected to CSV File:** exports all the rows that you have selected in the current view to a .csv file (you can select multiple rows by holding down your Shift or Ctrl key and then clicking the rows with your mouse).
- ◆ **AP History:** displays a history of the invoices that have been entered into the system for a specific vendor. For more information, see *Viewing the AP History*.
- ◆ **New Invoice:** opens a blank on-screen invoice, so that you can create a new invoice for the selected vendor. For more information, see *Entering Invoices*.
- ◆ **Pay History:** displays the history of checks written for vendors from the AP module or the Cash Management module. For more information, see *Viewing the Pay History*.
- ◆ **Print Profile:** prints a vendor profile for the selected vendor.
- ◆ **Vendor 2 Column View:** displays the details for the selected vendor.
- ◆ **List View:** displays the list of vendors.
- ◆ **De-Activate Vendor:** deactivates the selected vendor.

Instructions for managing vendor information are provided in the topics that follow.

Adding, Modifying, & Deleting Vendor Notes

A Vendor Notes section appears at the bottom of various vendor Views in the AP system. It enables you to view, add, modify, deactivate, or delete notes about a vendor.



Tip: No matter which View you are in when you add or modify vendor notes, the additions and changes you make appear in all the other Views where the Vendor Notes section is displayed.

Adding Vendor Notes

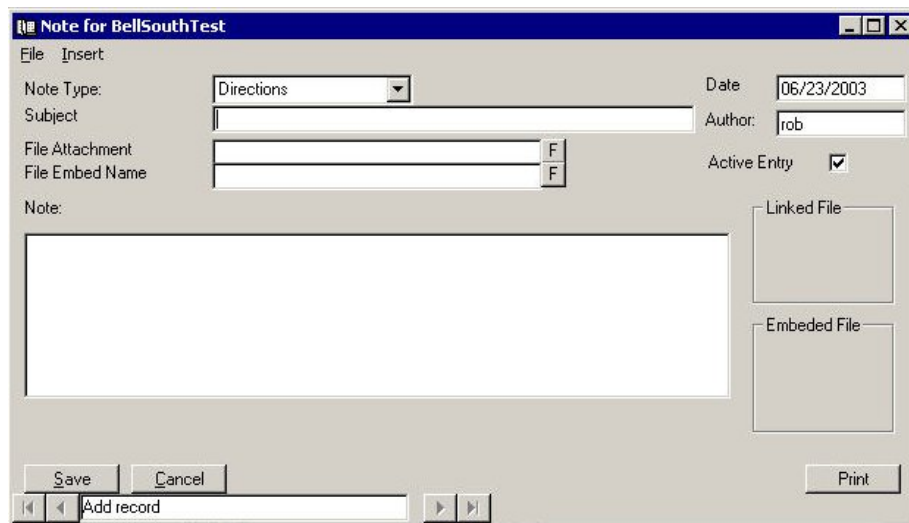
➤ To add a note a vendor, do the following:

- 1 Search for the vendor by using one of the methods in the *Viewing Vendors* section and select his record or display the detailed 2-column view.
- 2 Do one of the following:
 - ◆ Click inside the first empty row in the Vendor Notes section.
 - ◆ Click the Note button on the main screen toolbar.

A message box appears, asking if you want to add a note.

- 3 Click Yes in the message box.

The Note window appears.



Tip: You can also add a note by displaying a note that already exists and clicking the Add button in the Note window. For more information, see the *Modifying, Deactivating, or Deleting Vendor Notes* subsection below.

- 4 From the Note Type drop-down list, select the type of note you are entering.
- 5 In the Subject text box, enter a description for the note.

- 6 If you want to attach a file to the note (e.g., a scanned document), click the **F** button to the right of the File Attachment text box and use the standard browse window to locate and select the file. Then click OK.
- 7 Skip over the File Embed Name text box; the File Embed feature is not operational at this time.
- 8 In the Note text box, enter the note you want to add for the selected vendor.
- 9 Click the Save button.
- 10 If you want to print the note, click the Print button.
- 11 To exit the Note window, click the Close button or the **x** in the top right corner of the window.

You return to the main screen.

Modifying, Deactivating, or Deleting Vendor Notes

- **To modify, deactivate, or delete an existing note, do the following:**
- 1 Search for the vendor by using one of the methods in the *Viewing Vendors* section and select his record or display the detailed 2-column view.
 - 2 In the Vendor Notes section, double-click on the note you want to change or delete.

The note appears in the Note window.

3 To modify the note, do the following:

- a) Click the Edit button.
- b) Make changes in the drop-down lists and/or text boxes.



Tip: When you click the Edit button, the buttons at the bottom of the window change to Save and Cancel. If you make a mistake while modifying a note, you can click the Cancel button and then the Refresh button, which restores the information that appeared when you first opened the note.

- c) To attach a file to the note, click the **F** button to the right of the File Attachment text box and use the standard browse window to locate and select the file; then click OK.
- d) To remove an attachment from the note, click on the file name in the File Attachment text box and press the Delete key on your keyboard.



Tip: To view an attachment, double-click directly on the name of the attached file.

- e) Click the Save button to save the changes you made.

4 To de-activate the note, click inside the Active Entry check box to clear it.



Tip: When you deactivate a note, it is not deleted from the system, but it disappears from the Notes section of the selected vendor. You can reactivate it at any time by repeating steps 1 - 3a and then selecting the

check box again.

5 To delete the entire note, do the following:

- a) Click the Delete button.

A confirmation message appears.

- b) Click Yes in the message box.

The Note window closes and you return to the main screen.



Note: To see the deletion in the list of notes for the vendor, it is necessary to refresh the screen, first. You can do this by selecting another vendor and then re-selecting the vendor whose note you deleted.

- 6 To navigate to another note in the list of notes for the vendor without leaving the Note window, use the first, previous, next, and last buttons at the bottom of the window.
- 7 If you want to print a note, navigate to it and then click the Print button.
- 8 If you want to add a new note for the vendor at this point, click the Add button and follow steps 4 - 9 in the *Adding Vendor Notes* section of this topic (above).
- 9 To exit the Note window, click the Close button or the **x** in the top right corner of the window.

You return to the main screen.

Modifying Vendor Details



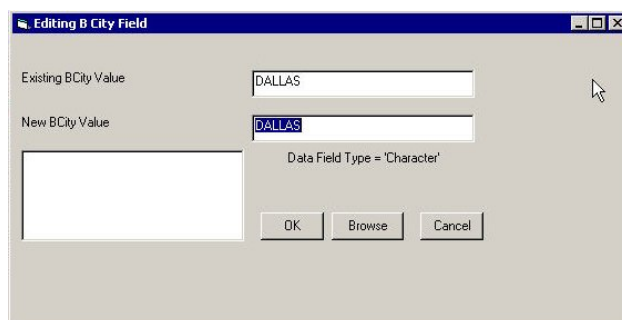
Notes:

- ◆ When editing vendor details, it is important to edit appropriate fields, only. If you have any doubt or question about changing a vendor detail, contact technical support.
- ◆ Whenever a detail is edited, the system notes the person who edited vendor details, as well as the date and time.

➤ **To modify any of the details in a vendor's record, do the following:**

- 1 Search for the vendor by using one of the methods in the *Viewing Vendors* section and display the 2-column view of his record.
- 2 In the vendor's record, double-click on the value that you want to change.

The Editing window appears.



The current value appears in the Existing text box, at the top. This text box is for reference purposes, only.

- 3 Do one of the following:
 - ◆ In the New text box, enter the new value, manually.
 - ◆ Click the Browse button to display all the possible values; they appear in the larger blank text box in the lower left part of the window. Then, select the one you want to enter by clicking on it.
- 4 Click OK.

The information is changed, and you return to the main screen.

Printing Vendor Profiles

You can print a vendor profile quickly and easily in AP.

➤ **To print a vendor profile, do the following:**

- 1 Select the vendor for whom you want print a profile. For instructions, see *Viewing Vendors*.



Tip: You can either select the vendor in the List View or open the vendor's detail record (2-column view).

2 Do one of the following:

- ◆ In the Vendor Views slider bar, click the Print Profile folder icon.
- ◆ Right-click on the selected vendor's record. From the shortcut menu that appears, choose Print Profile.

The profile appears in the Reports window.

The screenshot shows a window titled "Harris Brown Mgt" with a "Vendor Profile" section. The window has a standard toolbar at the top with navigation and printing icons. The profile details are organized into several sections:

Vendor Name: A. B. HAIR CARPETS INC		V ID#: 00874
Contact Address: P O BOX 567 NORLINA, NC 27563		Remit Address: P O BOX 567 NORLINA, NC 2756
Phone: 252-456-3307	Fax: 252-456-4395	
Mobile Phone:	Pager:	
Require 1099: False	Credit Limit:	
Insurance Cert Reqd: False	Credit Balance:	
Insurance Cert Expire:	Supplier Acct Number:	
Standard Terms: Net0	Utility Vendor: False	
Status:	Division: Multi-Family	
Main Trade: Carpets	Last Payable Date: 06/11/2003	
Message:		

Below the profile details is a section titled "Site Links" with a table containing one row:

Site Name	Anart Name

- 3 Click the Print button on the Reports window toolbar to send the profile to the printer.
- 4 To exit the Reports window, click the **x** button on the toolbar or in the top right corner of the window.

You return to the main screen.

Adding a Vendor

You can add a vendor to AP directly from the Vendor Views slider bar. The instructions are as follows:

➤ **To add a vendor, do the following:**

- 1 If the Vendor Views label bar isn't already open, click on it to display the various viewing options.
- 2 In the Vendor Views slider bar, click the Add Vendor folder icon.

The Add New Vendor window appears.

Field	Value
Phone (MaxLen=13)	
Mobile Phone (MaxLen=13)	
Fax (MaxLen=13)	
Pager (MaxLen=13)	
Require 1 0 9 9 (T/F)	F
Insurance Cert Req'd (T/F)	F
Insurance Cert Expire (Date)	1/1/2599
Created (Date)	06/23/2003
Standard Terms (MaxLen=30)	
Status (MaxLen=20)	
Credit Limit (number)	0
Credit Balance (number)	0
Supplier Acct Number (MaxL	
Utility Vendor (T/F)	F
Division (MaxLen=20)	
Last Payable Date (Date)	1/1/2599
Message (MaxLen=50)	
Main Trade (MaxLen=30)	
Last Name (MaxLen=50)	

- 3 Click the button to the right of the Vendor Code text box.

The Suggest VID window appears.

- 4 Enter the full name of the vendor in the text box.
- 5 Click OK.

The system creates a unique vendor code for the vendor and places it in the Vendor code text box of the Add New Vendor window. The system also places the name you entered in step 4 in the Vendor Name text box.

- 6 From the Main Division drop-down list, select the division in which the vendor will be used.

- 7 From the Main Trade drop-down list, select the type of trade in which the vendor's goods or services is normally classified. For example, if you are adding an electric company, select Utilities.

The system places the information that you entered and selected in the corresponding Value cells of the All Vendor Fields list on the right side of the window.

- 8 Enter as much information as you can about the vendor in the remaining Value cells of the All Vendor Fields list. To do this, simply click on the corresponding empty cell and enter the information.



Notes: There are two types of addresses in the All Vendor Fields list: the business address (B Street, City, State, and ZIP code) and the remit to address (Remit Street, City, State, and ZIP code). Even if these are identical, it is necessary to complete all the cells for both types of addresses.

- 9 Click the Save button.

The vendor is added to the system. The text boxes in the Add New Vendor become blank, so that you can add another vendor.

- 10 If you want to add another vendor at this point, repeat steps 3 - 9. Otherwise, skip to the next step.
- 11 When you are finished adding vendors, click the Close button in the Add New Vendor window.

You return to the main screen. The vendor appears when you search for a vendor (see *Viewing Vendors*).



Tip: After you add a vendor, you might want to assign categories to it so that you can look up the vendor by using the Category search feature. For instructions, see *Authorizing a Vendor*

Keeping up with unique vendors is always troublesome with most companies. Eventually, duplicate vendors get setup as new vendors. Usually duplicate vendors become noticeable when 1099's are printed. MultiSite has an optional method of controlling the creation of new vendors. In essence here is how the new vendors are controlled.

- Any non-Read-Only user can add new

vendors.

- By default, all Vendors will be saved as “Un-Authorized”.
- The “Un-Authorized” status does not hinder users from entering invoices using the new un-authorized vendor.
 - When the invoice prints out large “NOT AUTHORIZED” prints on the invoice.
 - The new vendor stays in the un-authorized status until an administrator authorizes the new vendor.
 - During the automated check writing in the Check Wizard the un-authorized vendor outstanding invoices will be paid. The top voucher portion of the check will have a bold caption “NOT AUTHORIZED”. This is a last minute effort to put emphasis on an un-authorized vendor. The top voucher portion can be torn off and the check mailed to the vendor. Later, the vendor can be authorized or moved to another existing vendor.
- “Un-Authorized” vendors can be viewed in the AP module by clicking the icon “UnAuthorized” located in the “Views” group sidebar. The main grid will be filled with a list of all vendors with the un-authorized status.
- Admin users can authorize vendors by clicking on the checkbox in the

unauthorized view.

- The procedure to authorize vendors is:

o

Adding & Editing Vendor Categories below. For instructions on searching by category, see the *Searching by Category* section in the topic *Viewing Vendors*.

Authorizing a Vendor

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0

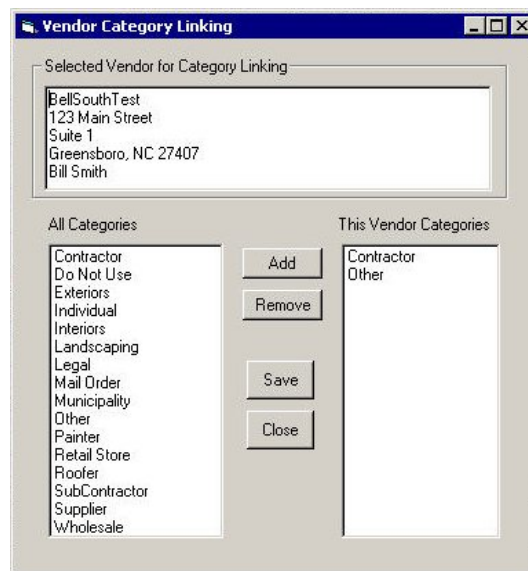
Adding & Editing Vendor Categories

After you add a vendor to AP, you can assign categories to the vendor by using the instructions below. You can also use this procedure to change a vendor's categories at any time.

➤ **To add or edit vendor categories, do the following:**

- 1 Select the vendor for whom you want to add or edit categories. For instructions, see *Viewing Vendors*.
- 2 In the Vendor Views slider bar, click the Edit Vendor Categories folder icon.

The Vendor Category Linking window appears.



- 3 In the All Categories list, select a category that you want to assign to the vendor; then click the Add button. Repeat this for each category you want to assign.



Tip: After you assign a category, you will be able to look up the vendor by that category, using the Category icon in the Vendor Views slider bar (see *Viewing Vendors*).

The category appears in the This Vendor Categories list on the right side of the window.

[NOTE: Review Team: This window was going to be changed so that the Add and Remove buttons work; if this change is not going to take place, let me know and I'll change the instructions, so that the users will simply single-click on a category to move it to the This Vendor Categories list.]

- 4 If you want to remove a category assigned to a vendor, select it in the This Vendor Categories list and click the Remove button. Repeat this for each category you want to remove.
- 5 Click the Save button.
- 6 To exit the Vendor Category Linking window, click the Close button or the **x** in the upper right corner of the window.

You return to the main screen.

Deactivating a Vendor

If you are not going to use a vendor anymore, you can deactivate the vendor's record. After you deactivate a vendor, his record no longer appears when you conduct a vendor search. This helps limit the number of vendor records, thus shortening the amount of time you spend waiting for the system to retrieve records and enabling you to find records more efficiently.

➤ To deactivate a vendor, do the following:

- 1 Select the vendor you want to deactivate. For instructions, see *Viewing Vendors*.
- 2 Right click on the vendor's record and choose De-Activate Vendor from the shortcut menu that appears.

[NOTE: Review Team: This menu command needs to change to Change Vendor Status or, after it is selected, it needs to change to “Re-Activate Vendor” Let me know if this change is made, and I’ll change the instructions, accordingly.]

A message box appears, indicating that the vendor status has been reversed.

- 3 Click OK in the message box.

If you open the detailed record (2-column view) of the vendor’s record, the word “False” appears as the value in the Active field, indicating that the vendor is no longer active.



Note: If you are already in the detailed 2-column view when you perform step 2, it is necessary to refresh the view to see “False” in the Active field. You can do this by selecting another vendor and then returning to the 2-column view of the one you selected in step 1.



Tip: To change a vendor’s status back to Active, repeat the steps in this procedure. The value in the Active field changes to “True.”

Moving a Vendor

If you enter duplicate records for a vendor and you want to consolidate the records into one vendor record, you can move the data from the extraneous record to the main one and then delete the one that you no longer need.

- **To move data from one vendor record to another, do the following:**

- 1 From the Tools menu, choose Move Vendor.

The Move Vendor Transactions window appears.

Move Vendor Transactions to New Vendor

File

FROM VENDOR:

Enter_first_few_letters_of_Vendor_Name...and_press_ENTER...

Vendor Name	VID	Address	City	State	LastPayat

TO VENDOR:

Enter_first_few_letters_of_Vendor_Name...and_press_ENTER...

Vendor Name	VID	Address	City	State	LastPayat

ACTION SUMMARY:

Close Go

- 2 In the From Vendor text box, enter the first few letters of the vendor's name, as it appears in the record that you want to remove from the system (i.e., the record from which you want to move transactions).

A list of corresponding names appears beneath the text box.

- From the list, select the vendor whose transactions you want to move.
- In the To Vendor text box, enter the first few letters of the vendor's name, as it appears in the record that you want to keep in the system (i.e., the record to which you want to move transactions).

A list of corresponding names appears beneath the text box.

- 5 From the list, select the vendor whose record you want to keep.
- 6 Click the Go button.
- 7 To exit the window, click the Close button.

You return to the main screen.



Tip: After you are finished moving the data, you should delete the extraneous record from which you moved the data. For instructions, see *Deleting a Vendor* below.

Deleting a Vendor

If you enter duplicate records for a vendor, you can consolidate the records into one vendor. Then you can delete the extraneous record by following the instructions in this topic.



Note: Before you delete a vendor, be sure that you have moved all his transactions to the duplicate vendor record that you want to keep in the system. For instructions, see *Moving a Vendor* above

➤ **To delete a vendor record, do the following:**

- 1 From the Tools menu, choose Delete Vendor.

The Delete Vendor window appears.

Vendor Name	VID	Address	City	State	LastPayat
-------------	-----	---------	------	-------	-----------

- 2 In the From Vendor text box, enter the first few letters of the vendor's name, as it appears in the record that you want to delete.

A list of corresponding names appears beneath the text box.

- 3 From the list, select the vendor whose record you want to delete.
- 4 Click the Go button.
- 5 To exit the window, click the Close button.

You return to the main screen.

Viewing the AP History

The AP system automatically keeps an ongoing history of all the invoices that are entered into AP. You can view this AP history for a specific vendor by following the instructions below.



Tip: To view open (unpaid) invoices, only, by system user, site, property manager, vendor, or due date, see *Viewing Unpaid Invoices*

➤ **To view the AP history for a vendor, do the following:**

- 1 Select the vendor for whom you want to view the open AP history. For instructions, see *Viewing Vendors*.
- 2 Do one of the following:
 - ◆ In the Vendor Views slider bar, click the AP History folder icon.
 - ◆ Right-click on the selected vendor's record. From the shortcut menu that appears, choose AP History.
 - ◆ Press the shortcut key combination Ctrl+H on your keyboard.

A list of invoices that have been entered for the selected vendor appears.

Inv Date	Inv #	Site Name	Description	Amount	ChkDate	Chk #
06/03/2003	28792	CONWAY	maintenance supplies	\$21.94	06/16/2003	261250
06/03/2003	28792	COASTAL	MAINT SUPPLIES	\$21.95	06/16/2003	261246
05/23/2003	82131410023	DUNCAN	SUPPLIES FOR SITE	\$82.84	06/02/2003	258077
05/02/2003	63947	SOUTH CONWAY	MAINT SUPPLIES	\$50.34	05/12/2003	255393
04/02/2003	82140344082	CATAWBA-HICKOF	maint supplies	\$958.49	04/14/2003	251383
04/02/2003	statement	SOUTH CONWAY	MAINT SUPPLIES	\$77.21	04/23/2003	253033
03/03/2003	2 attached	SOUTH CONWAY	MAINT SUPPLIES	\$21.44	03/19/2003	248507
03/03/2003	29301	WEST CONWAY	maint supplies	\$19.35	03/19/2003	248510
03/03/2003	3 attached	CONWAY	maintenance supplies	\$153.16	03/19/2003	248492
03/03/2003	3 attached	COASTAL	MAINT SUPPLIES	\$153.18	03/19/2003	248488
03/03/2003	821 4034	CATAWBA-HICKOF	maint supplies	\$222.42	03/18/2003	248448
02/18/2003	821-3141-002	DUNCAN	SUPPLIES FOR SITE	\$200.81	03/01/2003	245016
02/03/2003	2 attached	COASTAL	MAINT SUPPLIES	\$69.56	02/12/2003	243227
02/03/2003	2 attached	SOUTH CONWAY	MAINT SUPPLIES	\$97.83	02/12/2003	243260
02/03/2003	2 attached	WEST CONWAY	maint supplies	\$97.83	02/12/2003	243264
02/03/2003	3 attached	CONWAY	maintenance supplies	\$96.97	02/12/2003	243235
02/03/2003	821 4034	CATAWBA-HICKOF	maint supplies	\$606.85	02/19/2003	244038
01/23/2003	821-3141002	DUNCAN	SUPPLIES FOR SITE	\$618.00	01/27/2003	240226

Vendor Notes			
Type	Date	Subject	Author
*			

AP History Filter All Records LOWES BUSINESS ACCOUNT NUM CAPS 06/23/2003 9:46 AM

- To view a specific invoice in the list, double-click anywhere in the corresponding row.

The invoice information appears in the Invoice Entry window, as shown below.

Accounts Payable - Invoice Entry

File Edit Insert View Tools Help

Actions

Site# 27 CONWAY GATEWAY I

Ven# LOWESBUSN1 LOWES BUSINESS ACCOUNT

INV # 28792

Inv Amt \$21.94

Inv Dt 06/03/2003

Address: PO BOX 4554 DEPT 79

PO BOX 4554 DEPT 79

CAROL STREAM IL 60197-4554

Remit To: P.O. BOX 4554 DEPT. 79

CAROL STREAM IL 60197-4554

Description: maintenance supplies

Comments: ?

Acct#: ?

File: ?

Terms: Net0 Discount: 0 Due Dt: 06/03/2003 PO # 0 Net Invoice: \$21.94

Bldg#	Unit#	JobCode	Acct#	Description	Debit	Credit
0			6541	maintenance	21.94	

MESSAGE

☐ On Hold ☒ Paid ☒ Pay Authorized

- To close the Invoice Entry window, click the Quit Invoices icon in the Actions slider bar.



Tip: You can filter the records that appear in the AP history by setting a date range in the Preferences window and then selecting Filter Date Range from the View menu. In this way, you can shorten the amount of time that you spend waiting for the system to retrieve unneeded records, and you can scroll through records more efficiently. You can also filter the history to view voided invoices, only. For more information, see the *Filtering Records for Customized Viewing* section in the *Viewing Vendors* topic and *Setting User Preferences*.

Viewing the Pay History

The AP system automatically keeps an ongoing history of all the checks that have been written to vendors in the AP module or the Cash Management module. You can view this pay history for a specific vendor by following the instructions below.

➤ **To view the pay history for a vendor, do the following:**

- 1 Select the vendor for whom you want to view the pay history. For instructions, see *Viewing Vendors*.
- 2 Do one of the following:
 - ◆ In the Vendor Views slider bar, click the Pay History folder icon.
 - ◆ Right-click on the selected vendor's record. From the shortcut menu that appears, choose Pay History.
 - ◆ Press the shortcut key combination Ctrl+P on your keyboard.

A list of checks that have been written for the selected vendor appears. The Source column indicates whether a check was written in AP or in the Cash Management system.

Chk Date	Chk #	Amount	Cleared	VOID	Acct Name	Source
01/16/2003	26042	\$45.32	☒	☐	HBM CORP	AP
01/23/2003	26082	\$78.07	☒	☐	HBM CORP	AP
01/30/2003	26114	\$216.92	☒	☐	HBM CORP	AP
02/20/2003	26251	\$798.64	☒	☐	HBM CORP	AP
02/27/2003	26293	\$228.36	☒	☐	HBM CORP	AP
03/20/2003	26436	\$792.83	☒	☐	HBM CORP	AP
03/27/2003	26487	\$279.17	☒	☐	HBM CORP	AP
04/17/2003	26641	\$846.98	☒	☐	HBM CORP	AP
05/01/2003	26727	\$302.71	☒	☐	HBM CORP	AP
05/16/2003	26834	\$46.40	☒	☐	HBM CORP	AP
05/29/2003	26910	\$975.41	☒	☐	HBM CORP	AP
06/19/2003	27058	\$860.82	☒	☐	HBM CORP	AP



Tip: You can filter the records that appear in the pay history by setting a date range in the Preferences window and then selecting Filter Date Range from the View menu. In this way, you can shorten the amount of time that you spend waiting for the system to retrieve unneeded records, and you can scroll through records more efficiently. You can also filter the history to view voided invoices, only. For more information, see the *Filtering Records for Customized Viewing* section in the *Viewing Vendors* topic

and *Setting User Preferences*.

Viewing Unpaid Invoices

The Open AP Views slider bar contains icons that enable you to display open payables (i.e., invoices that have not yet been paid). You can look up open payables by the following search criteria:

- ◆ By User
- ◆ By Site
- ◆ By Property Manager
- ◆ By Vendor
- ◆ By Due Date

Specific instructions for each search criteria follow below.

Searching by User

The By User icon enables you to look up open payables that a specific user has entered into AP.

➤ **To search for the open payables that a user has entered, do the following:**

- 1 If the Open AP Views label bar isn't already open, click on it to display the various viewing options.
- 2 In the Open AP Views slider bar, click the By User folder icon.

A list of AP users appears in the center of the main screen.

- 3 In the list, select the name of the user whose open invoices you want to display.

A list of all the unpaid invoices that the user entered appears in the main panel, as shown.

Multi-Family - AP: Dates NOT-Filtered: Division NOT-Filtered: Filtered for Active Vendors

File Edit View Tools Help

Vendor Views

Open AP Views

By User

By Site

By PM

By Vendor

By DueDate

Invoices

Checks

Letters

Reports

Carolyn (Carolyn)

Vendor Name	Site Name	Inv #	Date	DueDate	Description
DUKE POWER	JONESVILLE	0000425757	06/19/2003	06/19/2003	electric
DUKE POWER	KERNERSVILLE	1683502911	06/18/2003	06/18/2003	Electric S
J W CARPET	BURKE	--	05/20/2003	05/20/2003	CARPET
J W CARPET	BURKE	4-C	06/02/2003	06/02/2003	CARPET
MCI WORLD COM	BURKE	828-874-4500	06/13/2003	06/13/2003	0868623
CARL STARNES	CONOVER	589636	06/16/2003	06/16/2003	PLUMBING
CHARTER	CONOVER	10362-730827-01-4	06/23/2003	06/23/2003	CABLE S
CLASSIC FLOOR	CONOVER	240	06/14/2003	06/14/2003	CARPET
ERNEST	CONOVER	--	06/19/2003	06/19/2003	MOWING
HURLEY	CONOVER	10937	06/17/2003	06/17/2003	ADD FRE
KAY BURGIN	LINCOLN TON	WM01A	04/08/2003	04/08/2003	RENT RE
PIEDMONT	LINCOLN TON	6001331792109	06/16/2003	06/16/2003	GAS
WATSON	LINCOLN TON	15-B	06/18/2003	06/18/2003	NEW CAI
AMERICAN	MORGANTON	16-4419	06/16/2003	06/16/2003	SIGN
CITY OF	MORGANTON	5701.5654-8.5672	06/10/2003	06/10/2003	ELECTRI
D & L	MORGANTON	08-40002	06/09/2003	06/09/2003	MISC SU
D & L	MORGANTON	08-40048	06/13/2003	06/13/2003	MISC SU
DENNIS	MORGANTON	585816	06/13/2003	06/13/2003	CHG FIL
MAINTENANCE U	MORGANTON	501623	06/12/2003	06/12/2003	MISC SU
NORTH GREEN	MORGANTON	7645	04/24/2003	04/24/2003	BELT FO
R & R CLEANING	MORGANTON	20764	06/16/2003	06/16/2003	MISC SU
BARGAIN HOUSE	RUTHERFORD	2-F	06/13/2003	06/13/2003	SERVICE

By User Open Invoices Carolyn NUM CAPS 06/23/2003 10:03 AM



Tip: To check the approval status of an open invoice, scroll all the way to the right to view the Authorized column.

- To display a specific invoice, double-click anywhere in the corresponding row.

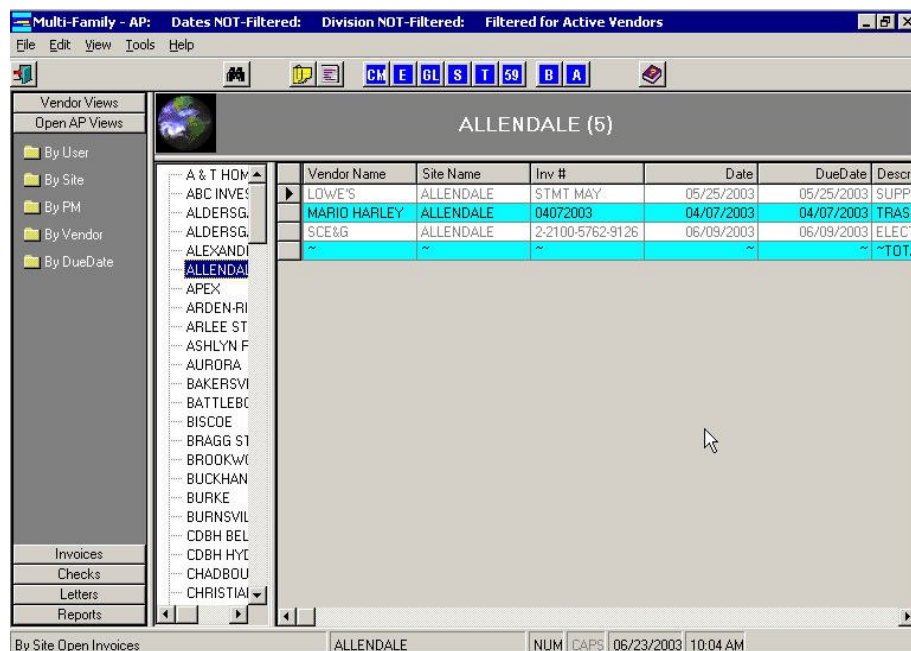
The Invoice window appears, displaying the details for the selected invoice.

Searching by Site

The By Site icon enables you to look up open payables of invoices written for a specific site.

- **To search for the open payables of a specific site, do the following:**
 - If the Open AP Views label bar isn't already open, click on it to display the various viewing options.
 - In the Open AP Views slider bar, click the By Site folder icon.
A list of sites appears in the center of the main screen.
 - In the list, select the site associated with the open payables you want to view.

A list of all the site's unpaid invoices appears in the main panel, as shown.



Tip: To check the approval status of an open invoice, scroll all the way to the right to view the Authorized column.

- 4 To display a specific invoice, double-click anywhere in the corresponding row.

The Invoice window appears, displaying the details for the selected invoice.

Searching by Property Manager

The By PM icon enables you to look up open payables of sites managed by a specific Property Manager.

- **To search for the open payables of sites managed by a specific property manager, do the following:**

- 1 If the Open AP Views label bar isn't already open, click on it to display the various viewing options.
- 2 In the Open AP Views slider bar, click the By PM folder icon.

A list of property managers appears in the center of the main screen.

- 3 In the list, select the property manager who manages the sites associated with the invoices you want to view.

A list of all the unpaid invoices for the sites managed by the PM appears in the main panel, as shown.

Vendor Name	Site Name	Inv #	Date	DueDate	Des
DIXON	AURORA	54902	06/17/2003	06/17/2003	A/C
EQUIFAX CR	AURORA	6825187	05/31/2003	05/31/2003	04 /
EQUIFAX CR	CDBH	6825155	05/31/2003	05/31/2003	04 /
MICROBILT	CDBH	070982	05/15/2003	05/15/2003	ML
MICROBILT	CDBH	074755	06/13/2003	06/13/2003	ML
RONNIE RUSS	CDBH	6/15	06/15/2003	06/15/2003	REF
TOM BROWN	CDBH HYDE	433986	04/03/2003	04/03/2003	mov
EQUIFAX CR	HAWTHORNE	6825553	05/31/2003	05/31/2003	04 /
SPRINT YELLOW	HAWTHORNE	206954865	06/02/2003	06/02/2003	AD
LOWE'S	HOI COLUMBIA	034713674142	06/10/2003	06/10/2003	MA
EQUIFAX CR	HOI WINTON	6825158	05/31/2003	05/31/2003	04 /
THOMPSON	HOI WINTON	64065	05/22/2003	05/22/2003	lan
THOMPSON	HOUS DPP	63995	04/30/2003	04/30/2003	90
THOMPSON	HOUS DPP	64063	05/22/2003	05/22/2003	lan
THOMPSON	RICH SQUARE	63994	04/30/2003	04/30/2003	169
THOMPSON	RICH SQUARE	64067	05/22/2003	05/22/2003	LAN
EQUIFAX CR	SCOTLAND	682552	05/31/2003	05/31/2003	04 /
CITY OF	WASHINGTON	7671840.00	06/04/2003	06/04/2003	ELE
RICKY BRANN	WASHINGTON	STATEMENTS	06/18/2003	06/18/2003	A/C
BAGLEY'S	WILLIAMSTON	STATEMENT	03/13/2003	03/13/2003	SUF
EQUIFAX CR	WILLIAMSTON	6825152	05/31/2003	05/31/2003	04 /
RICKY BRANN	WILLIAMSTON	STATEMENTS	06/18/2003	06/18/2003	A/C



Tip: To check the approval status of an open invoice, scroll all the way to the right to view the Authorized column.

- 4 To display a specific invoice, double-click anywhere in the corresponding row.

The Invoice window appears, displaying the details for the selected invoice.

Searching by Vendor

The By Vendor icon enables you to look up open payables that are due for a specific vendor.



Tip: For instructions on how to view both open and closed invoices for a vendor, see *Viewing the AP History*.

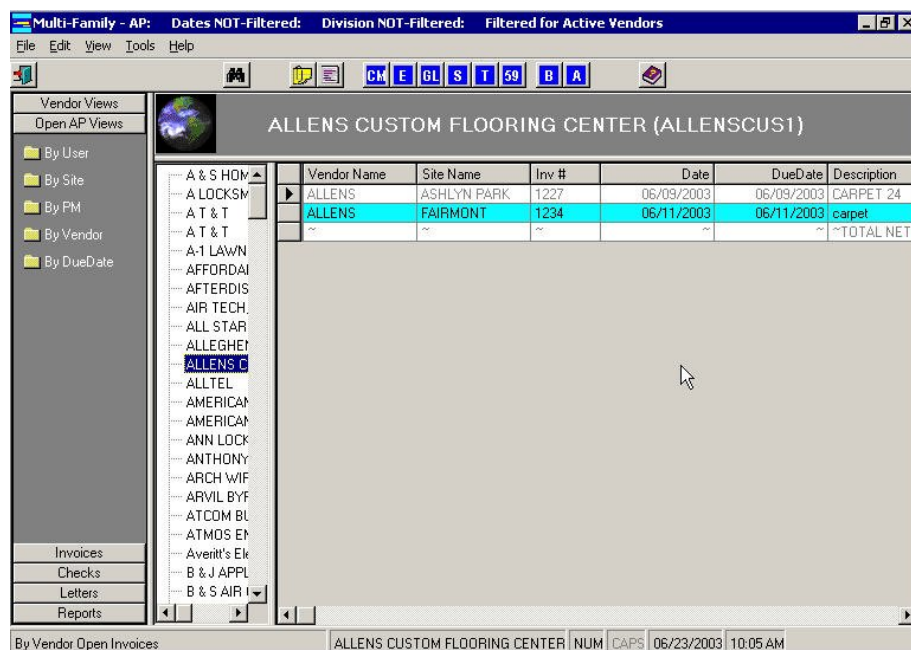
➤ **To search for the open payables due for a specific vendor, do the following:**

- 1 If the Open AP Views label bar isn't already open, click on it to display the various viewing options.
- 2 In the Open AP Views slider bar, click the By Vendor folder icon.

A list of vendors appears in the center of the main screen.

- 3 In the list, select the vendor whose open invoices you want to view.

A list of all the unpaid invoices for the vendor appears in the main panel, as shown.



Tip: To check the approval status of an open invoice, scroll all the way to the right to view the Authorized column.

- 4 To display a specific invoice, double-click anywhere in the corresponding row.

The Invoice window appears, displaying the details for the selected invoice.

Searching by Due Date

The search By Due Date icon enables you to look up open payables by the dates on which they are due.

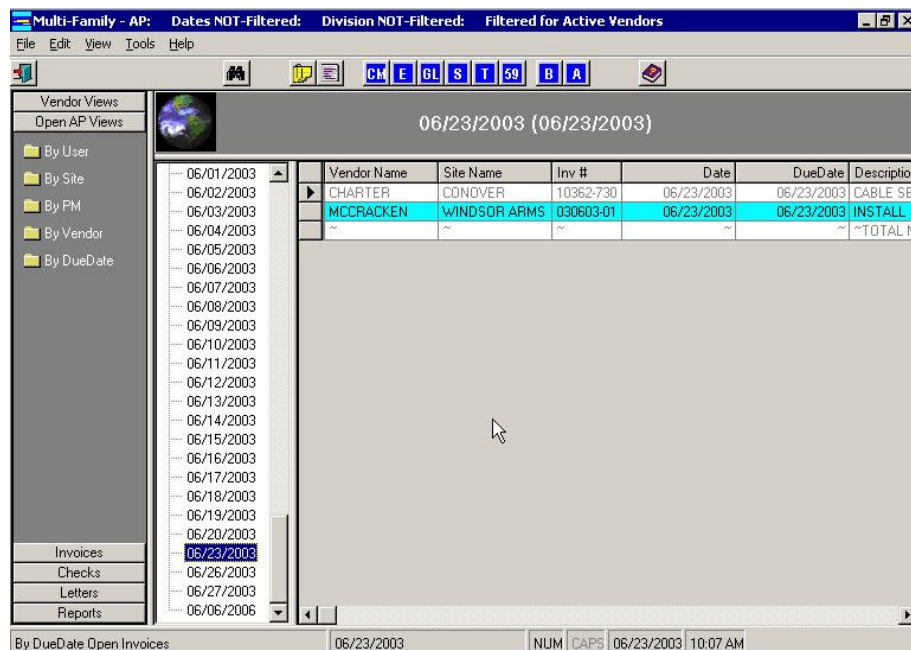
➤ **To search for the open payables that are due on a specific date, do the following:**

- 1 If the Open AP Views label bar isn't already open, click on it to display the various viewing options.
- 2 In the Open AP Views slider bar, click the By Due Date folder icon.

A list of dates appears in the center of the main screen.

- 3 In the list, select the due date of the open invoices that you want to view.

A list of all the unpaid invoices that are due on the selected date appears in the main panel, as shown.



Tip: To check the approval status of an open invoice, scroll all the way to the right to view the Authorized column.

- 4 To display a specific invoice, double-click anywhere in the corresponding row.

The Invoice window appears, displaying the details for the selected invoice.

Entering Invoices

The New icon in the Invoices slider bar enables you to enter invoices into AP quickly and easily.

After you enter an invoice, the system automatically prints a voucher and attaches it to the invoice. Each voucher must be approved before a check can be written for it. Invoice approval and check printing is restricted to authorized personnel.



Note: When invoices are entered into the system, they are not recorded in the General Ledger module until checks are written for them unless your property is setup to use the AP Accrual method. For instructions on writing checks, see *Writing Checks*. Also, see AP Accrual.

➤ **To enter an invoice, do the following:**

- 1 Select the vendor for whom you want to enter an invoice. For instructions, see *Viewing Vendors*.
- 2 Do one of the following:
 - ◆ Open the Invoices slider bar and click the New folder icon.
 - ◆ Right-click on the selected vendor's record. From the shortcut menu that appears, choose New Invoice.
 - ◆ Press the shortcut key combination Ctrl+I on your keyboard.

The New Invoice Entry window appears.

3 In the Site# text box, do one of the following:

- ◆ Enter the site number associated with the invoice.
- ◆ If you don't know the site number, double-click inside the Site# text box or press Enter on your keyboard to display the Site Search window (shown below). Enter the first few letters of the site name in the text box at the top and use the scroll bar to locate the site. Double-click on the site or select it and press the Enter key on your keyboard to close the window and place the site number in the Site# text box.

Site#	Site Name	Apartment Name
305	WESLEY RIDGE	WESLEY RIDGE
122	WESLEYAN HOMES	WESLEYAN HOMES
147	WESLEYAN HOMES II	WESLEYAN HOMES II
123	WEST CONWAY	RAINTREE
124	WEST JEFFERSON	WESTVIEW TERRACE
194	WEST LINCOLNTON	RIVERSIDE
125	WEST RANDLEMAN	RIVER POINTE
126	WEST SANFORD	WESTRIDGE
219	WESTROSE VILLAGE	WESTROSE VILLAGE
135	WILLIAMSBURG	KINGS POINTE
127	WILLIAMSTON	ROANOKE
213	WIND RIDGE	WIND RIDGE
128	WINDSOR ARMS	WINDSOR ARMS
130	WYTHE	LONGVIEW VILLAGE
131	WYTHEVILLE	LONGVIEW
231	YANCEY	VALLEY PLACE

4 Navigate outside the Site# text box.

The site and apartment names automatically appear in the top part of the window.

5 In the Ven# text box, do the following:

- ◆ Enter the vendor number associated with the invoice.
- ◆ If you don't know the vendor number, double-click inside the Ven# text box or press Enter on your keyboard to display the Vendor Search window. Enter the first few letters of the vendor's name in the text box at the top and use the scroll bar to locate the vendor. Double-click on the vendor or select it and press the Enter key on your keyboard to close the window and place the vendor number in the Ven# text box.

6 Navigate outside the Ven# text box.

The vendor's business address, remit to address, payment terms, and a default description automatically appear in the corresponding text boxes.



Tip: You can change any of this information by entering alternate text and numbers in these text boxes. The vendor's business address, remit to address, and payment terms come from the vendor's master file (2-column view of the vendor), and you can make more permanent, global changes for these values there (see *Modifying Vendor Details*). The default description is copied from the last invoice that was entered for the vendor.

7 Using the hard copy invoice, enter the invoice number in the Inv# text box.

8 Enter the amount of the invoice in the Inv Amt text box.

9 Enter the date of the invoice in the Inv Dt text box in **mmddyyyy** format.

10 If there is an account number associated with the vendor, you can enter it in the Acct# text box.



Tips:

- ◆ The Acct# text box in the *header* is an optional field for an account number that a site may have with the vendor. The Acct# cell in the *detail lines* of the invoice is a required field for the General Ledger

Account number associated with the invoice (see step 16 below).

- ◆ If you enter an account number in the Acct# text box of the header, the system will enter it automatically the next time you enter an invoice for the vendor.
- 11 If you want to add a comment, enter it in the Comments text box (located directly underneath the Description text box).
 - 12 If you want to attach a file, such as a scanned document, to the invoice, click the **F** button to the right of the File text box. Use the standard browse window to locate and select the file; then click OK.
 - 13 If the invoice is associated with a specific building number, select it from the drop-down list that appears when you click inside the Bldg# cell in the detail lines (located in the lower half of the window).
 - 14 If the invoice is associated with a specific unit number, (e.g. if the invoice is for a refrigerator for a specific apartment), you can select it from the drop-down list that appears when you click inside the Unit# cell.
 - 15 If a work order number is associated with the invoice, you can enter it in the Job Code cell of the detail lines.
 - 16 In the Acct# cell of the detail lines, enter the General Ledger account number for this invoice, or select it from the drop-down list that appears.



Tip: As shown below, the GL Account number that was used the last time an invoice was entered for the vendor appears in the first line of the drop-down list, for your convenience. Usually, you select or enter that GL account number.

Bldg#	Unit#	JobCode	Acct#	Description	Debit	Credit	
			GL Acct	Description		AcctType	
			4421	OFFICE SUPPLIES-FLORENCE		EXPENSE	
				===above are Last used===			
			1010	CASH-REGULAR ACCOUNT		ASSET	
			1015	CASH-INVESTMENTS		ASSET	
			1020	CASH-PAYROLL ACCOUNT		ASSET	
			1030	CASH - ESCROW ACCT		ASSET	
			1065	OPERATING ADVANCES		ASSET	
			1070	ADVANCES-EQUITY LOANS		ASSET	

- 17 The description in the header of the invoice automatically appears in the Description cell of the detail line. If you want to change the description in the detail line, select the cell and enter a different one.

- 18 Put the invoice amount in the Debit cell.

The system automatically enters the credit to cash.

- 19 If other line items are associated with this invoice, use the down arrow key on your keyboard to navigate to the next line item and repeat steps 13 - 18. (For example, if a credit appears on the invoice, you can enter it in the Credit cell on a separate line item.)



Tip: If you need to delete a line item that you entered, right-click on the row and choose Delete This Row from the shortcut menu that appears.

- 20 After all the invoice information is entered, make sure that the total amount of all the debits in the line items equals the number in the Inv Amt text box in the header of the invoice. These numbers must match before you can save the invoice. If they do not, adjust your entries so that they are equal.

- 21 In the Actions slider bar of the window, click the Save Invoice icon.

The system automatically prints the invoice voucher (shown below). You use this voucher to obtain approval so that a check can be written for the invoice.

Modifying Invoices



Note: The system will only enable you to modify an invoice that has not yet been paid.

➤ **To change information in an open invoice, do the following:**

- 1 Display a list of invoices that contains the invoice that you want to modify.



Tip: The fastest way to do this is to use one of the 5 search methods in the Open AP Views slider bar. The invoice lists in these views are shorter because they contain only unpaid invoices. For instructions, see *Viewing Unpaid Invoices*.

- 2 After finding the invoice you want to modify, do one of the following:
 - ◆ Double-click on the invoice.

- ◆ Select the invoice by clicking on it once; then open the Invoices slider bar and click the Edit Invoice folder icon.

The invoice is displayed in the main screen, as shown:

The screenshot shows the 'AP NEW Invoice Entry' window. The 'Actions' slider bar on the left contains icons for Save, New, Delete, Cancel, Quit, Manual, Next, and Previous. The main form contains the following fields:

- Site#: 999, HARRIS BROWN MANAGEMENT, N/A
- Ven#: 28015, HYMAN PAPER COMPANY
- INV #: 282951, Address: P O BOX 5388
- Inv Amt: \$88.40
- Inv Dt: 06/12/2003, FLORENCE, SC, 29502
- Remit To: P O BOX 5388, FLORENCE, SC, 29502
- Description: COPY PAPER, Acct#: , File: (with 'F' button)
- Comments:
- Terms: Net30, Discount: 0, Due Dt: 07/07/2003, PO #: , Net Invoice: \$88.40

Bldg#	Unit#	JobCode	Acct#	Description	Debit	Credit
			4421	COPY PAPER	88.40	

At the bottom, there is a 'MESSAGE' area and checkboxes for 'On Hold', 'Paid', and 'Pay Authorized'.

- Click inside any of the text boxes and/or drop-down lists to change information. For specific information about each one, see the instructions in the *Entering Invoices* topic.
- If you want to attach a file, such as a scanned document, to the invoice, click the **F** button to the right of the File text box. Use the standard browse window to locate and select the file; then click OK.
- To delete an attached file, select the file name inside the File text box and press the Delete key on your keyboard.



Tip: To view an attachment, double-click directly on the name of the attached file.

- After all the invoice information is modified, make sure that the total amount of all the debits in the line items equals the number in the Inv Amt text box in the header of the invoice. These numbers must match before you can save the invoice. If they do not, adjust your entries so that they are equal.
- In the Actions slider bar of the window, click the Save Invoice icon.

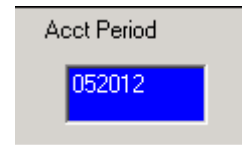
The system automatically prints the invoice voucher (shown below). You use this voucher to obtain approval so that a check can be written for the invoice.

AP Accrual Method

When using AP Accrual the GL is updated when an invoice is saved. AP Accrual must be setup by technical support. Users cannot change AP from the cash method to Accrual. If you are already using the Cash method you and technical support must coordinate the date of switching to accrual.

Accrual works like this:

- When an invoice is entered and saved the GL is updated with a debit of each expense record and a credit for your payable account and the entries are posted to the current period in AP. The current period can be overridden by using the period textbox directly in the AP data entry form. This field is located at the bottom right corner of the form. This field cannot be edited after the invoice is saved. If you posted to the incorrect period and you wish the invoice posted to an alternate period you must Void the invoice and re-enter the invoice in a different period.



Acct Period
052012



Note: In Summary:

Save Invoice: Db Expenses and Cr Liability.

Pay Invoice: Db Liability and Cr Cash.

- When an invoice is Voided: The GL is updated with a reversal of the original entries and the records are posted in the AP current period. The period of invoice entry and voiding can be in different periods.
- When an invoice is placed on hold: The GL is not updated.
- When an invoice is paid: The GL is updated with a debit to the AP Accrual account and credit made to the cash account.

Editing an Accrual Invoice:

Invoices can be edited in the same period they were originally entered. Invoices cannot be edited in a different period as the original period. If you must edit an invoice you will first Void the Invoice in the current period then enter the invoice as new. If you know the accounting has not closed a previous period you may use the period textbox on the invoice data entry form.

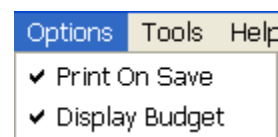
This Prior Period Invoice AMOUNT is in READ ONLY MODE. If you want to change the AMOUNT, you must VOID and re-enter.

Accrual Report:

The report “AP-Accrual 2110” report shows all invoices that are un-paid for the period entered as a parameter of that report. Fyi: this report is named “AP-Accrual 2110 but the actual Liability account does not have to be 2110. When technical support sets up your accrual they will enter an account number of your choosing as the payable liability account.

AP Invoice Budget Bar

The AP Invoice form can, optionally, display the “Budget Bar” at the bottom of the invoice form. This bar can be turned on and off by setting the “Option” “Display Budget”. The Options menu item can be found at the top of the Invoice form. This setting will remain in effect until you change the setting.



The Budget Bar works like this:

- If your setting is not already set to display the budget, turn it on.
- While you are entering individual line items to the invoice the Budget Bar will be changing to match the information in the line you are entering.
 - The Budget Bar changes information when you change focus from the “Acct#” column to the Description column. And the Budget Bar changes again when you tab off the Debit Column and your cursor stays in the Credit column.

- If you Tab off the current line the display will change to the next item or will clear out the contents. Your cursor has to be in the grid row you want to examine.
- In short, the Budget Bar changes display when you change from one column with your cursor to either the “Description” column or the “Credit” column

The Budget Bar displays:

- The budget for the account in the current grid row.
- Period Actual Activity is the actual amount spent on the budget item so far this accounting period and the YTD (Year To Date) spent.
- BUDGET INFO: Activity is the amount budget for this accounting period, YTD and the Annual budgeted amount.
- The last row displays either the Amount Over Budget or the Amount Under Budget.
- Three visual cues help you quickly determine the relationship between the selected account and the budget.
 - Amounts displayed in brackets () are under budget.
 - Green captions mean under budget and red denotes over budget.
 - The stoplight graphic shines Red or Green to alert you the Annual Budget status.

The Invoice data entry grid displaying the invoice line items:

Bldg#	Unit#	JobCode	Acct#	Description	Debit	Credit
0	?	?	6515	Cleaning products	85.29	
0	?	?	6311	Executive Pen Set	10.00	

Budget Bar Display, under the data entry grid

Account:	6311	Period ACTUAL Activity:	0	YTD:	846			
Desc:	Office supplies	BUDGET INFO: Activity:	64	YTD:	709		Annual:	773
		Amount Over or (Under) Budget:	(64)	YTD:	138		Impact:	83



Note: Annual Budget “Stop Light” image will be Green if the Annual Budget is under budget and Red if the Annual Budget will be over

budget. The example graphic shows the annual budget is over budget.

Authorizing Checks

The AP system will not enable users to write checks for an invoice until it has been authorized. Users with system privileges for authorizing invoices can do this directly in AP, either manually or by using the Auto Authorize icon in the Invoices slider bar and a bar code scanner attached to their computers.

The instructions in this manual are for manual invoice authorization, only.

➤ **To authorize checks in AP manually, do the following:**

- 1 If it isn't already displayed, open the Open AP Views slider bar and use any of the search methods to display the list of open invoices that you want to authorize. For instructions, see *Viewing Unpaid Invoices*.
- 2 Scroll all the way to the right side of the list to display the Authorized column (shown below).

Multi-Family - AP: Dates NOT-Filtered: Division = Multi-Family: Filtered for Active Vendors

File Edit View Tools Help

Vendor Views
Open AP Views

duanelle (duanelle)

Vendor Name	Site Name	Inv #	Date	DueDate	Description	Amt	Authorized
BELLSOUTH	12ARDEN-RIVER	828	05/13/2003	05/13/2003	TELEPHC	\$63.22	☐
BELLSOUTH	12NEWPORT	423-623-3	05/13/2003	05/13/2003	TELEPHC	\$76.88	☐
BELLSOUTH	12ALDERSGATE	336 855	05/13/2003	05/13/2003	TELEPHC	\$140.51	☐
BELLSOUTH	12ALDERSGATE	336 855	05/13/2003	05/13/2003	TELEPHC	\$46.84	☐
BELLSOUTH	12CADDWELL	828	05/16/2003	05/16/2003	TELEPHC	\$69.74	☐
BELLSOUTH	12HUDSON	828	05/16/2003	05/16/2003	TELEPHC	\$55.80	☐
BISCOE	12WESLEYAN	refrig	02/05/2002	02/05/2002	REFRIG	\$280.34	☐
BRADSHAW	12HOI LENOIR	LAWN	05/13/2003	05/13/2003	LAWN	\$180.00	☐
BRADSHAW	12HOI LENOIR	REMOVE	05/15/2003	05/15/2003	REMOVE	\$425.39	☐
BRADSHAW	12HUDSON	LAWN	05/13/2003	05/13/2003	LAWN	\$140.00	☐
BULLDOG	12HUDSON	15909	05/13/2003	05/13/2003	BUSINES	\$37.82	☐
BULLDOG	12NORTH	15909	05/06/2003	05/06/2003	BUSINES	\$37.81	☐
BY PASS LAWN &	12HOUS OPP	trimmer	05/19/2003	05/19/2003	TRIMMER	\$40.42	☐
CADDWELL	12HUDSON	3722	05/19/2003	05/19/2003	WATER	\$548.00	☐
CHARLES	12ARDEN-RIVER	LAWN	05/14/2003	05/14/2003	LAWN	\$1,053.50	☐
CHARLES	12HAC	Lawn	05/14/2003	05/14/2003	LAWN	\$203.00	☐
CHARLES	12HAC	LAWN	05/14/2003	05/14/2003	LAWN	\$1,177.00	☐
CHARLES	12PARKVIEW	LAWN	05/14/2003	05/14/2003	LAWN	\$629.00	☐
CHARLES	12WIND RIDGE	LAWN	05/14/2003	05/14/2003	LAWN	\$742.00	☐
CITY OF	12WIND RIDGE	2165879	05/12/2003	05/12/2003	WATER/	\$40.60	☐
D.D. SUDDRETH	12SOUTH	10746	04/28/2003	04/28/2003	REFRIG	\$52.63	☐
DAVIDSON SASH	12ARDEN-RIVER	122452	05/19/2003	05/19/2003	WINDOW	\$141.11	☐
DESOTO GLASS	12HAC	00015055	05/07/2003	05/07/2003	INSULAT	\$22.50	☐
DOVE DATA	12HOI LENOIR	283718/1	05/19/2003	05/19/2003	FAX	\$91.34	☐

By User Open Invoices

BISCOE APPLIANCE SALES & SERVICE NUM CAPS 06/26/2003 10:40 PM

- 3 For each invoice that you want to authorize, select the check box in the Authorized column, so that a check mark appears inside it.

When you select the check box, the system saves the authorization automatically.



Tip: If you authorized an invoice in error, you can click inside the check box again to remove the check mark. The system saves the change automatically.

Writing Checks

In AP, you can write one individual check for an invoice, or you can write batches of checks for several invoices at one time.

After you write checks, the system removes the corresponding invoices from the Open AP Views, where unpaid invoices appear. The checks appear in the pay history and are posted to the General Ledger module.



Notes:

- ◆ The system does not enable you to write checks for an invoice until it has been approved. Check the approval status of invoices before attempting to write checks for them by displaying them in any Open

AP View and viewing the Authorized column in the record grid.
(For instructions, see *Viewing Unpaid Invoices*).

- ◆ When invoices are entered into the system, they are not posted to the General Ledger module until checks are written for them.

Writing Batches of Checks

- To write a batch of checks for several vendor invoices at once, do the following:

- 1 If it isn't already open, click on the Checks label bar to display the Checks options.
- 2 In the Checks slider bar, click the Check Wizard icon.

The first panel of the Check Wizard appears (shown below).



Note: If someone else is writing checks in the system, a message box appears, letting you know that the check writing feature is being used. The name of the system user appears in the message box. If this happens, click OK in the message box, contact the user, and find out when he or she will be finished writing checks.

When you know that the person is no longer writing checks, click Yes in the message box that reads “Do you want to change the light to green?” This lets other users know that you are now writing checks. Anyone else attempting to write checks will see the alert message, and your name will appear in it.

Check Wizard 1

AP Check Wizard

Select all Authorized Checks with Due Date on or before... 06/23/2003

Post Checks to Period 06/2003

Check Date 06/23/2003

Select One

Select by Vendor(s) ☐ All for Current User ☐ Select by Site(s) ☐

Utility Vendors ☐ Select by PM(s) ☐

Exit Next >>

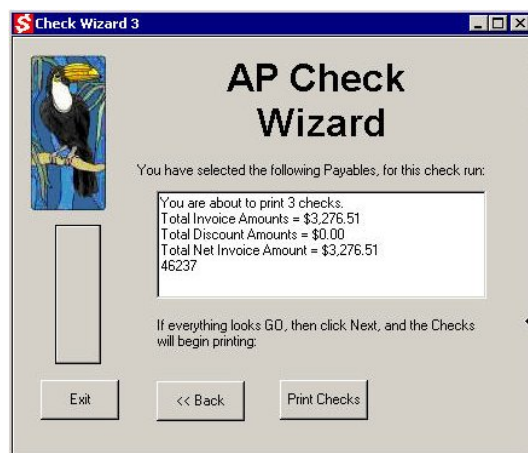
- 3 The default due date for the range of checks that you will print is today's date. You can change this date to a previous or future one in the Due Date text box. All checks that are due on or before this date will be printed.
- 4 The default period in which you will post the checks to the General Ledger is the current period. You can change the period by changing it in the Post Checks to Period text box.
- 5 The default date that will appear on the printed checks is today's date. You can change the date to a past or future one in the Check Date text box.
- 6 Select one of the options for the group of checks that you will be printing. You can select any one of the following:
 - ◆ Checks due for a specific vendor (Select by Vendor).
 - ◆ Checks due for all the open invoices that a specific user has entered into AP (All for Current User)
 - ◆ Checks due for a specific site (Select by Site)
 - ◆ Checks due for all utility vendors (Utility Vendors)
 - ◆ Checks due for sites managed by a specific property manager (Select by PM)
- 7 Click the Next button.

The corresponding selection panel appears in the wizard. The one in the picture below is for the All for Current User option.



- 8 From the list in the panel, select the vendors, users, sites, utility vendors, or property managers for which you will write checks. To select more than one, use the Shift or Ctrl key on your keyboard while clicking on the choices with your mouse.
- 9 Click the Next button.

The checks associated with the selections you made in steps 6 and 8 appear in the confirmation panel.

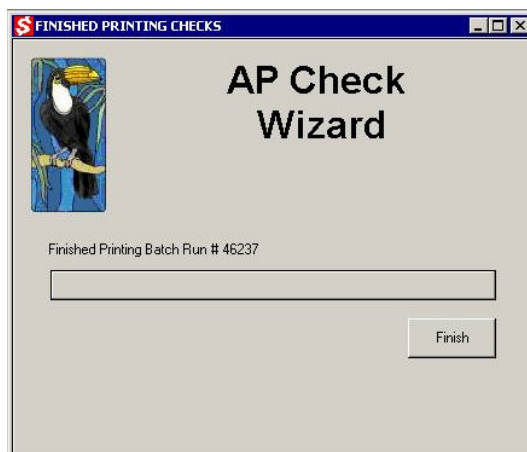


- 10 Examine the check information in the confirmation panel to make sure that you are printing the group of checks that you want to print. If it is correct, go to the next step. If not, click the Back button to go back to the previous panels and select other choices.
- 11 Click the Print Checks button.

A progress panel appears. A thermometer bar displays the progress that the system is making while printing the checks. When the checks are finished, a “Finished” message appears in the panel with the Batch Run ID number, as shown below.



Tip: You might want to make a note of the Batch Run ID number because you will need it if you ever want to reprint the checks (see *Reprinting Checks*).



- 12 Click the Finish button to exit the Check Wizard.

You return to the main screen.



Tip: You can change the printer to which you send checks. For instructions, see *Setting User Preferences*.

Writing One Individual Check

➤ **To write one individual check for a vendor invoice, do the following:**

- 1 If it isn't already displayed, open the Open AP Views slider bar and use any of the search methods to display the invoice for which you want to write a check. For instructions, see *Viewing Unpaid Invoices*.
- 2 In the Actions slider bar, click the Manual Check icon.

A message box appears, asking if you want to write a manual check for the selected invoice.

- 3 Click Yes in the message box.

The Choose Bank Account window appears.

Choose your Bank Account Type

Post Period: 052003

Click on a row containing the Account you wish to draw this check against

Acct Type	Acct #	Acct Name	Bank
Disbursement	37-1038364	HBM SITE DISBURSEMENT	CCB
General Fund	37-1100349	ARDEN-RIVER GLEN, LLC	CCB
Operating Reserve	0411793623	ARDEN-RIVER GLEN, LLC	CENTURA
Rent	37-1038353	HBM SITE RENT DEPOSIT TRUST	CCB
Security Deposit	37-1100360	ARDEN-RIVER GLEN, LLC	CCB

Cancel OK

- 4 Make sure that the Post Period is the period to which you want to post the check to the General Ledger module. If it is not, enter the appropriate period in the Post Period text box.
- 5 Select the account for which you want to write a check.
- 6 Click OK.

The check is sent to the printer.

- 7 To exit the Choose Bank Account window, click the **x** button in the top right corner.

[NOTE: Review team: Please check to make sure that this is correct. I'm not sure if they have to close the Choose Bank Account window or if it closes automatically and returns to the main screen, or if it closes automatically and then the system displays a blank invoice.]

You return to the main screen.



Tip: You can change the printer to which you send checks. For instructions, see *Setting User Preferences*.

Voiding Checks

➤ To void checks, do the following:

- 1 If it isn't already open, click on the Checks label bar to display the Checks options.

- 2 In the Checks slider bar, click the Void Check icon.

The Void Check window appears.

Acct Name	Acct Number	Bank Name	Acct Type
HBM 401K PLAN ACCT	37-1097324	CCB	General Fund
HBM COMMERCIAL	37-1097225	CCB	Disbursement
HBM CORP	37-1038386	CCB	Disbursement
HBM CORP PAYROLL	37-1038397	CCB	Payroll
HBM ESCHEAT	37-1038419	CCB	Disbursement

Date	Invoice No	Description	Inv Amt
------	------------	-------------	---------

- 3 In the text box at the top of the window, enter the first few letters of the account name that contains the check you want to void.

The corresponding accounts appear in the window.

- 4 In the list, select the account that contains the check you want to void.
- 5 In the Check Number text box, enter the check number that you want to void.
- 6 Click the Void Check button.
- 7 If you want to print a notation about the voided check, click the Print button.
- 8 If you want to void any other checks, repeat steps 3 - 7.
- 9 To exit the window, click the Close button.

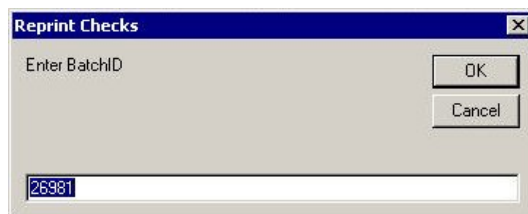
You return to the main screen.

Reprinting Checks

➤ **To reprint a batch of checks, do the following:**

- 1 If it isn't already open, click on the Checks label bar to display the Checks options.
- 2 In the Checks slider bar, click the Reprint Checks icon.

A window appears, asking for the Batch ID of the checks that you want to reprint.



- 3 In the window, enter the Batch ID number that appeared on the "Finished" panel of the Check Wizard when you first printed the batch of checks (see *Writing Checks*).
- 4 Click OK.

The checks are sent to the printer and you return to the main screen.



Tip: You can change the printer to which you send checks. For instructions, see *Setting User Preferences*.

Generating & Printing Reports

There are two icons on the Reports slider bar that you use to generate reports: one that displays a list of reports to select (All Reports) and one that generates the Check Register report (Check Register). A separate icon is necessary for the Check Register report because the system must perform some additional processing to retrieve that report.

After you generate a report, it is displayed in the Reports window, where you can view the report, print it, export it to a file, or send it as an e-mail attachment. Instructions for each of these procedures follow.

Generating Regular Reports (Reports Other Than Check Register)

- To generate any report other than the Check Register report, do the following:
- 1 If the Reports label bar isn't already open, click on it to display the two Reports icons.

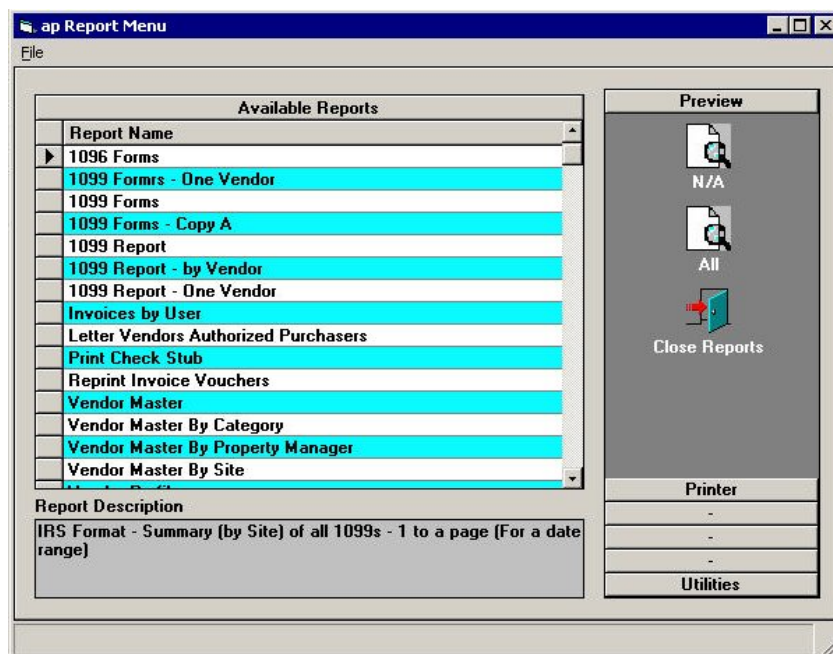


- 2 In the Reports slider bar, click the All Reports icon.

The AP Report Menu window appears, as shown below. It displays the reports that are assigned to you.



Note: If a report that you expect to see does not appear, speak to your supervisor or system administrator about adding the report to your assigned list.



- 3 Scroll down the list of reports until you find the one you want to view. Then click on the report name to select it.



Tip: An arrow appears in the selection bar next to the report that you selected. A description of the report is displayed in the Report Description box at the bottom of the window.

- 4 Do one of the following:
 - ◆ Click the All icon in the Preview slider bar on the right side of the AP Report Menu window.
 - ◆ Double-click on the report name.

If report parameters are associated with the selected report, a report parameters window appears. Each parameter window contains different options, depending on which report you selected in step 3.

- 5 Select and/or enter the parameter values by which you want to filter the selected the report.
- 6 Click OK.

The selected report appears in the Reports window, as shown below.

Vendor Name	V ID #	Bus Address	Remit Address
A & H SEPTIC TANKWELL & WATER SERVICES, INC.	00197	P O BOX 1415 CHERAW, SC 29620	P O BOX 1415
A-1 LAWN CARE	00001	500 WALKER ST EXT REIDSVILLE, NC 27330	C/O CECIL H CANNON 500 WALKER ST. EXT.
ABERDEEN SUPPLY COMPANY	00067	201 NORTH SYCAMORE ST ABERDEEN, NC 28315	201 NORTH SYCAMORE ST
ALBEMARLE CARPET DEPOT, INC.	ALBEMARLE2	127 SOUTH FIRST STREET/127 SOUTH FIRST STREE ALBEMARLE, NC 28001	127 SOUTH FIRST STREET
ALEXANDER HSG	00022		
ALLEGHENY POWER CO	60624	P.O. BOX 1458 P.O. BOX 1458 HAGERSTOWN, MD 21741-1458	P.O. BOX 1458
ALLWANCE MEDICAL, INC., ALBEMARLE	ALLWANCE1	907 NORTH SECOND STREET/907 NORTH SECOND S ALBEMARLE, NC 28001	907 NORTH SECOND STREET
AMERICAN SIGNS BY TOMORROW	AMERICAN2	550 PETERS CREEK PARKWAY/550 PETERS CREEK PARKW WINSTON-SALEM, NC 27103	550 PETERS CREEK PARKW.
AMERICAN SOLUTION INFORMATION	AMERICAN3	2300 STATE RT. 11/2300 STATE RT. 11 MOORE, NY 12688	2300 STATE RT. 11
APPLIKNE CENTER	00116	224 WEST MAIN STREET ALBEMARLE, NC 28001	224 WEST MAIN STREET
ARC OF STANLEY	ARCOFSTAN1		
ARCH PAGING (740107)		P O BOX 740107 CHICAGO, IL 60674	P.O. BOX 740107

- 7 To navigate in the report, print the report, export it to a file, or send it to someone as an e-mail attachment, use the instructions in the *Navigating in, Printing, Exporting, and E-mailing Reports* section below.
- 8 To close the Reports window, click the **x** button on the toolbar or in the upper right corner of the window.

You return to the AP Report Menu window.

- 9 Click the Close Reports icon in the Preview slider bar of the AP Report Menu window.

You return to the main screen.

Generating the Check Register Report

➤ To generate the Check Register report, do the following:

- 1 If the Reports label bar isn't already open, click on it to display the two Reports icons.
- 2 In the Reports slider bar, click the Check Register icon.

The Check Register Report selection window appears.

Check Register Report - Select Bank Account and Date Range

Start typing Account Name:

Acct Name	Acct Number	Bank Name	Acct Type
A & T HOMES	37-1116365	CCB	Security Deposit
A & T HOMES	37-1115914	CCB	General Fund
A & T HOMES	37-1116167	CCB	Reserve Fund
ABC INVESTMENT CO	37-1126650	CCB	General Fund
ABC INVESTMENT CO	37-1117080	CCB	Security Deposit
ACADEMY MANOR	37-1038012	CCB	Security Deposit
ACADEMY MANOR	37-1083090	CCB	General Fund
ACADEMY MANOR	37-1088568	CCB	Supervised Fund
ACADEMY MANOR II	0411749913	CENTURA	Reserve Fund
ACADEMY MANOR II	37-1038023	CCB	Security Deposit
ACADEMY MANOR II	37-1083101	CCB	General Fund
ALBEMARLE HSG LTD	37-1036472	CCB	Reserve Fund
ALBEMARLE HSG LTD	37-1038034	CCB	Security Deposit
ALBEMARLE HSG LTD	37-1038441	CCB	General Fund
ALBEMARLE HSG LTD	37-1085312	CCB	Rehab
ALDERSGATE I (GBD)	37-1082628	CCB	General Fund
ALDERSGATE I (GBD)	37-1084982	CCB	Security Deposit
ALDERSGATE II, INC	37-1038045	CCB	Security Deposit
ALDERSGATE II, INC.	37-1036483	CCB	Reserve Fund
ALDERSGATE II, INC.	37-1038408	CCB	Residual Receipts

Select Date Range

Beginning Date:

Ending Date:

Print Close

- In the text box at the top of the window, enter the first few letters of the bank account name for which you want to generate the check register report.

The corresponding names appear in the window.

- Scroll to the account name you want and click on it to select it.
- In the Beginning Date text box, enter the starting date of the date range for which you want to display check register transactions in the report (in **mmyyddddd** format).
- In the Ending Date text box, enter the ending date of the date range for which you want to display check register transactions in the report (in **mmyyddddd** format).
- Click the Print button at the bottom of the window.

The report appears in the Reports window.

Check #	Check Date	V ID #	Vendor Name	Site #	Site Name
01/07/2003 Int/SC	01/07/2003	0	N/A	269	A & T HOMES
01/15/2003 1056	01/15/2003	RESIDENCE1	RESIDENCE DEVELOPMENT	269	A & T HOMES
03/31/2003 SET	03/31/2003	0	N/A	269	A & T HOMES
04/09/2003 Int/SC	04/09/2003	0	N/A	269	A & T HOMES
04/30/2003 SET	04/30/2003	0	N/A	269	A & T HOMES
05/12/2003 Int/SC	05/12/2003	0	N/A	269	A & T HOMES

- 8 To navigate in the report, print the report, export it to a file, or send it to someone as an e-mail attachment, use the instructions in the *Navigating in, Printing, Exporting, and E-mailing Reports* section below.
- 9 To close the Reports window, click the **x** button on the toolbar or in the upper right corner of the window.

You return to the Check Register Report selection window.

- 10 Click the Close button at the bottom of the window.

You return to the main screen.

Navigating in, Printing, Exporting, and E-mailing Reports

Use the toolbar buttons and labels (shown below) to navigate among the report pages, print the report, export the report to a computer file, and/or send the report as an e-mail attachment to a specified e-mail recipient.



Explanations of each button and label (in sequential order from left to right) are as follows

- ◆ The red **x** closes the window.
- ◆ The first left-arrow goes to the 1st page in the report.
- ◆ The second left-arrow goes to the previous page in the report.
- ◆ The “1 of 2” indicates the page number that is currently displayed (page 1), followed by the total number of pages (2 pages).
- ◆ The first right-arrow goes to the next page in the report.
- ◆ The last right-arrow goes to the last page in the report.
- ◆ The square stops the viewer from searching for a particular page. You can use this button if you click the 1st page button or last page button, and it is taking too long for the viewer to find the page, due to the length of the report. The reports window displays whatever page the system is retrieving at the moment you click this stop button.
- ◆ The print button prints the report.
- ◆ The print-and-wrench button opens the Printer Setup window to select printer options, such as Landscape orientation for reports that are too wide to print in Portrait orientation.
- ◆ The envelope button is the export button. It opens a standard export window that enables you to export the report to a file or to send it as an e-mail attachment to an e-mail address that you specify.
- ◆ The 100% drop-down list enables you to select different sizes in which to view the current page, creating the effect of zooming in and out.
- ◆ The number next to “Total” indicates the total number of records that are in the report.
- ◆ The percentage that appears next to the Total Records indicator is the percentage of records in the report that have been processed by the system.
- ◆ “49 of 49” label indicates the number of records in the report that have been processed by the system, as well as the total number of records in the report.

Setting User Preferences

The Preferences feature enables you to set default values that the system uses when you work with records in the AP database. You can set any of the following defaults:

- ◆ The current period in which you view and manage records throughout AP.
- ◆ The location on your computer system where the system stores exported AP reports and documents.
- ◆ The report formats that you use for printing check vouchers, checks, and the Check Register report.
- ◆ The printer to which checks are sent for printing.
- ◆ If you have system administrator privileges, you can filter vendor records by company division, office, property manager, or site manager.



Note: If you do *not* have system administrator privileges, you should not change the division, office, property manager, or site manager preferences that the system administrator has set for you. For a more detailed explanation, see the instructions below.

- ◆ The date range that the system uses to filter AP history and pay history records when you filter records by date range.

For more information about filtering records, see *Filtering Records for Customized Viewing* in the topic *Viewing Vendors*.

➤ **To set user preferences, do the following:**

- 1 From the Tools menu on the main screen menu bar, choose Preferences.

The Preferences window appears, and the General tab is displayed.

- 2 If you want to change the current period in which you want to view and manage AP data, enter the period in the Session Current Period text box.



Note: When you change the default current period, the new default value only appears during the current session. When you exit AP, the default current period automatically resets to the actual current period. The actual current period is set by the system administrator at the beginning of each period.

- 3 If you want to change the location where the system saves and stores exported reports, double-click inside the Default Report Location text box. Then, in the browse window that appears, select the alternate location in the file directory.
- 4 If you want to change the location where the system saves and stores exported documents, double-click inside the Default Document Location text box. Then, in the browse window that appears, select the alternate location in the file directory.



Note: Currently, no documents are generated in AP. The Default Document Location preference is for future reference.

- 5 If you want to define a specific format for check vouchers, double-click inside the Check Voucher Report text box. Then, in the browse window

that appears, navigate to and select the specific report file that you want to use.

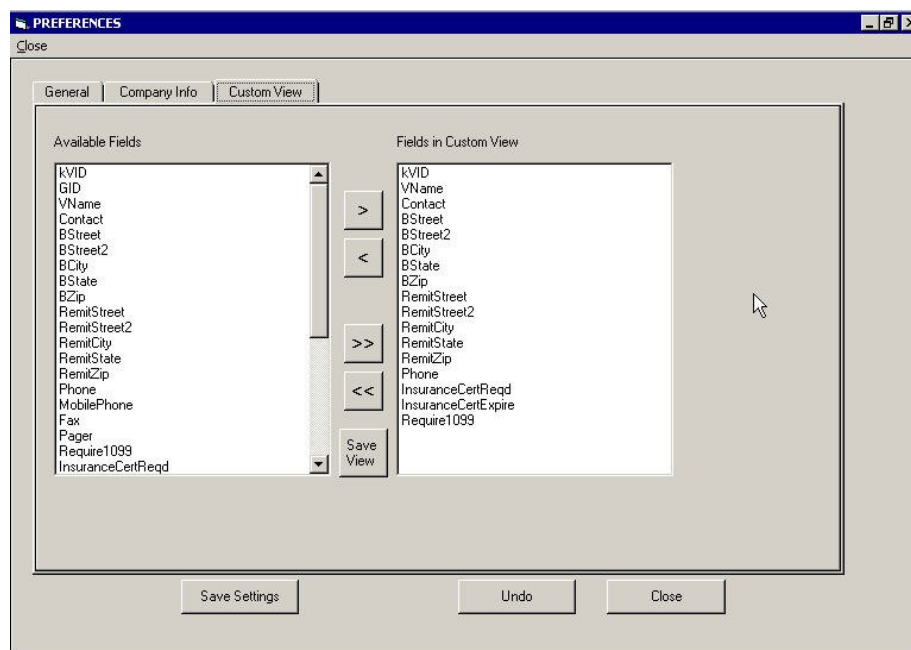
- 6 If you want to define a specific format for printing checks, double-click inside the Check Printing Report text box. Then, in the browse window that appears, navigate to and select the specific report file that you want to use.
- 7 If you want to change the printer to which checks are sent for printing, select it from the Check Printer drop-down list.
- 8 If you want to define a specific format for the Check Register report, double-click inside the Check Register Report text box. Then, in the browse window that appears, navigate to and select the specific report file that you want to use.
- 9 If you have system administrator privileges, you can filter vendor records by company division, office, property manager, or site manager by selecting the name from the corresponding drop-down lists.



Note: If you do *not* have system administrator privileges, you should *not* change the Default Division, Default Office, Default Property Manager, or Default Site Manager preferences. This could cause problems. For example, if you are a site manager and you select UNKNOWN for the Default Site Manager, the system will not return any vendor records when you conduct a search. The same thing will happen if you are a property manager and you select UNKNOWN for the Default Property Manager.

- 10 If you are filtering AP history and pay history records by date range and you want to change the date range in which the system filters those records, enter the starting date in the Filter for Check Dates Beginning text box. Then, enter the ending date in the Filter for Check Dates Ending text box.
- 11 Click the Save Settings button to save the default values that you selected or entered.
- 12 If you want to filter the fields that you see when viewing vendor detail records, continue with the next step to define the custom fields. Otherwise, skip to step 18.
- 13 Click the Custom View tab in the Preferences window.

The following list boxes appear.



- 14 In the Available Fields list box, select a field that you want to view when using the Custom View filter for vendor detail records (standard 2-column view). Then, click the right-arrow button.

The field name is copied to the Fields in Custom View list box.

- 15 Repeat step 14 for every other field that you want to view when filtering vendor detail records by Custom View.
- 16 To remove a field from the Custom View, select it and click the left-arrow button.

The field name is removed from the Fields in Custom View list box.

[NOTE: Review Team: These buttons for adding and removing fields from the Custom View list are not currently working; therefore, these instructions are not entirely correct; before we finalize this AP manual, we need to find out if the right and left arrow buttons will be made operational, to go with the steps above. Otherwise, I'll need to change the instructions to single-clicking, to move the fields from one list box to another.]



Tip: To add or remove all fields at once, use the double-arrow buttons.

- 17 Click the Save View button at the bottom of the tab.
- 18 Click the Save Settings button at the bottom of the window.
- 19 If you want to enter company information, click on the Company Info. tab in the Preferences window and change the default settings in that tab. Be sure to click the Save Settings button after working in the tab.
- 20 To exit the Preferences window, click the **x** in the upper right corner or the Close button in the bottom part of the window.

You return to the main screen.

Setting Reminders

You can set reminders for yourself in the AP system. The system displays the reminders when you log into the system, so that you won't forget important tasks. For example, if you set a reminder for every Thursday, the system displays the reminder every Thursday, as soon as you log into AP.

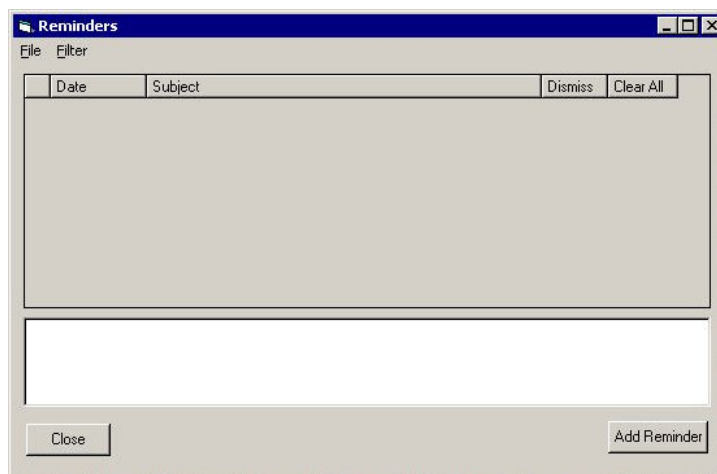


Note: In order for the system to display reminders, the Show Reminders command on the Tools menu must be selected.

➤ **To set reminders, do the following:**

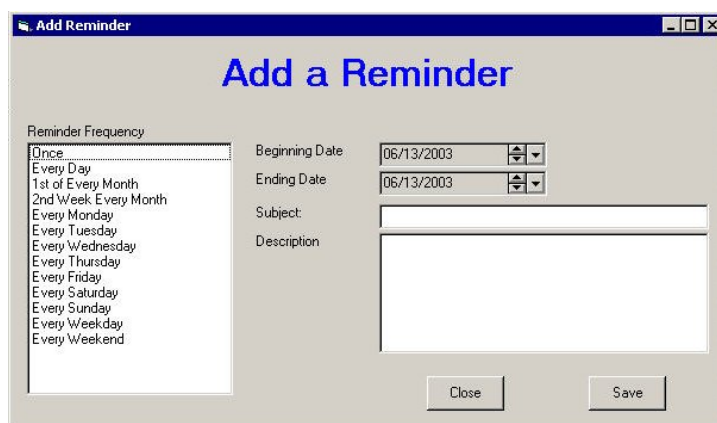
- 1 From the Tools menu of the main screen, choose Show Reminders.

The Reminders window appears.



- 2 Click the Add Reminder button.

The Add Reminder window appears.



- 3 In the Beginning Date text box, select or enter the date on which you want the reminder to start.
- 4 In the Ending Date text box, select or enter the date on which you want the reminder to end.
- 5 In the Subject text box, enter the subject of the reminder.
- 6 In the Description text box, enter a detailed description of the reminder.
- 7 In the Reminder Frequency list, select the frequency with which you want to be reminded.
- 8 Click the Save button.

A message box appears, indicating that the reminder has been saved in the system.

- 9 Click OK in the message box.
 - 10 To exit the window, click the **x** button in the top right corner or the Close button in the bottom part of the window.
- You return to the Reminders window.
- 11 To add another reminder, repeat steps 2-10.
 - 12 To exit the Reminders window, click the **x** button in the top right corner or the Close button in the bottom part of the window.

You return to the main screen.



Tip: After you add reminders, they appear in a list in the Reminders window according to the frequency that you set in step 7. You can dismiss a reminder by clicking inside the corresponding check box in the Dismiss column. You can also dismiss all related reminders by clicking inside the corresponding check box in the Clear All column. If you use these features to dismiss reminders, they do not appear in the Reminders window when you log into the system.

Displaying the Windows Notepad & Calculator

If you want to open the Windows Notepad® or Calculator® to use while you are working in the AP module, choose Notepad or Calculator from the Tools menu.

Rebuilding Layout Files

Your system contains a configuration file that determines which AP icons and features appear in your own customized version of the AP screen and which ones do not. Sometimes this file gets corrupted. When that happens, the Rebuild Layout Files feature restores the system defaults so that your AP screens and windows will work properly again.

You should not rebuild layout files on your own. However, if you are experiencing technical difficulty, a customer support technician may ask you to use this feature. If that happens, then simply choose Rebuild Layout Files from the Tools menu.