



# Accounts Payable



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Springbrook Software

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# Accounts Payable Module

## Overview

### Flowchart

Each object in the flowchart below represents a process in the application.

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# Accounts Payable and Clearing House Module

## Electronic AP Overview

The Electronic AP process allows you to pay AP module vendors electronically using ACH transactions rather than generating a physical check in the Computer Checks process. In order to use this process, you must set up a relationship with a bank that processes ACH transactions.

### Flowchart

The objects in the diagram below represent batch processes in the application.

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### Vendor Record (AP> Maintenance> Vendor)

Attach the vendors bank account information to the vendor record using the Vendor Maintenance window (AP> Maintenance> Vendor> Select a vendor> Details tab).

## **Computer Checks (AP> Computer Checks)**

Select the invoices to be paid using the Computer Checks process (AP> Computer Checks). Invoices that are attached to the vendor will create a transaction in the Clearing House module Electronic AP process to create an ACH to pay the vendor. Invoices that are attached to the vendor will not create a physical check or journal entry when they are processed in the AP module Computer Checks batch. The journal entry to record paying the vendor will not be recorded until the ACH transactions are committed using the Electronic AP process (CH> Electronic AP). When the Computer Checks batch is committed, the Commit step will create an Electronic AP batch (CH> Electronic AP) to process the ACH transactions.

## **Electronic AP (CH> Electronic AP)**

An Electronic AP batch (CH> Electronic AP) will be created by the Accounts Payable module Computer Checks process when a batch that contains ACH transactions is committed. Process the transactions in the Electronic AP batch to create the export file to send to the bank that will process your ACH transactions. The format of this file will vary, so ask your bank what format they would like the file. When the Electronic AP batch is committed, the journal entry to record the payment of the ACH transactions will be recorded.

# Accounts Payable

## Multi-Muni Relational Databases Overview

Multi-muni functionality was created to allow two related entities to have separate financial operations with integration between financial systems to share/sync relevant data between the two databases.

The relationship consists of a parent system (i.e. the Town/City finance department) and a child system (i.e. a school finance department). The table below shows the different areas of the product suite that, when configured for multi-muni functionality, will sync data between the two systems.

<b>Application Area</b>	<b>Functionality Description</b>	<b>Data Integrations/Synchronization</b>
Vendors	Vendors will be managed only within the parent database.	Vendor data changed in the parent database will be synced to the child database.
General Ledger	The Reference Account field within the child general ledger will be used to link to parent GL accounts. For example, multiple child expense accounts will roll up to a single parent GL account. The parent GL account will be included in the Reference Account field on the related child GL accounts.	Journal entry data will be automatically be created in the parent database for related child GL activity.
AP Invoices	Parent and child entities will process AP separately.	Invoices committed in the child database will be copied into the parent database in order to process AP checks. Journal entries related to the child AP Invoices will be created in the parent database when the invoices

Application Area	Functionality Description	Data Integrations/Synchronization
		are copied from child to parent.
AP Checks	AP checks will be processed in the parent database.	After AP checks are processed in the parent database, they will be copied into the child database and linked to related invoices in order for child users to view AP check information.
Payroll	Payroll and employee records will be managed separately in the child and parent databases.	When Payroll is processed, journal entries for the payroll activity will be created in the parent database. Payroll benefits payments will also be created in the child database as invoices, then copied into the parent system to be processed as AP invoice/checks described above.
Bank Reconciliation	Bank reconciliation will happen only in the parent database.	BR checks will be created in the parent database for related bank reconciliation activity generated in the child database.
Cash Receipts	Revenue entries will be made separately in the parent and child databases.	Journal entries will be created in the parent database for related revenue activity in the child database.



# AP> 1099s

## 1099s

### Summary

The 1099s process is used to generate 1099 forms for Accounts Payable module vendors (use the Payroll module 1099-R process to generate 1099-Rs). The Print step of the process will fill in the boxes on a blank 1099 form, so you must have 1099 forms in order to use the process. The 1099 process also includes an Export step to generate an ASCII file of the 1099s. This file can be submitted to the IRS using the Filing Information Returns Electronically System (FIRE System). See IRS publication 1220 for more information on electronic filing or go directly to the IRS FIRE website: <https://fire.irs.gov>

When an AP module vendor is created (AP> Maintenance> Vendor), you can define if you are going to generate 1099s for that vendor on the Vendor Maintenance window (AP> Maintenance> Vendor> Details Tab> **Default 1099 Type** drop-down menu). All AP invoices for the vendor will be totaled on a 1099 when the 1099s are generated in AP> 1099s> **Generate** process. You can view a list of 1099 vendors by generating a Vendor Master report filtered by 1099 vendors (AP> Reports> Vendor Master> **1099** field> Vendors with 1099).

If you want to create a 1099 for specific invoices rather than generate a 1099 for all vendor invoices, you can select the specific invoices to be included on the 1099s during the Select Invoices step (AP> 1099s> Select Invoices).

If you do not need to add or remove specific vendor invoices from the 1099s batch, you can skip the Select Invoices step and generate the 1099s using the Generate 1099s step. All invoices attached to vendors that are set up as 1099 vendors will be included in the batch. You can return to the Select Invoices step if you find invoices that should not be included on the 1099s batch after the 1099s have been generated.

## Step by Step


### 1 Open or create a 1099s batch.

- The 1099s process is a single batch process, meaning you can process only one batch at a time.
- If there is an open batch in the 1099s process, you will not be able to create a new batch. If you would like to create a new batch, you can either delete the existing batch (highlight the batch in the batch number drop-down at the top of the 1099s palette and press DELETE), or you can reset the steps on the palette by returning to the first step of the process. If you return to an earlier step of the process, all of the information in the previous batch will be overwritten.
- If there are no open batches in the process and you would like to create a new batch, select New in the batch number drop-down menu at the top of the palette. This will open the New Batch window. The batch number, batch month and batch year of the batch will not affect the 1099s that are generated in the process. The batch information is for reference purposes only.

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### 2 Specify the batch Settings.


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- Select the type of 1099s you would like to generate in the **Reporting Type** drop-down menu.
    - The Contract option is for California clients and is used to filter the invoices included on the 1099s using a check date filter. This will enable the **Date From** and **Date To** fields.
  - The **Misc Limit**, **Int Limit**, **G Limit**, **S Limit**, and **NEC Limit** fields will filter the specific 1099s below the values entered in these fields. \$600 is the traditional 1099 reporting limit.
    - If you have two vendor numbers for a single 1099 vendor, you may wish to reduce the limit so the vendor transactions are not filtered out.
  - The **Calendar Year** field will default to the previous calendar year and will be only be enabled when Standard is selected in the Reporting Type drop-down menu above.
  - The **Date From** and **Date To** fields are only enabled if you select Contract from the Reporting Type drop-down menu.
  - Click the Save icon  to save the batch settings.
- 


### 3 Select the invoices to include on the 1099s. This is an optional step.

- The Invoice selection process is used to display specific vendor invoices that could be included in the 1099s batch. You can skip this step if you do not need to review the specific invoices. This is a display step only. The vendors displayed in this step
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are not necessarily the same as the vendors included in the 1099s batch.

- Open the **Invoices** window (AP> 1099s> Invoices).
- Filter the vendors that will be displayed in the **Filter** section.
  - Click the **Vendor From** and **Vendor To** field labels to specify a range of vendors to be displayed. This will open the Vendor Selection window. All vendors will display in the Vendor Selection window, not just vendors that are set up as 1099 vendors (AP> Maintenance> Vendor> Details Tab> **Default 1099 Type** drop-down menu).
  - In order to include all vendors leave the Vendor From and Vendor To fields blank.
  - The **Vendor 1099 Type** and **Invoice 1099 Type** fields are used to filter the displayed vendors and invoices by 1099 types G, Int, Misc, NEC, or S. By default, these fields will be set to All.
- Click the Refresh icon  to update the window. The **Vendors** section below will populate with all of the vendors that fall within the range specified.
  - The **Send 1099** toggle will be checked for each vendor that is set up with a default 1099 type.
  - The **1099 Type** field will display the 1099 type set up for the vendor on the Vendor Maintenance window (AP> Maintenance> Vendor> Details Tab> **Default 1099 Type** drop-down menu).
- Highlight a vendor in the Vendors section, and the invoices associated with that vendor will populate the **Invoices** section to the right.
  - The Invoice Number, Amount, 1099 Type, and Original Vendor for each invoice will be displayed. Click on an invoice number to view the invoice




details.


- Click the **1099 Type** field drop-down menu to edit the 1099 type for the selected invoice.
  - The **Totals** section will display the total invoice amount for each 1099 type associated with the vendor.
  - If any of the 1099 information has been edited, click the Save icon  when complete.
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#### 4 Generate 1099s.


- Any previously generated 1099s in the 99999.99.999 batch will be overwritten when 1099s are generated.
  - When the generate step is processed, the system will look at the 1099 Type and 1099 Box fields on each included invoice line item to determine which 1099 boxes will be populated. These placements can be edited in the next step.
    - If a 1099 box is not defined, the system will use the default 1099 box for that form type. Default boxes are as follows: MISC = 7, G = 2, INT = 1, NEC = 1, S = 2.
  - Press ENTER to generate the 1099s immediately or enter a date and time in the field next to the Confirm icon  to schedule the 1099s to generate at a later time.
    - You can view the progress of the 1099s on the Job Viewer window in SS> Utilities> Show Scheduled Jobs.
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## 5 Edit the generated 1099s.

- Open the **Edit** window (AP> 1099s> Edit) to view the generated 1099s.
- Highlight a vendor and press DELETE to delete the selected 1099.
  - This will only delete the generated 1099. You can regenerate 1099s that were erroneously deleted using the Generate step (AP> 1099s> Generate).
- Click the Create icon  drop-down menu to manually create a 1099. This will open the Add/Modify 1099 window. Each 1099 type shares the same General tab, but the Numbered Boxes tab will differ between types. Enter the 1099 information and click the Save icon  to manually create a 1099.
  - The 1099-MISC type is used for standard miscellaneous income.
  - The 1099-NEC type is used for nonemployee compensation.
  - The 1099-INT type is used for income earned through interest.
  - The 1099-G type is used for income resulting from government payments.
  - The 1099-S type is used for income resulting from sales or exchanges of real estate.
- Highlight a 1099 and click the Modify icon  to open the selected 1099. This will open the Add/Modify 1099 window. The fields in the window will populate with the information attached to the selected 1099.
- The General tab displays the general information on the 1099. Modify the information in any of the fields to modify the 1099.
  - Changes to the vendor information on the 1099 will not update the AP module vendor record; changes will only update the information on the 1099.

- The **Recipient Name 1** field will display the First Name and Last Name on the vendor record (AP> Maintenance> Vendor> General tab> **Last Name** and **Fist Name** field).
  - Check the **Receipt's 2nd TIN Not** toggle if the 2nd TIN Not box should be checked on the 1099.
  - The Numbered Boxes tab displays the information in the numbered boxes on the 1099 form. Modify the values in any of the fields to modify the 1099.
  - Click the Save icon  when complete to save the changes to the 1099.
    - The Save icon will only be enabled after changes have been made in the window.
  - Review every 1099 carefully.
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## 6 Print a Proof List.


- Open the Proof List window (AP> 1099s> Proof List).
  - Select the **1099 Type** you would like to print. You can run this step more than once in order to generate proof lists for each 1099 type.
  - Press ENTER to generate the report immediately or enter a date and time in the field next to the Print icon  to schedule the report to generate at a later time.
    - You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
-

- The proof list will display the Vendor Number, Vendor Name, and Tax ID for each vendor included in the report.
  - Box totals will be provided for each of the type-specific 1099 boxes.
    - 1099-Misc will display Rents, Royalties, Other, Federal Tax, Fishing Boat, Medical, Non-Employee, Substitute, Crop Insurance, and Attorney Proceeds.
    - 1099-NEC will display Nonemployee Compensation, Federal Tax Withheld, State Tax Withheld, State Income, and State Tax ID.
    - 1099-Int will display Interest Income, Early Withdrawal, Interest on Bonds, Federal Income Tax, Investment Expense, Foreign Tax Paid, Tax-exempt Interest, and Private Bonds.
    - 1099-G will display Unemployment Compensation, State Tax Refunds, Federal Income Tax, ATAA Payments, Taxable Grants, and Agricultural Payments.
    - 1099-S will display Gross Proceeds and Buyer's Real Estate Tax.
  - The report will also provide a report total for each 1099 box.
  - Review the proof lists carefully before printing the 1099s.
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## 7 Print the 1099s.



- The Print step is used to actually generate the 1099 forms. This step in the process will generate the forms on a PDF report. Once the step is complete, load the 1099 forms into a printer and then print the PDF report on the printer where you loaded the forms. The Print step will only print the box amounts. You will need 1099 forms.
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- Open the Print window (AP> 1099s> Print).
  - The **Line Spacing** field is used to adjust where the text will print on the page.
    - Increase the line spacing to move the print text lower on the page.
    - Decrease the line spacing to move the text higher on the page.
  - Select the **1099 Type** that you would like to print. You can run this step more than once in order to generate 1099 forms for each 1099 type.
  - Press ENTER to generate the 1099s immediately or enter a date and time in the field next to the Print icon  to schedule the 1099s to generate at a later time.
    - You can view the progress of the 1099s on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - The organization phone number and information that will print on the 1099s is set up on the System Setup window (SS> Utilities> System Setup> Organization Info section). In order to change this information on all of the 1099s you will have to regenerate the 1099 batch after changes have been made to the organization information.
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## 8 Create an ASCII file of the 1099s.

- The export step is used to create an ASCII file that contains the 1099s. This file can be submitted to the IRS using the File Information Returns Electronically System (FIRE). See IRS publication 1220 for information on electronic filing.
  - Open the **Export** window (AP> 1099s> Export).
-

- Select the **1099 Type** that will be exported. You can run this step more than once in order to generate the export file for each 1099 type.
  - Enter your contact information in the Export window. This information will not overwrite the organization information on the 1099s but in some cases will be included in the export file.
  - Enter a Transmitter Control Code in the **TCC** field. This code is obtained from the IRS.
  - The **State Info** field can be used to enter an **EDD Account** number.
    - An Employment Development Department account number is for California users only.
  - Check the **Create as test file** toggle if the export file is a test file.
    - Checking this toggle will change the format of the export file.
  - Check the **Combine state and federal** toggle if the 1099s are combined state and federal forms. This will change the format of the export file.
  - Click the Confirm icon  when complete to create the export file.
  - Once the export has finished processing, the **Export Settings** window will open. This window is used to specify the export path for the ASCII file.
    - Check the **Open** toggle if you would like to open the exported file after it is saved locally.
    - Enter the export path location and click the Save icon  to export the file to the local path.
  - There is no commit step of the 1099s process so the 1099 palette will remain open after the export file of 1099s have been printed. You can reprint 1099s throughout the year without having to regenerate them.
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# AP> 1099-NEC

## 1099-NEC Changes for 2020

### Summary

The IRS has reintroduced the 1099-NEC form for tax year 2020. This form is used to report nonemployee compensation and will be used in place of Box 7 on the 1099-MISC form. This article provides information about how this change should be handled by Springbrook users.

### What is the 1099-NEC form?

The 1099-NEC form, last used in 1982, has been reintroduced to report nonemployee compensation for tax year 2020. This information was previously reported in Box 7 of the 1099-MISC form. Nonemployee compensation must be reported if all four of the following payment conditions are met:

- The payment was made to someone who is not your employee.
- The payment was made for services in the course of your trade or business.
- The payment was made to an individual, partnership, estate, or, in some cases, a corporation.
- The payment was \$600 or more for the year.

The official 1099-NEC form is still being finalized by the IRS, but they have provided a preliminary example on the official IRS 1099-NEC web page.

**NOTE:** This information is for explanatory purposes only. Please consult official IRS documentation to determine tax liability and reporting requirements.

### **How is the 1099-NEC form used in Springbrook?**

The primary location you will see the new 1099-NEC form is in the Accounts Payable 1099s process. Multiple 1099 Type fields throughout the 1099s process will now include the 1099-NEC option.

The Vendor Maintenance window, accessible from both the Accounts Payable and Inventory Control modules, has also been updated to include the 1099-NEC option as an available 1099 Type.

### **What do I need to do to ensure compliance with the new IRS requirements?**

Springbrook users will need to take two steps to prepare for these 2020 tax year changes:

1. Identify all vendors currently marked to receive 1099-MISC Box 7 amounts. Once identified, those vendors must be updated to use the 1099-NEC form and Box 1. It is important to update these vendor records as soon as possible in order to minimize the amount of work required later to update processed invoices. Invoices generated after this change is made will not need to be updated via step 2 below.
  - The Query by Example report is an excellent tool for identifying which vendors need to be updated. The following four fields should be included, but you can customize your QBE report to meet your unique needs.
    - Vendor Number
    - Vendor Status - allows you to include only active vendors

- Default 1099 Box
- Default 1099 Type - allows you include only 1099-MISC vendors

2. Between now and when you send your 1099s at the end of 2020, you will need to use the 1099s Invoices process to update the AP History lines on any invoices that were processed before making the changes in step 1 above. You must update the assigned 1099 type from MISC to NEC and move the data in Box 7 to Box 1. Once updated with the correct 1099 type and Box data, you can generate the 1099s as usual.

Springbrook Support will be setting up recorded training sessions in order to further explain these processes. More information will be shared about these training sessions, as well as any additional 1099-NEC updates, via Springbrook Community at <https://success.springbrooksoftware.com/s/>.

# AP> Computer Checks

## Computer Checks

### Summary

The Computer Checks process is used to generate checks from Accounts Payable module invoice line items. Only invoice line items that have been committed in an AP Invoices batch can be paid using the Computer Checks process (you cannot add invoices that are in an open AP Invoices batch to a Computer Checks batch). If the vendor attached to the invoice line item is set up to use Electronic AP, a check will not be generated by the Computer Checks process, but a transaction will be created in a batch in the Clearing House module Electronic AP process to create the ACH transaction to pay the vendor.

If you have generated a check outside of the application (for example, you have physically written a check to a vendor and have not recorded the payable, expense or payment of that invoice in the application), use the Manual Checks process (AP> Manual Checks) to enter the manual check. The Manual Checks process will record the payment and the expense, but it will not generate a check.

If the Accounts Payable module is set up to create a positive pay file, the Export step on the Computer Checks process will be a required step. A positive pay file is a file that contains the checks that have been generated in the Computer Checks batch. This file is sent to your bank so that they can verify the checks for accuracy as the checks are cleared. The format of the positive pay file will vary depending on the bank they are being sent to, so the

Export window is often a customized window. The AP module is set up to use positive pay on the Setup window (AP> Utilities> Setup> Checks tab> **Export Positive Pay File** toggle).

Once a Computer Checks batch that contains physical checks is committed, un-cleared checks will be created in the Bank Reconciliation module (BR> Clear Transactions). When you get your bank statement, you can clear the checks in the Bank Reconciliation module to update the balance of the bank account the checks were drawn on.

## Flowchart

The objects in the diagram below represent processes in the application.

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## Step by Step


- 1 Open or create a new Computer Checks batch.
  - Select the **Computer Checks** palette in AP> Computer Checks. This will expand the Computer Checks palette and display the steps of the Computer Checks process.

- Modify an existing batch or create a new Computer Checks batch.
    - Select a batch number from the drop-down menu at the top of the Computer Checks palette to select an existing batch.
    - Select **New** from the Computer Checks batch number drop-down menu to create a new batch. This will open the New Batch window.
  - The **Batch Month** and **Batch Year** of the Computer Checks batch is used for reference only and is not necessarily the fiscal month and year the transactions in the batch will be posted to. The fiscal period the transactions are posted to is determined by the journal Entry date entered when creating the GL Distribution report.
    - The batch month and batch year can be used in reporting. The checks that display in the Checks by Date Report (AP> Reports> Checks by Date) can be filtered by batch month and batch year entered in these fields.
  - Highlight the batch in the batch number drop-down menu on the Computer Checks palette and press DELETE to delete a batch. Any uncommitted computer checks in the batch will be deleted.
- 

## 2 Complete the Settings step.


- The Settings step is used to select the bank account the checks generated in the batch will be drawn from.
  - Open the **Settings** window (AP> Computer Checks> Settings).
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- The **Pay From** field is used to select the bank account the checks will be paid from. Click the **Pay From** field label to select a bank account from a list or enter the bank account code.
    - The Pay From field will default to the default bank account selected in the AP module Setup window (AP> Utilities> Setup> General tab> **Bank Account** field).
    - The **Pay From** field will not be enabled if you are using the multi-bank checking feature. The bank account used to pay each invoice line item will be selected based on the GL account attached to the invoice line items and the bank accounts attached to those GL accounts.
    - If you are using blank check stock (AP> Utilities> Setup> Checks> **Use blank check stock** toggle), the name of the bank associated with the bank account will display at the top of the checks generated on the Checks step (AP> Computer Checks> Checks).
      - A bank name is entered on a bank using the Bank Maintenance window (SS> Maintenance> Bank> **Bank Name** field).
    - Bank accounts are created and maintained using the Bank Account Maintenance window (SS> Maintenance> Bank Account).
  - The **Invoices From** field is used to select which database the Computer Checks batch will be generated for. This field is only enabled for organizations set up to use Multi-Muni relational databases.
  - Press ENTER or click the Save icon  when complete.
- 

**3** Select the invoice line items you would like to pay in the batch.


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- Open the **Select Invoices** window (AP> Computer Checks> Select Invoices).
  - The Select Invoices window is used to select the invoice line items that should be paid in the batch, and how the checks will be generated. Invoice line items in an open AP Invoice batch, selected for payment in another Computer Checks batch, or voided (AP> Void Invoices) will not display in the window and be available for payment.
    - If the **Allow zero balance checks** toggle is checked on the AP module Setup window (AP> Utilities> Setup> Checks tab), you can select invoices for the same vendor that create a zero dollar check. This allows you to select off-setting invoices that create a zero dollar check. If the **Allow zero balance checks** toggle is not checked, you will get a validation error when you try to create a zero dollar check for a vendor.
  - Right click on the data in the window and select Export grid contents to Excel if you would like to create an MS Excel spreadsheet of all the invoice line items in the window.
  - The Select Criteria section is used to select the invoices that will be paid. Enter information in any of the fields and click the Select icon to select the invoices line items that are going to be paid in the batch. For example, enter an AP Invoice batch number in the **Batch Number** field and click the Select icon . All of the invoice line items in the AP Invoices batch will be selected. Invoice line items that are selected for payment will have a check in the **Selected** column. You can also manually check the **Selected** toggle of each invoice line item you would like to pay. Change the sort order of the invoice line items in the window by clicking on the column headings to locate specific invoice line items.
-

- The **Date From** and **Date To** fields are used to select invoice line items by the payment date on the invoice. The payment date of an invoice is set during the Settings step (AP> Invoices> Settings> **Payment Date** field).
  - The **Fund Number** field is used to select invoices by the fund number of the GL account attached to the invoice line item.
  - The **Batch Number** field is used to select invoice line items by the AP Invoices batch used to create the invoice. Click the Batch Number field label to select a batch number from a list. Only committed AP Invoice batches can be used to select the invoice line items.
  - The **Bank Account** field is used to filter the invoice line items by the bank account attached to the GL account on the invoice line item. If you do not have GL account associated with bank accounts, the filter will not affect the invoice line items in the window.
  - Press ENTER or click the Save icon  when complete.
- 


#### 4 Select how the checks will be generated.

- After the **Selected** toggle is checked on each invoice line item you would like to pay in the batch, use the **Order** column to set how the checks will be generated.
    - If there are ACH transactions in the Computer Checks batch, the ACH transactions in the batch will also be affected by the grouping. For example, if the invoice line items of a vendor are grouped onto two separate checks, two separate ACH transactions are created.
-

- By default, all invoice line items attached to the same vendor will be grouped onto the same check. If you would like invoice line items to display on separate checks, group the checks for the vendor using the **Order** column.
  - Invoice line items with the same vendor and **Order** value will display on the same check. Change the value in the Order column to group invoice line items onto separate checks. For example, if you are paying three invoice line items of the same vendor and would like two of them grouped onto a single check, set the Order value of one of the invoice line items to 1, and set the remaining two line items to 2.
    - The value in the Order column is modified using the Increase and Decrease icons at the top of the window.
  - Press ENTER or click the Save icon  when complete to save the selected invoices.
    - If you are using multi-bank checking and the general ledger account attached to the selected AP invoice is not assigned to a bank account in the correct fiscal year, you will receive an error. You can attach bank accounts to general ledger accounts (AP> Utilities> Associate Banks).
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## 5 Print a proof list.

- The Proof List displays the invoices that are selected for payment in the Computer Checks palette, how those invoice line items are grouped onto checks, and the total number and amount of checks that will be created. The report will also display if the invoice will be paid using an ACH instead of a physical check.
  - Open the Proof List window (AP> Computer Checks> Proof List).
-

- The **Sort By** drop-down menu is used to select how information will display on the report.
  - Select Vendor Name if you would like the invoices to display in alphabetical order based on the vendor name. The vendor name is the Last Name field on the vendor record (AP> Maintenance> Vendor> General tab> **Last Name** field).
  - Select Vendor Number if you would like the invoices to display in alphabetical order based on the vendor number.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- All of the invoice line items that were grouped onto the same checks will be totaled together, and the report will display the total of each check. If the grouping is incorrect and invoice line items should be grouped onto other checks, return to the Select Invoices step (AP> Computer Checks> Select Invoices) and use the **Order** column


to change the grouping of the invoice line items.

- The general ledger account number on the Proof List Report is the GL account attached to the invoice.
  - If the invoice line item will be paid using an ACH transaction instead of a physical check, ACH Enabled: True will display on the report. Invoice line items that are paid using an ACH transaction will not generate a physical check (AP> Computer Checks> Checks) or a journal entry line item in the batch (AP> Computer Checks> GL Distribution). When the Computer Checks batch is committed, a transaction will be created in the CH module Electronic AP process to create the ACH check. The journal entry will be created when the Electronic AP transaction is processed (CH> Electronic AP> GL Distribution).
    - If you would like to generate a physical check rather than an ACH, disable the ACH feature on the vendor record attached to the invoice (AP> Maintenance> Vendor> Details tab> **ACH Status** drop-down menu), and then return to the Select Invoices step on the Computer Checks batch (AP> Computer Checks> Select Invoices). When an invoice is added to the batch on the Select Invoices step, the system checks whether the vendor on the invoice is set up to use electronic AP and then sets that value. That is why you have to return to the Select Invoices step if you disable ACH transactions on the AP vendor.
  - ACH checks are included in the Total Number of Checks and Total for Check Run amounts.
- 

## 6 Print the checks.

---

- Open the **Checks** window (AP> Computer Checks> Checks).
  - The format of the checks that are generated depends on how the Accounts Payable module is set up (AP> Utilities> Setup> Checks tab).
  - The Checks window is used to select the information that will display on the checks generated in the batch.
  - The **Check Date** field is used to enter the check date of the checks generated in the batch.
    - The Check Date will also be applied to ACH checks that are processed in this batch.
    - The check date does not determine the fiscal period/year or journal entry date of the checks processed in the batch. The journal entry date is set when the GL Distribution Report is generated (AP> Computer Checks> GL Distribution).
    - The **Check Date** field is a filter option on most Accounts Payable module reports.
  - The **First Check Number** field displays the check number that will be assigned to the first check in the batch. The first check number is pulled from the last check number that was used on the bank account.
    - This field does not apply if you are using multi-bank checking.
  - The **Check Title 1** and **Check Title 2** fields are used to enter titles on the check. These fields will only display on the checks if the Accounts Payable module is set up to display them on the checks (AP> Utilities> Setup> Checks tab> **Print titles on checks** toggle). If you have a custom check, these fields may not display.
    - Check titles will only be displayed on standard check stubs. When printing long check stubs, check titles will not be displayed.
-


- The **Stub Message** will display at the top of the stub above the detail line items on long check stub formatted checks. The stub message will not display on standard checks.
  - The **Layout** field is used to select which configurable check will be used for the batch.
    - This field will only be enabled if the AP module is set up to use configurable checks (AP> Utilities> Setup> Checks tab> Check Type field).
    - Configurable checks are created and maintained on the Report Layout Maintenance window (SS> Maintenance> Report Layout).
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
  - ACH checks will not display on the report. If you are missing a check in the batch, the vendor attached to the check may be set up to use electronic AP (AP> Maintenance> Vendor> Detail tab> **ACH Status** drop-down menu). If you change the
- 
-



ACH status of an AP vendor, you will have to return to the Select Invoices step and resave the invoices in the batch in order for the new selection to take effect.

---

## 7 Print the Check Register Report.

- The Check Register Report will display the list of checks that were generated in the Computer Checks batch. The report will display the check numbers, vendor name and check amount. If you generate the report in Detail format, the report will also display all of the invoice line items that each check is paying.
  - Open the **Register** window (AP> Computer Checks> Register).
  - The **Report Type** drop-down menu is used to select the information that will display on the report.
    - The Summary version of the report displays the check number, vendor number, vendor name, check date and the amount paid on each check.
    - The Detail version of the report displays all of the information that is on the summary report, but it also includes the invoice line items that are paid on each check.
  - Enter the first **Check Number** and press TAB. The check numbers will increment to the end of the list.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
-

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- 




## 8 Generate a Positive Pay file.

- The Export step on the Computer Checks process is used to generate a positive pay file. A positive pay file is an export file that contains all of the checks that were generated in the batch. This file is sent to your bank so that the bank can verify the checks as they are cleared. The format of the positive pay file will vary depending on the format requested by your bank, so this is often a customized window.
- The standard positive pay file format is:

```
010840880220 000000001500000065980009222010  
020840880220 0000000001000000659800
```


---

- The Numbers on the first line correspond to:
    - 01 = indicates the beginning of the individual transaction line
    - 0840880220 = Bank Account
    - 0000000015 = Check Number
    - 000000659800 = Amount
    - 09222010 = Check Date
  - The numbers on the second line correspond to:
    - 02 = indicates the beginning of the total line
    - 840880220 = Bank Account
    - 0000000001 = Total Number of Checks
    - 000000659800 = Total Amount
  - If the file contains any electronic payments, the total electronic payment amount will be listed on a single line. The check number will be 0000000000 and the date will be the date the positive pay file was created. The final line of the file will include this total electronic payments amount in the total file amount.
  - The Export step will only display on the Computer Checks palette if the AP module is set up to create the positive pay file (AP> Utilities> Setup> Checks tab> **Export Positive Pay File** toggle).
  - Select Export from the Computer Checks palette. This will open the Export window.
  - The **Configuration** field is used to specify the configuration for the export file.
    - Export file configurations are created and maintained on the Export Configuration Maintenance window (SS> Maintenance> Export Configuration).
-

- Once a configuration is selected, click the Display icon  to display the expected file layout.
  - Click the Confirm icon  to generate the positive pay file immediately or enter a date and time in the field next to the Confirm icon to schedule the positive pay file to generate at a later time. You can view the progress of the export on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Once the export has finished processing, the **Export Settings** window will open. This window is used to specify the export path for the positive pay file.
    - Check the **Open** toggle if you would like to open the exported file after it is saved locally.
    - Enter the export path location and click the Save icon  to export the file to the local path.
- 

## 9 Print the GL Distribution Report.

- The GL Distribution Report displays the journal entry generated by the Computer Checks process.
  - Select **General Ledger Distribution** from the Computer Checks palette. This will open the GL Distribution List window.
  - Enter a **Journal Entry Date**. This will determine which fiscal period and fiscal year will be expensed.
-

- You will receive a validation error if the journal entry date entered in this field is for a fiscal period that has been locked out using the Lockout Period feature (GL> Utilities> Lockout Periods).
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- The Computer Checks process will create the following journal entry:


GL Account used in transaction	Debit	Credit
AP module accounts payable account (AP> Utilities> Setup> General tab> <b>Payable</b> field) – the fund will be pulled from the fund on the GL account attached to the invoice line item being paid	XXX	
GL account attached to the bank account selected in		XXX

the Setting step (SS> Maintenance> Bank Account) – this is the bank account that is being used to pay the checks. The fund will be pulled from the fund on the GL account attached to the invoice line item being paid.		
---	--	--

- ACH checks that will be processed in an Electronic AP batch (CH> Electronic AP) will not create journal entry line items in the Computer Checks batch. The ACH checks will generate a journal entry when they are processed in the Electronic AP batch. If there are only ACH checks in the Computer Checks batch, no distribution will be created in the batch.

---

## 10 Commit the Computer Checks batch.

- Select **Commit** from the Computer Checks drop-down menu. This will open an information window.
- Press ENTER or click the Confirm icon  to commit the checks.
- If any of the checks are attached to vendors that have been designated as Electronic AP vendors, the Commit step will create an Electronic AP batch in the Clearing House module that contains the electronic checks.
- The Commit step creates un-cleared Bank Reconciliation module checks. When you receive your bank statement, use the Clear Transactions process (BR> Clear Transactions) to clear the check. ACH checks that will be processed in the Elec-

tronic AP process will not be added to the Bank Reconciliation module until the transactions are processed in the Clearing House module.

---

# AP> Display> Checks

## View Checks

### Summary

The Checks window displays a filtered list of Accounts Payable module checks. You can export the information that displays in the window to an MS Excel spreadsheet.

### Step by Step



- 1 Open the **Checks** window (AP> Display> Checks).
- 2 Filter the displayed checks.
  - Enter information in the fields in the Search Criteria section to filter the checks that will display in the window.
    - The **Check From** and **Check To** fields are used to filter the checks that display in the window by AP check number.
      - The AP Check number is set during the Check Register step (AP> Computer Checks> Check Register). Uncommitted AP checks will not have a check number until the batch has passed the Check




Register step.

- If you are using blank check stock (AP> Utilities> Setup> Checks tab> **Use blank check stock** toggle), the check number is set when the check is created in the Checks step (AP> Computer Checks> Checks) of the AP Computer Checks process.
  - The **Date From** and **Date To** fields are used to filter the checks that display in the window by AP check date. Press DELETE to remove a date from a date range field.
    - The check date of an AP computer check is set during the Checks step (AP> Computer Checks> Checks).
    - The check date of an AP manual check is set during the Enter Manual Checks step (AP> Manual Checks> Enter Manual Checks).
  - Click the **Vendor** field label in order to filter the checks that display in the window by a specific vendor. This will open a vendor selection window.
    - AP Vendors are created and maintained AP> Maintenance> Vendor.
  - Enter a year in the **Fiscal Year** field to filter the checks that display in the window by fiscal year. The type of fiscal year that will be used when filtering the AP checks by fiscal year is set up in the **Fiscal Year Type** field.
  - The **Fiscal Year Type** field is used to select which fiscal year you would like to use to filter the checks that display in the window.
-

- Select **Check** if you would like to filter the checks in the window by the fiscal year on the AP check. The fiscal year of an AP check is set by the journal entry date of the AP Computer Checks or Manual Checks batch.
    - The fiscal year of an AP check is not set until the AP Computer Checks or Manual Checks batch has been committed. Uncommitted AP checks will not have a check fiscal year, so this filter option should not be used if you are filtering uncommitted checks.
    - The journal entry date of an AP Computer Checks or Manual Checks batch is set during the GL Distribution step.
  - Select **Expenditure** if you would like to filter the checks in the batch by the fiscal year attached to the AP Invoice that the check is paying.
  - The **Batch Type** drop-down menu allows you to filter the checks that display in the window by computer or manual checks.
    - Computer checks are created in AP> Computer Checks.
    - Manual checks are generated in AP> Manual Checks.
  - The **Status** drop-down menu is used to select the status of the checks you would like to include in the window.
-

- Select All or Uncommitted to include uncommitted checks in the batch.
    - An uncommitted check is created as soon as an invoice has been selected for payment (AP> Computer Checks> Select Invoices). The uncommitted check will display using the fiscal year of the AP Invoice the check is paying. Select Expenditure or All in the **Fiscal Year Type** field to display in the check in the window.
    - Uncommitted checks will not be assigned a check date until the Checks step (AP> Computer Checks> Checks) has been completed.
    - Uncommitted checks will not be assigned a check number until the Check Register step (AP> Computer Checks> Check Register) has been completed.
    - The fiscal year of an AP check will not be set until the check batch has been committed. Entering a journal entry date in the GL Distribution step (AP> Computer Checks> GL Distribution) will not set the fiscal year of the check.
  - Click the Refresh icon  after the search criteria has been entered to filter the checks that display in the window.
    - If the orange Incomplete icon  displays in the bottom right corner of the window all of the checks included in the search criteria have not been displayed in the window.
-

### 3 Export the displayed information to Excel.

- Right click on the information in the window and select Export grid contents to Excel if you would like to create an MS Excel spreadsheet of the information that displays in the window.
  - Click the Expand button next to an AP check to view the AP invoices paid with the AP check.
  - The **Sum** field at the bottom of the window will display the total of all checks included in the Checks window.
    - If the orange Incomplete icon  displays in the bottom right corner of the window, the checks not included in the window will not be included in the **Sum** field.
-

# AP> Display> Invoices

## View Invoices in AP

### Summary

The Invoices window is used to view an AP invoice and invoice line items. Invoices that were generated in the Manual Checks process will display in the window.



The Invoices window can be used to display a filtered list of invoices and the total of those invoices. You can also export the invoices that display in the window to an MS Excel spreadsheet.

### Step by Step

- 1 Open the **Invoices** window (AP> Display> Invoices).
  - 2 Filter the displayed invoices.
- 
-

- Enter information in the fields on the General and Advanced tabs to filter the invoices that will display in the window.
    - The **Invoices From** and **Invoices To** fields are used to filter the invoices that display in the window by invoice number.
      - The invoice number of an invoice is entered when the invoice is created in AP> Invoices> Edit Invoices.
    - The **Date From** and **Date To** fields are used to filter the invoices that display in the window by invoice date. Press DELETE to remove a date from a date range field.
      - Click the drop-down menu to select a date using a calendar.
      - The invoice date is entered on each invoice line item when the invoice is created (AP> Invoices> Edit Invoices).
    - The **Fiscal Year** field will default to the current fiscal year and is used to filter the invoices by fiscal year.
      - Fiscal Year is set up on the invoice, not the invoice line item. When an invoice is created (AP> Invoices), the fiscal year of the invoice will default to the current fiscal year.
    - Click the **Vendor** field label to filter the invoices that display in the window by a specific vendor. This will open a vendor selection window.
      - A vendors is attached to an invoice when it is created (AP> Invoices> Invoices).
    - The **Status** drop-down menu is used to filter the invoices by commit or void status.
-


- An invoice is committed when the Invoices batch the invoice was created in is committed (AP> Invoices> Commit).
  - Invoices are voided in AP> Void invoices. An invoice will change to voided status when the Void Invoices batch is committed. If the invoice is in an open AP Void Invoices batch, the will still be committed rather than voided.
    - Only committed AP invoices can be voided in AP> Void Invoices.
  - Click the **1099 Vendor** field label to filter the invoices that display in the window by the 1099 vendor attached to the invoices.
    - The 1099 vendor is attached to the invoice when the invoice line items are created (AP> Invoices> Invoices> Create icon> 1099 Vendor field).
  - Click the **GL Account** field label to filter the invoices that display in the window by the GL account associated with the invoices.
    - The GL account associated with the invoices is specified when the invoice line item is created (AP> Invoices> Invoices> Create icon> GL Account field).
  - Click the **Home Dept.** field label to filter the invoices that display in the window by the home department associated with the invoices.
    - The home department is associated with the invoices on the Edit Invoices window (AP> Invoices> Invoices> Home Department field).
-

- Click the **Task Label** field label to filter the invoices that display in the window by the task label attached to the invoices.
    - The task label associated with the invoices is specified when the invoice line item is created (AP> Invoices> Invoices> Create icon> Task Label field).
  - Click the **PO Number** field to filter the invoices that display in the window by the purchase order number attached to the invoices.
    - The invoice is associated with a purchase order on the Edit Invoices window (AP> Invoices> Invoices> Purchase Order field).
  - Click the **WO Number** field to filter the invoices that display in the window by the work order number attached to the invoices.
    - The work order number associated with the invoices is specified when the invoice line item is created (AP> Invoices> Invoices> Create icon> Work Order field).
  - Click the Refresh icon  after the search criteria has been entered.
    - If the orange Incomplete icon  displays in the bottom right corner of the window all of the checks included in the search criteria have not been displayed in the window.
- 

### 3 View the displayed invoices.

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- Click the Expand button next to an invoice to view the invoice line items attached to the selected invoice.
    - Just because a check number displays on the invoice does not mean the invoice line item has been paid. A check number will display on the invoice line item as soon as it is selected for payment and processed in the Check Register step of a Computer Checks batch process (AP> Computer Checks> Check Register). If the AP module is set up to use blank check stock (AP> Utilities> Setup> Checks tab> **Use blank check stock** toggle), the check number will be assigned during the Checks step of the Computer Checks process (AP> Computer Checks> Checks).
  - The **Total** field at the bottom of the window will display the total of all of the invoices that display in the window.
    - If the orange Incomplete icon  displays in the bottom right corner of the window, the invoices not included in the window will not be included in the **Sum** field.
-

# AP> Invoices

## Invoices Overview

### Summary

Accounts Payable module invoices can be generated using PO module purchase order line items, or they can be created from scratch. If you would like to generate an invoice from a PO module invoice line item, the purchase order must be committed in a Purchase Orders batch (PO> Purchase Orders), and if the **Force Receiving** toggle is checked on the AP module setup window (AP> Utilities> Setup> Invoices tab> Force Receiving toggle), the purchase order must be received in the Receiving process (PO> Receiving).

### Flowchart

The objects in the diagram represent processes in the application.

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### Step by Step

The Invoices palette has the following steps:

- Settings - The Settings step defines the fiscal year and payment date of the invoices that are created in a batch.
- Import - The import step is used to import invoices into the AP module.
- Invoices - The Invoices step is used to create the invoices.
- Proof List - The Proof List Report displays the invoice line items in the batch. Each invoice line item will display as a separate line item on the report.
- GL Distribution Report - The GL Distribution step is used to view the journal entry that will be generated by the Invoices process.
- Commit - The Commit step is used to commit the invoices. Once the invoices have been committed, they cannot be modified. If you would like to modify a committed invoice, you must void them using the Void Invoices process and then create a new invoice.

# AP> Invoices

## Create an Invoices Batch

### Summary

The fiscal year the invoices in the batch are expensed and the payment date are both defined during the Settings step of the Invoices process (AP> Invoices> Settings).

The fiscal year determines:



- which fiscal year the invoices will be expensed
- which purchase orders can be attached to the invoices in the batch

The payment date can be used to select which invoice to include in a Computer Checks batch (AP> Computer Checks> Select Invoices> **Date To** and **Date From** field).

The fiscal period the invoices are expensed isn't defined until the GL Distribution step (AP> Invoices> GL Distribution).

### Step by Step


- 1 Create an Invoices batch.
-

- Select the Invoices palette in AP> Invoices. This will expand the Invoices palette and display the steps of the Invoices process.
  - Select New from the Invoice batch number drop-down menu to create a new batch. This will open the New Batch window.
    - If there are open batches in the Invoices process, you can create a new batch without affecting the open batches.
  - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The batch month and batch year do not affect the transaction or journal entry date of the transactions in the batch.
    - The payment date of the billing is set up in the Generate step and the fiscal period the transactions are posted to is determined by the **Journal Entry Date** entered when creating the GL Distribution Report (AP> Invoices> GL Distribution).
  - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .
  - Highlight the batch in the batch number drop-down menu on the Invoices palette and press DELETE to delete a batch. All uncommitted invoices will be deleted.
- 


2 Set the fiscal year and payment date of the invoices that will be processed in the batch.


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- Select Settings from the Invoices palette. This will open the Settings window.
  - The **Payment Date** field is used to enter the default payment date of the invoices in the batch. When invoices are selected for payment in a Computer Checks batch (AP> Computer Checks> Select Invoices), you can select the invoices that will be paid in the batch by payment date. For example, if you set the payment date of a group of invoices to 11/30/19, you will know these invoices should be paid by 11/30/19. The **Payment Date** field will default to the current date when the Settings window is opened.
    - When invoices are created in the Invoices batch (AP> Invoices> Invoices), the value entered in this field will default as the payment date on each invoice. You will be able to modify the default payment date when you are creating the invoice if the default value does not apply to a specific invoice.
    - If there is a discount set up on a vendor record (AP> Maintenance> Vendor> General tab> **Terms** and **Discount Percentage** field), the discount will be applied if the terms value is less than the payment date minus the invoice date set up on each invoice line item.
  - The **Fiscal Year** field is used to set the fiscal year of the invoices being generated in the Invoices batch. The selection in this field also determines which purchase orders can be invoiced in the batch. For example, if a purchase order is set up in fiscal year 2018, you can only invoice that purchase order in Invoices batches set to 2018. If you would like to invoice a purchase order set up in 2018 in fiscal year 2019, roll the purchase order into fiscal year 2019 using the Roll Over Purchase Orders process (PO> Roll Over POs).
    - The fiscal year of a purchase order is set up during the Setting step of the Purchase Orders process (PO> Purchase Orders> Settings> **Fiscal Year** field).
-


- When you generate a journal entry of the invoices in the batch using the GL Distribution step (AP> Invoices> GL Distribution), the fiscal year of the journal entry must match the fiscal year selected in this field.
  - The fiscal period that the invoices in the batch will be expensed is determined by the journal entry date entered during the GL Distribution step (AP> Invoices> GL Distribution).
  - Click the Save icon  when complete to save the settings. This is not a process performed on the server, so you will be able to move to the next step as soon as you click the Save icon.
- 

### 3 Import invoices. This is an optional step.



- The Import Invoices feature is used to import invoices into the AP module.
  - Open the **Import** window (AP> Invoices> Import).
  - Click the Format icon  to view the expected file format of the CSV file.
    - The file layout is determined by the **File Type** selected in the drop-down menu.
      - The File Type drop-down menu will display all the AP Invoices configurable import files created in the application. Custom import configuration files are created and maintained on the Import Configuration Maintenance window (SS> Maintenance> Import Configuration).
-

- Select Standard if you would like to import a Springbrook format file. The Springbrook format file contains all of the information associated with an invoice.
  - Click the **File Name** field label to select the path of the file being imported.
  - Click the Confirm icon  to import the invoices.
    - If the import process encounters a problem, an error window will display. Update the import file to address the errors and re-import.
- 

#### 4 View the invoices in the batch.

- The Invoice Selection window displays all of the invoices in the batch and is used to create invoices, create recurring invoices and delete or modify uncommitted invoices.
  - Open the **Invoice Selection** window (AP> Invoices> Invoices).
  - The Invoice Selection window will display all of the invoices that have been created in the batch.
  - Highlight an invoice and press DELETE to delete the selected invoice. This will delete the invoice and remove it from the database; this will not void the invoice. If you would like to void a committed invoice, use the Void Invoices process (AP> Void Invoices).
  - Click the Generate icon  if you would like to generate invoices using recurring invoices.
-



- Recurring invoices are created and maintained using the Recurring Invoices window (AP> Maintenance> Recurring Invoices).
  - Highlight an invoice and press ENTER or click the Modify icon  to open the selected invoice.
  - Press INSERT or click the Create icon  to create a new invoice. This will open the Edit Invoices window.
- 

## 5 Create an invoice and add invoice line items.

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## 6 Commit the Invoices batch.


- Once the invoices have been added to the batch, generate the reports and commit the batch so that the invoices can be paid using the Computer Checks process.
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# AP> Invoices

## Create an Invoice


### Summary

Once an AP module Invoices batch has been created, use the Invoices step (AP> Invoices> Invoices) to create invoices and add them to the batch. The invoices can be created from purchase order line items if you use the Purchase Orders module or they can be created from scratch. If you would like to create an invoice from a purchase order, the AP module setup will affect which purchase orders can be invoiced. If the **Force Receiving** toggle is checked on the Setup window (AP> Utilities> Setup> Invoices tab), you can only invoice purchase order quantities that have been received using the PO Receiving process (PO> Receiving).

The Attachment icon  on the Edit Invoices window (AP> Invoices> Invoices> Open or create an invoice) is used to attach documents to specific invoices. When you click the Attachments icon, the Attachments Selection window will display all of the documents attached to a specific invoice number. The documents attached to the vendor or other invoices will not display in the window. If you do not attach invoice numbers to invoices, all of the documents attached to invoices will display in the Attachments Selection window.


### Step by Step

- 1 Open or create an AP Invoices batch.
-

- Create a new AP Invoices batch or select a batch from the batch number drop-down menu at the top of the AP Invoices palette. If the batch has been processed past the Invoices step, the batch will be reset to the Invoices step and you will have to regenerate any reports that have already been processed in the batch.
  - You will also have to set the payment date of the invoices in the batch in the Settings step (AP> Invoices> Settings).
  - Open the Invoice Selection window (AP> Invoices> Invoices). The Invoice Selection window will display all of the invoices in the batch.
  - Press INSERT or click the Create icon  to add a new invoice to the batch. This will open the Edit Invoices window.
- 

## 2 Create an invoice.

- The Edit Invoices window is used to create invoice line items and the information in the window can be filtered by invoice number.
    - For example, if there are two entries in the window and they are both attached to the same invoice number, each entry in the window is an invoice line item of a single invoice.
-

- If there are two entries in the window and they are attached to different invoice numbers, each entry is an invoice line item for a separate invoice (or represents two invoices).
  - This is important because the **Payment Date** is attached to the invoice, not the invoice line item.
    - If there is a discount set up on a vendor record (AP> Maintenance> Vendor> General tab> **Terms** and **Discount Percentage** field), the discount will be applied if the terms value is less than the payment date minus the invoice date set up on each invoice line item.
  - The Tab Order icon  at the top of the window is used to adjust the tab order of the Edit Invoices window.
  - The **Invoice Displayed** drop-down menu allows you to filter the invoice line items that display in the Edit Invoices window by invoice number.
    - This field will be enabled when you select a vendor in the **Vendor Number** field. The **Invoice Displayed** drop-down will populate with the invoice numbers attached to the selected vendor.
  - The **Vendor Number** field is used to select the vendor paid on an invoice. Click the Vendor Number field label to select a vendor from a list or enter a vendor number in the field.
    - If you attach a purchase order to the invoice, the purchase orders that display in the selection window will be filtered by the vendor selected in this field.
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- If there is an AP Invoice message attached to the selected vendor, an information window will open and display the message.
  - Invoice messages are attached to AP module vendors using the Vendor Maintenance window (AP> Maintenance> Vendor> Message Alerts tab> **Invoice Message** field).
- The **Vendor Name** field will automatically populate with the vendor name associated with the vendor number selected above.
- Organizations that utilize Tag functionality can control which vendors individual Springbrook users can assign to an invoice.
- The **Purchase Order** field is used to generate invoice line items using purchase order line items created in the Purchase Order module. Click the Purchase Order field label to select a purchase order from a list. This will open the Select Purchase Order window.
  - If you selected a vendor in the **Vendor Number** field, the purchase orders that display in the Select Purchase Order window will be filtered by that vendor number.
  - The Select Purchase Orders window will only display the following:
    - Committed purchase orders - You cannot invoice a purchase order that is in an open Purchase Orders (PO> Purchase Orders) or Change Orders batch (PO> Change Orders).
    - Open purchase order line items - Purchase order line items that have been invoiced and/or closed will not display. If all of the purchase order line items on a PO have been invoiced, the PO will

not display in the window. If you would like to reopen a closed purchase order line item, or a closed purchase order, use the Change Orders process (PO> Change Orders).

- Purchase orders of the same fiscal year as the AP Invoices batch
    - The fiscal year of a purchase order is set up during the Settings step of the Purchase Orders process (PO> Purchase Orders> Settings> **Fiscal Year** field). The fiscal year of the AP Invoices batch is defined during the Setting step of the Invoices process (AP> Invoices> Settings> Fiscal Year field).
      - You can move a purchase order from the previous fiscal year to the current fiscal year using the Roll Over Purchase Orders process (PO> Roll Over POs).
  - Click an Expand button next to a purchase order to display the line items associated with that PO.
  - Check the Selected toggle of the line items you would like to include on the invoice.
  - The **Quantity to Pay** column displays the number of units on the purchase order that will be paid on the invoice. The value in this column will default to the total quantity on the invoice, but you can change this value if you would like to invoice only a portion of the purchase order line item. For example, if there are 25 units on the purchase order line item but you would only like to invoice 15 of those units, change the value in the Quantity to Pay column from 25 to 15.
-

- The **Invoiced Quantity** column displays the quantity that has been invoiced on committed AP invoices. Quantities that have been added to uncommitted invoices will not be included in this total.
  - The **Quantity** column displays the total number of units on the purchase order.
  - The **Received Quantity** column displays the quantity that has been received in the Purchase Orders module (PO> Receiving).
  - If the **Force Receiving** toggle is checked on the Setup window, you can only invoice purchase orders that have been received using the Receiving process in the Purchase Orders module (PO> Receiving). If you select a purchase order line item that has not been received, the PO line items will not update on the Edit Invoices window.
  - The **Payment Date** field will populate with the payment date entered on the Settings window (AP> Invoices> Settings> Payment Date field). Modify the date in this field if the default value does not apply.
    - The payment date applies to the invoice, not the invoice line item. For example, if there are two entries in the Edit Invoices window with the same invoice number, they are two line items for the same invoice. The payment date entered on one of the invoice line items will be applied to the other.
    - When you pay invoices in the Computer Checks process, you can select invoice for payment by the payment date.
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- You can also run the Outstanding Invoices Report (AP> Reports> Outstanding Invoices) to view a list of outstanding invoices by payment date. This report allows you to view a list of invoices that should be paid on a specific date.
  - The **Reference** field is an optional field. This field is only enabled after you select a vendor.
    - You can attach a reference number to each unique invoice number on the vendor. For example, if there are two invoice entries in the Edit Invoices window and each entry is for a separate invoice number, you can enter a unique reference number for each line item that is attached to a unique invoice number.
    - If the **Overwrite blank descriptions with reference on commit** toggle on the Setup Accounts Payable window (AP> Utilities> Setup Accounts Payable) is checked, the value in the **Reference** field will populate in the **Description** field of each line item that is blank.
  - The Author field will populate with the author of the invoice.
  - Enter a home department number or click the **Home Department** field label to open the Department Selection window. Here you will have access to all departments that have been created in the database. Click any of these departments to populate the Home Department field in the Entry Maintenance window.
    - Departments are created and maintained in the Department Maintenance window (SS> Maintenance> Departments).
  - The **Base Amount** field will display the total base amount of the invoice line items on the invoice.
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- The **Discount Amount** field will display the total discount applied to all of the invoice line items.
    - If there are discount terms attached to the vendor record, those terms will be applied to the invoice when it is saved. Discount terms are added to vendor records using the Vendor Maintenance window (AP> Maintenance> Vendor> General tab> **Terms** and **Discount** fields).
  - The **Handling Amount** field will display the total handling amount on the invoice line items.
  - The **Tax Amount** field will display the total tax on the invoice line items.
    - The **Tax** field on the invoice line item will only be enabled if the Taxable toggle is checked.
  - The **Total Amount** field will display the total amount of all line items on the invoice, including discounts, handling and tax.
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### 3 Add line items to the invoice.

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### 4 Commit the Invoices batch.

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# AP> Invoices

## Create an Invoice Line Item

### Summary


Once you create an Invoices batch (AP> Invoices), and add an invoice to the batch (AP> Invoices> Invoices), you can add entries to the invoice. The Edit Invoices window (AP> Invoices> Invoices> Create/Open) will display all of the invoice entries in the batch that are attached to the selected vendor. Invoice entries can either be invoice line items or invoices. For example, if there are two invoice entries and the same invoice number is attached to them, then each entry represents an invoice line item of a single invoice. If there are multiple entries and there is a separate invoice number attached to each of them, then each entry with a unique invoice number represents a unique invoice. The invoice number and description of each invoice entry will display on the check stub of the check when it is generated in the Computer Checks process (AP> Computer Checks).

### Step by Step

- 1 Create or open an Invoices batch.
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- Create a new AP Invoices batch or select a batch from the batch number drop-down menu at the top of the AP Invoices palette. If the batch has been processed past the Invoices step, the batch will be reset to the Invoices step and you will have to regenerate any reports that have already been processed in the batch.
  - Complete the Settings step to set the default payment date of the invoices in the batch (AP> Invoices> Settings).
- 

## 2 Create an invoice.

- Open the Invoice Selection window (AP> Invoices> Invoices). The Invoice Selection window will display all of the invoices in the batch.
  - Press INSERT or click the Create icon  to add a new invoice to the batch. This will open the Edit Invoices window.
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## 3 Add an invoice line item to the invoice.

- Once you have created an invoice in an Invoices batch using the Edit Invoices window (AP> Invoices> Invoices> Create icon), you can add entries to the invoice.
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- Press INSERT or click the Create icon  on the Edit Invoices window to add a line item to the invoice. This will open the Invoice Item window.
  - Many of the fields on the Invoice Item window are optional. The only fields that must be completed in order to create the invoice line item are the **GL Account**, **Invoice Date** and **Base Amount** fields. All other fields are optional.
  - The Tab Order icon  at the top of the window is used to adjust the tab order of the Invoice Item window.
  - When you are done entering the information on the invoice line item, click the Exit icon  and the line item information will populate in the Edit Invoices window.
  - The Up  and Down  icons at the top of the window allow you to move through the invoice line items that have been saved on the invoice.
  - The **Account Alias** field is used to select a GL account number for the invoice line item using the account alias assigned to the GL account on the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Alias** field).
    - Account aliases allow you to select GL accounts using a keyword rather than the entire GL account number. For example, if you assign the alias “EXP” to a GL account, you could type EXP into the **Account Alias** field and the GL account would populate in the **GL Account** field.
  - The **GL Account** field is used to select the GL account that will be expensed on the invoice line item. Enter a GL account or click the GL Account field label to select a GL account from a list.
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- This is the GL account that will be debited by the transaction (GL> Invoices> GL Distribution).
  - GL accounts are created and maintained by fiscal year using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts).
  - The **Account Description** field will populate with the description of the GL account selected in the **GL Account** field. This field will never be enabled.
  - The **Invoice Date** is used in the calculation of discounts on invoice line items. The value in this field will default to the current date.
    - The invoice date is entered on each line item. If there are multiple line items attached to each invoice (there is more than one line item with the same invoice number in the **Invoice Number** field), each line item can have a separate invoice date.
    - The terms of a vendor discount are set up on the Vendor Maintenance window (AP> Maintenance> Vendor> General tab> **Terms** and **Discounts** fields). The discount rate will be applied if the difference between the **Invoice Date** and the **Payment Date** is less than or equal to the number of days entered in the **Terms** field (AP> Maintenance> Vendor> General tab> **Terms** field). An information window will open asking if you would like to apply the vendor discount if it applies.
  - The **Invoice Number** field is used to enter the invoice number attached to the line item. The Invoice Number field will default to the previous invoice number entered on the vendor selected back on the Edit Invoices window (Edit Invoices window> **Vendor Number** field).
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- If you would like to enter two invoices for a single vendor, each with a single invoice line item, create an entry for each invoice and enter the separate invoice numbers in the **Invoice Number** field.
  - If you would like to enter multiple invoice line items for a single invoice, enter the invoice number on each entry that applies.
  - The invoice number will display on the check stub of the printed check when checks are generated in the Computer Checks process.
  - The **Receipt Number** field will display a receipt number if the invoice line item was generated from a purchase order that has been received in the Receiving process (PO> Receiving).
    - Receipt numbers are automatically assigned to receipts when they are created in PO> Receiving> Receipts).
  - The **Base Amount** field is used to enter the base amount of the invoice line item. The base amount does not include tax, shipping, handling, or the discount amount.
  - The **Discount Amount** field displays the discount applied to the invoice line item. The value in this field will reduce the base amount of the invoice.
    - This field is generally used to apply vendor discounts that have been set up on the Vendor Maintenance window (AP> Maintenance> Vendor> General tab> **Terms** and **Discount** field), but it can also be used to reduce the base amount of the invoice line item by a discounted amount.
  - The **Handling Amount** field is used to enter the shipping and handling on the invoice line item. This will be included in the total invoice amount.
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- The **Tax Amount** field is used to enter the tax amount on the invoice line item. This field will only be enabled if the **Taxable** toggle is checked.
  - The **Task Label**, **PM Description** and **PM Type Code** fields are used to add a PM module task and type code to the invoice line item. These fields are only enabled if the Accounts Payable module is set up to interface with the Project Management module (AP> Utilities> Setup> General tab> **Enable Project Management interface** toggle).
    - The field label of the Task Label field is user-defined, so it may not read task. The field label of the PM module Task field is defined in the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels).
    - The **Task Label** field is used to attach a Project Management module task code to the invoice line item. Enter a PM task code or click the Task Label field label to select a task from a list.
    - If you click the **Task Label** field label and the task you would like to select does not display in the window, the task is either locked, or PM security has been set up to limit access to that task code.
      - Security is set up on PM module tasks using the PM Security feature (SS> Security> PM Security).
      - PM module tasks are generally locked when they are complete or transactions should not be posted to them. PM module tasks are locked using the Task Maintenance window (PM> Maintenance> Task> General tab> **Locked** toggle). You can view tasks that are locked by selecting Locked or All in the Status drop-down menu on the Task Selection window (opened from the Task Code field
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label on the Invoice Item window), but you will receive an error message if you attach a locked type code to an invoice line item and then try to save the new record.

- The **Inventory Item** field is used to attach an IC inventory item to the invoice line item.
    - Inventory Items can be attached to AP Invoices only after they have been received through the PO Receiving process.
    - The Purchase Order, Quantity, and Unit Type fields below will all be required if an inventory item is attached to the invoice.
      - The Purchase Order field will display the number of the Purchase Order that included the inventory item and was processed through a PO Receiving batch.
    - Inventory Items are created and maintained on the Inventory Item Maintenance window (IC> Maintenance> Item).
  - The **Reference Number** field is used to enter a work order reference number.
    - This field will only be enabled if the **Require unique reference number** toggle is checked on the WO Setup window (WO> Utilities> Setup).
      - Unique reference numbers can help Springbrook users easily attach work orders to AP Invoices without having to remember specific work order numbers or use the work order selection window.
    - If this toggle is not checked the Reference Number field will not be enabled. If a reference number is attached to the work order selected below, that reference number will automatically populate.
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- The **Work Order** field is used to attach a work order to the invoice line item.
    - Attaching a work order to an invoice line item will create a Service Activity Item on the selected work order. Activity items represent all of the expenses associated with the work order.
    - Work orders are created and maintained on the Work Order Maintenance window (WO> Work Orders> Work Orders).
    - Work orders and activity types cannot be attached to an invoice line item that already has a Project Management type code or task code associated with it. This is meant to prevent conflicts between PM information attached to the invoice line item and PM information attached to the specified work order.
  - The **Activity Type** field is used to attach an activity type to the invoice line item.
    - Activity types are used to limit the activities that can be attached to a work order or estimate. Only the activity types associated with the selected work order will be available when you click the field label.
    - Activity Types are created and maintained on the Activity Type Maintenance window (WO> Maintenance> Activity Type).
  - The **WO Asset** field is used to attach a work order asset to the invoice line item.
    - WO assets are created through the Create Fixed Assets process (WO> Create Fixed Assets).
    - Once an asset is created in the WO module, it can be adjusted in the Adjust Fixed Assets process (WO> Adjust Fixed Assets).
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- The **WO Override Item** field is used to attach an IC inventory item to the invoice line item. When an invoice line item has an attached WO override item, the invoice will create a materials activity line on the attached work order when the invoice is committed.
    - You cannot specify a WO Override Item and a standard Inventory Item on the same invoice line item.
  - Select an **Order** for the invoice line item.
    - Specifying an order for the line item allows to differentiate between line items that need to be paid with separate checks in the Computer Checks process.
  - Click the **1099 Vendor** field label if you would like to select a 1099 vendor for the invoice item.
    - If the vendor selected on the previous Edit Invoices window has an associated 1099 vendor, that 1099 vendor will populate this field.
    - The **1099 Type** drop-down menu is used to specify what type of 1099 this invoice item is associated with.
      - The **1099 Box** drop-down menu is used to specify which box on the 1099 form type selected above will be populated.
    - The 1099 Vendor, Type and Box fields will automatically populate with the details attached to the 1099 Vendor attached to the primary vendor specified on the Create Invoices step.
      - 1099 vendors are attached to primary vendors on the Vendor Maintenance window (AP> Maintenance> Vendor> General tab> 1099 Vendor field).
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- The **Purchase Order** field is used to enter the PO number of the purchase order being invoiced. If you would like to generate an invoice line item from a purchase order, return to the Edit Invoices window and click the Purchase Order field. The line items on the selected purchase order will generate invoice line items.
    - If a PO module purchase order was used to generate the invoice, the **Purchase Order** field will populate with the PO number of the purchase order being invoiced.
    - If an Inventory Item is specified above, this field is required and should display the received Purchase Order number responsible for generating the invoice line item.
    - If you do not use the Purchase Order module, the **Purchase Order** field can be used to enter the PO number of a purchase order generated in another application.
  - The **PO Line Item** field is used to enter the PO line item that is being invoiced.
    - If a PO module purchase order was used to generate the invoice, the **PO Line Item** field will display the purchase order line item number used to generate the invoice line item.
  - The **Commodity Code** field is used to attach a commodity code to the invoice line item. Click the field label to choose a code from a list.
    - Commodity codes are created and maintained on the Commodity Code Maintenance window (AP> Maintenance> Commodity Codes).
  - The **Product Code** field is used to enter the vendor product code of the item that is being invoiced.
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- The **Quantity** field is used to enter the total number of items being invoiced on the line item. If the invoice line item was generated from a purchase order line item, the quantity field will populate with the number of units being invoiced on the PO.
    - If you do not have the **Force Receiving** toggle checked on the AP module Setup window (AP> Utilities> Setup> Invoices> Force Receiving toggle), the quantity being invoiced does not have to match the quantity that has been received using the PO Receiving process (PO> Receiving). For example, you will be able to invoice items before they have been received.
    - If an Inventory Item or WO Override Item is selected above, the Quantity field is required.
  - The **Unit Type** drop-down menu is used to select the type of unit that is being invoiced.
    - Unit types are created and maintained using the Unit Maintenance window (IC or SS> Maintenance> Unit). Only unit types that are set up to function in the IC and SS modules will display in the **Unit Type** drop-down menu.
    - If an Inventory Item or WO Override Item is selected above, the Unit Type field is required.
  - The **Quantity Ordered**, **Quantity Received** and **Quantity Invoiced** fields will populate if the invoice line item is generated from a purchase order line item.
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- The **Quantity Ordered** field will display the total number of units on the purchase order line item.
  - The **Quantity Received** field will display the total number of units on the PO line item that have been received using the Receiving process (PO> Receiving).
  - The **Quantity Invoiced** displays the quantity that has already been invoiced. This field will only display quantities that are attached to committed invoices. Quantities on invoices in open AP Invoices batches will not be included in this field.
  - The **Description** field is used to enter a description of the invoice line item. The description of the invoice line item will display on the check stub when the invoice is paid in AP Computer Checks.
    - This field is limited to 64 alphanumeric characters.
  - Check the **Taxable** toggle if the base amount on the invoice is taxable. This will enable the **Tax Amount** field.
    - The value in the **Tax Amount** field will increase the total amount on the invoice.
  - Check the **Close Purchase Order Line** toggle if you would like to manually close the purchase order line item used to generate the invoice line item. Do not check this toggle if you would like the PO line item to close automatically when all of the units on the PO line item have been invoiced, or it is a contract line item that has been fully invoiced.
    - For example, if you generate the invoice line item from a purchase order generated in the PO module and you would like to close the PO line item, check this toggle. This only applies when you want to
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manually close the PO line item. If all of the units on the PO line item are added to the invoice or it is a contract line item that has been fully invoiced, the purchase order line item will automatically close even if you do not check this toggle.

- This toggle will also only close the PO line item used to generate the invoice entry. The purchase order will close automatically when all of the line items on the PO have been closed.
  - The **Is Fixed Asset** toggle is used in conjunction with the Fixed Asset module.
    - If this toggle is checked, once committed the invoice line item will be sent to the next uncommitted Install Assets batch in the Fixed Assets module.
  - Click the Exit icon  when complete. This will return you to the Edit Invoices window.
    - The information on an invoice line item saves automatically as you enter the information, so there is no Save icon on the window. When you click the Exit icon, the invoice line item information will populate on the Edit Invoices window.
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#### 4 Commit the Invoices batch.

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# AP> Invoices

## Creating Recurring Invoices

### Summary

The Recurring Invoices option on the Maintenance palette (AP> Maintenance> Recurring Invoices) is used to create templates of invoices. Once a recurring invoice template has been created, you can use it to create an invoice using the Invoices process (AP> Invoices> Invoices).

Recurring invoices are used to reduce data entry by creating templates for all regularly reoccurring invoices.

### Step by Step




#### 1 Create an Invoices batch.

- Create a new Invoices batch, or add the recurring invoice to an existing batch.
  - If you would like to add the recurring invoice to an existing batch, select a batch in the batch number drop-down menu at the top of the Invoices palette. If the batch has been processed past the Invoices step, the batch will be reset

to the Invoices step and you will have to regenerate any reports that have already been processed in the batch.


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## 2 Create invoices from the recurring invoice templates.


- Once the Invoices batch has been created, open the **Invoice Selection** window (AP> Invoices> Invoices).
  - Click the Generate icon  to select a recurring invoices template. This will open a window that lists the recurring invoices templates that have been created (AP> Maintenance> Recurring Invoices).
  - The **Code** field is used to filter the recurring invoices that display in the window. Enter a recurring invoice code and click the Refresh icon to filter the recurring invoices that display.
  - The **Cycle** drop-down menu is used to filter the recurring invoices that display in the window. Select a cycle and click the refresh icon to filter the recurring invoices.
  - Click the **Select** toggle of each recurring invoice template you would like to add to the Invoices batch.
    - You can also use the Select All  and Deselect All  icons to select or deselect multiple recurring invoices.
  - The **Vendor** column will display the vendor associated with the invoice. If a vendor was not associated with the recurring invoice on the Recurring Invoice Maintenance window, you will need to select one before processing the invoice.
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- The **Amount** column is used to enter the amount of the invoice that will be generated.
    - If the recurring invoice is a flat amount, the **Amount** column will already be populated with the flat amount of the invoice. For example, if the recurring invoice is for rent, the amount of the rent will populate in the Amount column. The flat amount cannot be modified.
      - If you would like to change the amount of the recurring invoice, you can do so from AP> Maintenance> Recurring Invoices, but this will change the amount of all subsequent invoices created on the selected recurring invoice. If the amount of the recurring invoice changes often, you should probably set up the recurring invoice as a percentage amount.
    - If the recurring invoice is a percentage amount, the value in the **Amount** column will be distributed to the GL accounts attached to the recurring invoice template. For example, if the recurring invoice template is set up so that 65% of the invoice amount goes to GL account 1-1-001 and 35% goes to 1-1-002, the value in the Amount column will be distributed to those GL accounts.
  - The **Invoice Number** column is used to enter the invoice number of the invoice that will be generated. Enter the invoice number of the invoice you would like to create in the Invoice Number column.
    - If there was an invoice number entered on the recurring invoice template, that invoice number will populate in the **Invoice Number** column.
  - The **Invoice Date** column will populate with the current date. Modify the value in this field if it does not apply.
  - The **Payment Date** column will populate with the payment date entered on the Settings step of the Invoices palette (AP> Invoices> Settings> Payment Date field).
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- Click the Save icon  when complete. This will create invoices for the selected recurring invoice templates.
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### 3 View the invoices created by the recurring invoices.

- The invoices created from recurring invoice templates will display in the Invoice Selection window.
  - Select an invoice and press ENTER or click the Modify icon  to open an invoice. This will open the Edit Invoices window that will display the invoice generated by the recurring invoice template and the invoice line items.
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# AP> Invoices

## Commit an Invoices Batch

### Summary

After the invoices have been entered into the AP module Invoices batch, you can generate a Proof List and GL Distribution Report and then commit the batch. It is important to review the Proof List before committing the batch, because once an invoice has been committed, you cannot modify it. If you would like to modify a committed invoice, you will have to void the invoice (AP> Void Invoices) and then generate a new invoice.


The GL Distribution Report displays the journal entry generated by the batch and sets the fiscal period and fiscal year. Review this report to make sure the correct expense accounts have been attached to the invoice line items and that the correct payable account is being used. The payable account that is credited in the transaction is defined in the AP module Setup window (AP> Utilities> Setup> General tab> **Payable Account** field). The fund of this account will be pulled from the GL account attached to the invoice line item.

### Step by Step

- 1 Create or open an Invoices batch.


- Create a new AP Invoices batch or select a batch from the batch number drop-down menu at the top of the AP Invoices palette. If the batch has been processed past the Invoices step, the batch will be reset to the Invoices step and you will have to regenerate any reports that have already been processed in the batch.
  - Complete the Settings step to set the default payment date of the invoices in the batch (AP> Invoices> Settings).
- 

## 2 Create an invoice.


- Open the **Invoice Selection** window (AP> Invoices> Invoices). The Invoice Selection window will display all of the invoices in the batch.
  - Press INSERT or click the Create icon  to add a new invoice to the batch. This will open the Edit Invoices window.
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## 3 Add line items to the invoice.

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- Open the **Edit Invoices** window (AP> Invoices> Invoices> Select an invoice).
  - Press INSERT or click the Create icon  to add an invoice line item to the invoice.
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#### 4 Save the invoice.

- Click the Save icon  on the Edit Invoices window after you have added all of the invoice line items to the invoice to save the changes.
  - If you get a validation information window, the invoice might be a duplicate based on the duplicate invoice settings defined in the AP Setup window (AP> Utilities> Setup> Invoices tab).
    - Click the OK button to ignore the invoice validation.
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#### 5 Print a proof list.


- The Proof List Report will display the invoice line items that have been generated in the batch. Each invoice line item will display as a separate line item on the report and the line items will be totaled by vendor.
  - Open the **Proof List** window (AP> Invoices> Proof List).
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- The **Print Mode** field is used to select either the Standard proof list or the Work Order Detail proof list.
    - The Standard report will display the Invoice Number, Invoice Date, Amount, Quantity, Payment Date, Task Label, Type, Purchase Order Number, whether or not the associated purchase order is closed, Line Number, Account Number, Account Description and Reference Number. The report will also display totals for included accounts, invoices and vendors, as well as a report total.
    - The Work Order Detail report will display the Vendor Number, Vendor Name, Invoice Number, Invoice Date, Work Order Number, Reference Number, Activity Type Code and Amount. The report will also provide Vendor and Report totals.
  - The **Sort Order** field is used to select the order that invoice line items will display on the report.
    - Select Vendor Name if you would like the invoice line items on the report to be sorted by the name of the vendor attached to the invoice.
    - Select Vendor Number if you would like the invoice line items to be sorted by vendor number.
  - Check the **Show Vendor Address** toggle to include the vendor address on the report.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
-

- Click the Print icon drop-down menu and select Print Preview to pre-view the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- 
- Review the Proof List Report. You cannot modify invoices once they have been committed. If you would like to modify a committed invoice, you will have to void the invoice (AP> Void Invoices) and then generate a new one.
- 

## 6 Generate the GL Distribution Report.

- The GL Distribution Report will display the journal entry generated by the Invoices process. This step will also set the fiscal period and fiscal year that the journal entry will be posted to.
  - Open the GL Distribution window (AP> Invoices> GL Distribution).
  - Enter a **Journal Entry Date**. This date will determine the fiscal period and fiscal year the invoices in the batch will be expensed.
-

- The journal entry date must be in the same fiscal year that was selected in the **Fiscal Year** field during the Settings step (AP> Invoices> Settings> Fiscal Year field). The fiscal year of the Invoices batch determines which POs will display in the batch and which fiscal year the journal entry will be created.
- The date will always default to the current date. Modify the journal entry date to change the fiscal period the invoices will be expensed.
- This is the date used for the PO history transaction date. This allows backdated payments in the Accounts Payable module to calculate encumbrances based on the Journal Entry Date.
- You will receive a validation error if the journal entry date entered in this field is for a fiscal period that has been locked out using the Lockout Fiscal Period feature.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of



the Springbrook formatting found on the printed version of the report.

- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- The Invoices process will create the following journal entry.


GL Account used in transaction	Debit	Credit
GL account attached to the invoice line item	XXX	
GL account set up as the Payable account in the AP module Setup window (AP> Utilities> Setup> General tab> <b>Payable Account</b> field)		XXX

- When a GL account is defined as the payable account in the AP module Setup window (AP> Utilities> Setup> General tab> **Payable Account** field), the fund is not specified because it is pulled from the GL account attached to the invoice line item. For example, if there is one invoice line item in the Invoices batch and it is attached to fund 06, fund 06 will be added to the payable account and credited when the Invoices batch is processed. This means you will have to set up a payable account in each fund that will be used to expense invoice line items.
- Review the GL Distribution Report. If the AP module account payable account does not exist in a fund (for example, the invoice line item is attached to a new fund 08, but an AP module accounts payable account has not been created in that fund), an Invalid Account message will display on the

report. The Commit step on the Invoices batch will be enabled, but you will not be able to commit the batch until the AP module accounts payable account has been created or the GL account on the invoice line item has been changed to a fund that contains an AP module accounts payable account.


---

## 7 Print a PM module Distribution Report.

- The PM module Distribution Report displays the PM module transactions generated by the invoices in the batch. This report will only display information if there are PM module task and type codes attached to invoice line items in the batch.
  - The PM module Distribution Report will only display on the Invoices palette if the AP module is set up to interface with the PM module (AP> Utilities> Setup> General tab> **Enable Project Management interface** toggle).
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to pre-view the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
-

- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- 

## 8 Print a WO module Distribution Report.

- The WO Distribution Report displays the Fund, Account Number, Account Description, Debit Amount, Credit Amount, and transaction Description. The report will provide totals by fund as well as a report total.
  - This step will create any work order distribution records for each invoice line item that is associated with a work order.
  - This step will only be available if the **Distribute values for AP** toggle is checked on the WO Setup window (WO> Utilities> Setup).
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
-

- Click the Print icon drop-down menu and select Print Preview to pre-view the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- 

## 9 Generate the work flows. This is an optional step.

- The Generate Work Flows step applies if only certain employees are allowed to commit an Invoices batch. For example, if you are a department clerk, but only the department head is allowed to actually commit an Invoices batch, then run the Generate Work Flows step to notify the department head that an Invoices batch is ready to be committed. If you do not use work flows, skip to the Commit step and commit the batch.
  - Select Generate Work Flows on the palette. This will open an information window asking you to confirm your selection. Press ENTER or click the OK button to generate the work flows. This will create a job on the Jobs Viewer
-

window. Once the job is complete, the work flow will be created.

- Work flows are created and maintained on the Work Flow Maintenance window (SS> Work Flow> Work Flow Templates).
- 


## 10 Review the work flows. This step is only required when using work flows.

- The Review Work Flows step is used to view the invoices before committing the batch and is used in conjunction with the Generate Work Flows step. For example, a department clerk runs the Generate Work Flows step to notify the department head that the invoices are ready to be approved. The department head receives an email that the batch is ready to be committed, so they review the invoice proof lists and distribution reports and then commit the batch.
  - Open the Review Work Flows window to review the invoices in the batch (AP> Invoices> Review Work Flows).
  - The Review Work Flows window displays the work flow generated by the Generate Work Flows step (AP> Invoices> Generate Work Flows).
  - The **Status** column displays the status of the work flow. If the work flow is waiting to be approved, the Status will be New.
  - The **Author** column displays the department clerk that created the work flow (this is the employee that ran the Generate Work Flows step). If the invoices batch is rejected, this is the employee that will receive the notification email that the batch has been rejected.
-

- The type of work flow generated during the Generate Work Flows step determines what needs to be done to the invoices before the batch can be committed.
    - If the work flow is set up as an action step on your role (SS> Work Flow> Work Flow Templates), you will have to approve or reject the invoices in the batch before you can commit the batch.
    - If the work flow is set up as an information step on your role (SS> Work Flow> Work Flow Templates), the commit step will be enabled and the batch will be ready to commit. When the work flow is set up as an information step, skip the Review Work Flows step and commit the invoices batch.
  - If you have to approve or reject the invoices batch, highlight the work flow in the Review Work Flows window and press ENTER. This will open the Proof List, GL Distribution or PM Distribution report for approval.
- 

## 11 Commit the batch.

- After you have generated and reviewed both the Proof List and the GL Distribution Report, you can commit the Invoices batch. Committing the invoices batch will commit the invoices so that they can be paid using the Computer Checks process and it will also commit the journal entry. You cannot modify committed invoices. If you would like to modify an invoice after it has been committed, you will have to void the invoice (AP> Void Invoices) and then generate a new invoice.
-

- Open the **Commit Invoices** window (AP> Invoices> Commit).
  - If the batch includes an invoice that will generate an Inventory Control transaction, you will be prompted to select an existing IC Inventory Transactions batch to include the new transaction in.
  - Click the Confirm icon  to commit the Invoices batch. The Commit step will be processed on the Jobs Viewer window. The Commit step will result in an error message if an AP module accounts payable account on the GL Distribution Report does not exist.
  - The Invoices are committed.
  - The committed invoices can be paid using the Computer Checks process.
-

# AP> Maintenance> Commodity Codes

## Commodity Code Maintenance


### Summary

The Commodity Code Maintenance window is used to classify procured items and attach them to an AP vendor. This allows quick access the PO history and pricing information of the procured item.




Commodity Codes are shared across the application, so the Commodity Codes created in one module will be available in another module.

### Step by Step

1 Open the **Commodity Code Selection** window.



- The Commodity Code Selection window (AP> Maintenance> Commodity Code) will display all of the existing commodity codes in the system. Filter the displayed codes by entering the desired data and clicking the Refresh icon .



- Highlight a commodity code and click the Modify icon  to edit the commodity code.
  - Highlight a commodity code and click the Delete icon  to delete the commodity code from the vendor record.
  - Click the Create icon  to create a new commodity code. This will open the Commodity Code Maintenance window.
- 

## 2 Create a new Commodity Code.

- Enter an **NIGP Code** for the new commodity code if you are using NIGP procurement.
    - NIGP codes are used to standardize and classify state and local government procurements.
    - The format for this field is determined on the AP Setup window (AP> Utilities> Setup> General tab> **NIGP Code Length** field).
  - Enter an **Item ID** or click the field label to select one from a list.
    - Item IDs are used to identify inventory items. By attaching inventory item IDs to commodity codes, you can increase the depth of your inventory item purchasing, pricing, and vendor information tracking and reporting.
    - Inventory items are created and maintained on the Inventory Item Maintenance window (IC> Maintenance> Item).
-

- Enter a **Description** for the new commodity code.
    - The Commodity Code Selection window includes a Description search field. This field allows you to filter commodity codes by any of the words included in the description. In order to use this search option efficiently, be as specific as possible when creating a commodity code description.
    - This field can be up to 120 characters long.
  - Check the **Active** toggle if you would like to begin using the new commodity code immediately.
  - Click the Create icon  to add a vendor to the Vendor Information section of the window. Once you have selected a vendor you will be able to edit the vendor line item information.
    - Check the **Primary** toggle to specify the selected vendor as the primary vendor for that commodity code. The primary vendor will always display at the top of the list of vendors attached to a commodity code.
    - The **Last Purchase Date** and **Last Price** fields will update as the commodity code is attached to committed purchase orders.
    - Enter optional pricing contract information in the **Guaranteed Price**, **Guarantee Start Date**, and **Guarantee End Date** fields. The Guaranteed Price will populate the Unit Price field of a new purchase order if the PO date falls within the guaranteed date range.
    - Vendors are created and maintained on the Vendor Maintenance window (AP> Maintenance> Vendor).
  - Click the Save icon  when complete.
-

# AP> Maintenance> Query by Example

## Create a QBE Report in AP

### Summary

The QBE Builder reporting tool is used to create customized reports in the Accounts Payable module. Reports are created in the QBE Builder by selecting columns, creating arguments to remove records (Transaction Date < 01/01/2021), selecting how the report will group and sort, and then defining the totals that will display on the report. After the report has been created, it can be printed out or exported into an MS Excel, MS Access or CSV format. Reports that have been created using the QBE Builder tool can be saved and generated at any point.




This document will cover how to create a specific example report that provides an explanation of primary tables, secondary tables, arguments and totals. When creating your own QBE reports, it is helpful to know the general structure of the database and how the information entered into the fields on a window will be stored in the database fields and tables.




The Table/Field help feature (Help> Table/Field) is designed to be used in conjunction with database security (SS> Security> DB Security), but it can be helpful when building QBE Reports to help you determine where the information entered into a field on a window is stored. This tool will not always be helpful because it will display the exact name of the table and field where the information is stored, but QBE Builder uses simplified and more intuitive field and table names.

The report we will create in this example is a simple vendor report of all vendors in the state of Oregon. Every module with a QBE reporting tool offers a different example report, so if the report you want to create is different or more complicated than the report created in this example, refer to the QBE examples in other modules for more help. The QBE Report feature works the same in all of the modules, but the information that is available to report on is different from module to module.

## Step by Step

### 1 View the QBE Reports.

- Open the **QBE Maintenance** window (AP> Maintenance> Query by Example).
- The QBE Maintenance window will display all of the reports that have been created in the AP module. Select a report in the left section of the window and the customized report information will populate in the right section of the window just like many of the other maintenance windows in the application.
- Highlight a report and press DELETE to delete the highlighted report.
- Click the Create icon  or press INSERT to create a new QBE report.
- Highlight a report and click the Print icon  to print an existing QBE report. The QBE report will be generated as soon as the resources are available on the server. You can view the progress of the print job using the Jobs Viewer window (Jobs Viewer icon  on the main application window).

- Highlight a report and click the Export icon  drop-down and select Export Report to export the highlighted report data.
  - Highlight a report and click the Export icon  drop-down and select Export Definition to export the report definitions of the highlighted report. This exported report definition file can then be imported using the Import icon . This allows organizations to share QBE reports.
- 

## 2 Select the tables that contain the information you would like to include on the report.

- The first step in creating a customized report is selecting the information you would like to display on the report. Information in a database is organized into tables and fields. Fields are used to store specific information, such as customer names. Fields are then grouped into tables. For example, a grouping could consist of a customer table that contains all of the general customer information, such as address and phone number. When information is entered into a window in the application, that information is stored in a specific field within a specific table. When creating a QBE report, select the tables that contain the information you would like to include on the report and then select the fields.
  - Select a table from the **Table Name** drop-down menu in the Primary Table section. The Available Fields section will populate with the fields grouped into that table. If the table you select does not contain all of the fields you want to report on you will have to select a secondary table.
-


- Some tables in the database are linked together because they share a common field called a key. The key connects the data in the two tables together and defines how the data in one table is related to the data in another table. If the table you selected in the **Table Name** drop-down menu in the Primary Table section is linked to other tables, you can select a secondary table in the Secondary Table section. As you select a secondary table from the Table Name drop-down menu, new fields will be added at the bottom of the Available Fields section. If you need information from two different tables, but those tables are not linked together, you will not be able to create the report.
  - From the **Table Name** drop-down menu in the Primary Table section, select **Vendor**.
- 

### 3 Select the fields you would like to include in the report.

- After you have selected the tables you can pull the fields from those tables onto the report. Check the toggles of the fields you would like to include on the report in the **Available Fields** section. Only fields with a check will display on the report.
  - In the **Available Fields** section, check the Vendor Number, Name, Vendor Address, City, State and Zip toggles. These are the columns that will show up in the report.
- 

### 4 Create a filter argument for the report.

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- The fields below the **Table Name** drop-down menu are used to create an argument that will filter the information that will display on the report.
  - In order to filter the report to only include Oregon vendors, we need to create an appropriate argument. These arguments are limited to 2048 characters.
    - Select **State** from the first drop-down menu directly below the Table Name field. Selecting a value for this field activates the two fields to the right.
    - The next field contains the operators that will give the argument meaning. Select **Equals** from this drop-down menu.
    - Type **OR** for Oregon in the third argument field.
    - Click the Add button to save the argument to the Primary Table field.
    - Click the Test Query icon  to confirm that the query is valid.
  - Enter the arguments in the Secondary Table section.
    - When you enter an argument in the Primary Table and the Secondary Table section the arguments will be joined with an AND statement, meaning records must meet the conditions in both section before they will display on the report.
      - Our example does not use a secondary table.
    - The AND and OR buttons will be enabled after you add the argument to the report. The AND and OR buttons are used to link the conditions of an argument together so you can build more complicated filtering.
      - Our example does not use the AND or OR function.
      - The brackets are used to define the order in which the AND and OR statements will be applied. Arguments within brackets will be calculated before arguments outside of brackets. For example, you can create an OR statement inside an AND statement using the following format:
-


(statement 1 OR statement 2) AND (statement 3 OR statement 4). The OR statements inside the brackets will be processed first, and then the AND statement will be applied.

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**5** Set the number of records that will display on the report.

- The **Limit** field in the Primary Table section is used to define the maximum number of records that will display on the report. If you set this value to a very large number (99,999,999,999) you run the risk of creating a report that will take a long time for your server to process.
  - Enter **25** in the Limit field to limit our Oregon vendors report to 25 results.
- 


**6** Modify the report layout.

- After the fields have been selected and the arguments have been entered on the report you are ready to set up the report layout. The report layout allows you to define how the report will be grouped and totaled, and also allows you to select which fields will total.
  - Click the Modify Report Layout icon  to open the **QBE Layout** window.
  - Move the columns that display in the QBE Report Layout section to change the order in which the information will display on the report.
-





- Move column headings to the section above the column headings to change how the information is grouped on the report.
  - The **Column Totals** section is used to select which columns should be totaled on the report. Check the toggle of the totals you would like to include on the report.
    - Only columns that would provide a meaningful total will be available in the Column Totals section.
    - Our example does not include any columns that would provide a meaningful total.
  - Click the Save icon  when complete to save the report layout. The QBE report will print in the saved format when the report is generated.
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## 7 Save the report.

- Enter a name for the report in the **Report Name** field.
  - Click the Save icon  when complete.
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## 8 Print or export the report.

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- Press ENTER or click the Print icon  to generate the report.
  - Click the drop-down arrow next to the Export icon  to select the export format. A window will open allowing you to select the path where the exported file will be created.
  - If your report appears to be missing information but your filters seem to be correct, make sure the **Limit** field in the Primary Table section contains a large enough number to contain all of the records you want to include in the report.
-

# AP> Maintenance> Recurring Invoices

## Recurring Invoices




### Summary

The Recurring Invoices window is used to create and maintain regularly recurring invoices. This allows you to create an invoice template for rent, janitorial services and other monthly recurring invoices and then use those templates to create invoices in the Invoices process (AP> Invoices).

Recurring invoices can be set up as a flat or percentage amount. A flat amount recurring invoice is used to create invoices that have the same dollar amount associated each time the invoice is generated, such as rent. Percentage amount recurring invoices allow you to create a template for invoices that fluctuate in amount but distribute to the same GL accounts. When a percentage amount recurring invoice is created in the Invoices process (AP> Invoices), you will enter an invoice amount. The invoice amount will be distributed to the GL accounts based on the distribution percentages set up on the recurring invoice.

### Step by Step

- 1 View the recurring invoices.

- Open the **Recurring Invoice** window (AP> Maintenance> Recurring Invoices).
  - The Recurring Invoice window will display all of the recurring invoices that have been created in the AP module.
  - Right click on the information in the window and select Export grid contents to Excel if you would like to generate a report that displays all of the recurring invoices.
  - Highlight a recurring invoice and press DELETE or click the Delete icon  if you would like to delete the selected recurring invoice.
  - Highlight a recurring invoice and press ENTER or click the Modify icon  if you would like to view or modify the selected recurring invoice.
  - Press INSERT or click the Create icon  to create a new recurring invoice. This will open the Recurring Invoice Maintenance window.
- 



## 2 Create or modify a recurring invoice.


- The **Invoice Code** field is used to enter a unique recurring invoice code. The recurring invoice code is an alphanumeric field that can be up to 10 characters long.
  - The **Vendor Number** field is used to select the vendor of the recurring invoice. Enter an AP module vendor number or click the Vendor Number field label to select one from a list.
    - Vendors are created and maintained using the Vendor Maintenance window (AP> Maintenance> Vendor).
-

- The **Vendor Name** field will populate with the name of the vendor entered in the Vendor Number field.
  - While you can create a recurring invoice without specifying a vendor, you will be required to specify a vendor when processing the recurring invoice in the AP Invoices process.
  - The **Invoice Number** field is used to enter a default invoice number that will be used on all invoices created using the recurring invoice. Leave this field blank if this does not apply.
  - The **Type** drop-down menu is used to select the type of recurring invoice you would like to create. This selection in this window will affect the functionality of the window.
    - Select Flat Amount if you would like to create a recurring invoice that always has the same total invoice amount.
    - Select Percentage if you would like to create a recurring invoice that always uses the same GL account distribution but has an invoice amount that varies.
  - The **Description** field is used to enter a description of the recurring invoice. This field will not populate on invoices generated using the recurring invoice.
    - Enter a description in the **Description** column if you would like to add a line item description to the line items.
    - Enter a value in the **Reference** column if you would like to add a reference value to the invoice. Reference values are attached to the invoice, not the invoice line item, so only the reference value entered on the lowest number invoice line item will display on the invoice. For example, if you enter a reference number on each invoice line item, only the reference number on invoice line item 1 will display on invoices generated using the recurring invoices template.
-

- The **Cycle** field is used to associate the recurring invoice with a cycle. This will allow you to filter your recurring invoices by cycle when processing them through the Invoices step of the AP Invoices process.
  - The **Home Department** field is used to associate the recurring invoice with a home department. Departments are created and maintained in the Department Maintenance window (SS> Maintenance> Departments).
- 

### 3 Create the invoice line items.

- Press INSERT or click the Create icon  to create a new line item on the recurring invoice.
  - The **Account** field is used to select the GL account that will be attached to the invoice line item. Click the Ellipsis icon  in the Account column to select a GL account from a list.
    - Make sure you select a GL account in the correct fiscal year.
  - The **Amount** or **Percentage** column is used to enter the amount of the line item.
    - If you selected Flat Amount in the **Type** drop-down menu, the **Amount** column will display. Enter the amount of the invoice line item in the Amount column. For example, if you are creating a recurring invoice for a landscaping service, enter the amount of the service in the Amount column. You can add more than one line item to a recurring invoice if the recurring invoice amount should be distributed to more than one GL account.
-

- If you selected Percentage in the **Type** drop-down menu, the **Percent** column will display. Enter the percentage of the distribution in the Percent column. For example, if you are creating a recurring invoice that should be split between three GL accounts (75%, 20%, and 5%), create a line item for each GL account and enter the distribution percentage in the Percent column.
  - The **Description** column is used to enter a description on the invoice line item. The invoice line item description will display on the AP module check.
  - The **Reference** field is used to enter a reference number on an invoice. The reference number will not display on AP module checks.
  - The **Task Label**, **PM Type** and **LEMS** columns are used to enter Project Management module information on the invoice line item.
    - The **LEMS** column will populate with the LEMS code attached to the PM module type code (PM> Maintenance> Type> LEMS field).
  - The **WO Number**, **Reference Number**, **Activity Type Code**, **WO Override Item**, **Quantity**, **Unit Type** and **WO Asset** columns are used to enter Work Order module information on the invoice line item.
  - Click on the Save icon  when complete to save the recurring invoice.
-

# AP> Maintenance> Vendor

## Vendor Maintenance

### Summary

The Vendor Maintenance window is used to create and maintain vendors to add to requisitions, purchase orders and Accounts Payable invoices.

Vendor records are shared across the application, so vendors created in one module will be available in another module.


### Step by Step

#### 1 View the AP vendors.

- Open the **Vendor Selection** window (AP> Maintenance> Vendor).
  - The Vendor Selection window will display all of the vendors that have been created in the Accounts Payable module.
  - Enter information into the fields in the Search Criteria section to filter the vendors that display in the window. The General tab displays general vendor filtering options.
-



- The **Vendor Number** field is used to filter the vendors that display in the window by vendor number.
    - The vendor number is set up when each vendor is created.
  - The **Last Name** field is used to filter the vendors that display by vendor name.
    - Enter all or most of the vendor name to filter the vendors that display in the window.
  - The **DBA** field is used to search vendors by the doing business as name. The DBA name of a vendor is entered on the Vendor Maintenance window (AP> Maintenance> Vendor> General tab> **DBA** field).
  - The **1099 Vendor** field is used to limit the search to those vendors specified as 1099 vendors.
    - The results will include all of the sub-vendors associated with the returned 1099 vendors.
  - Select a **Status** from the drop-down menu to filter the displayed vendor by status.
  - The **Keyword** field is used to search for a particular term or phrase that appears in either the vendor's Last Name field or Doing Business As field.
    - The system automatically indexes the Last Name and Doing Business As fields. For example, if "plumber" is entered in the Keyword field, the system will return every vendor that has that term in the Last Name or Doing Business As fields.
  - Check the **Include vendor selected for purge** toggle to include vendors that have been selected in the Purge Vendors process (AP> Purge Vendors).
-

- When a vendor is selected in the Purge Vendors step, the vendor will only display in the Vendor Selection window (AP> Purge Vendors> Vendor Selection) if you check this toggle.
  - Check the **Include Temporary Vendors** toggle to include temporary vendors in the window. By default, temporary vendors will not display in the Vendor Selection window.
    - Vendors are set up as temporary vendors on the Vendor Maintenance window (AP> Maintenance> Vendor> General tab> **Type** field> Temporary).
  - The Advanced tab is used to filter the displayed vendors by additional criteria.
    - Use the **Mailing Address**, **Mailing City** and **Mailing State** fields to filter the displayed vendors by the address attached to the vendor record.
      - The vendor address is specified on the General tab of the Vendor Maintenance window.
    - Use the **State Business License** and **Business Application Number** fields to filter the displayed vendors by the business application and license associated with the vendor.
      - The business application and license numbers are specified on the Details tab of the Vendor Maintenance window.
  - Click the Refresh icon  to filter the vendors that display in the window using the information in the Search Criteria section.
  - Highlight a vendor and press DELETE to delete a vendor.
    - If there is AP activity on this vendor you will not be allowed to delete the vendor.
-

- Press INSERT or click the Create icon  to create a new vendor.
- 

## 2 The General tab is used to enter general information on the vendor.

- The **Primary Contact Name** and **Primary Contact Phone** fields populate with the contract information of the primary contact attached to the vendor using the Contacts tab. These fields will not be enabled.
    - Only the primary contract information will display in these fields. Check the **Primary Contact** toggle of a contact to set up a contact as a primary contact.
    - The phone number of the primary contact will populate on purchase orders generated on the vendor.
  - The **Vendor Number** field is used to enter the vendor code. The vendor code can be up to eight alphanumeric characters long.
    - The **Vendor Number** field is a required field. Once a vendor has been created you will only be able to modify the vendor number using the Merge Vendors utility (AP> Utilities> Merge Vendors).
  - Enter the vendor name in the **Last Name** field. The Last Name field functions are the company name of the vendor.
    - The **Last Name** field can be up to 50 alphanumeric characters long.
    - This is the vendor name that will display on checks and 1099s.
  - The **First Name** field is generally only used when the vendor is an individual.
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- The **Doing Business As** field is used to enter the doing business as name of the vendor.
    - You can set up the Accounts Payable module to print the doing business as name on the long check stub computer checks (AP> Utilities> Setup> Checks tab> **Long check stub prints DBA information** toggle). This will add the doing business as vendor name to the check. The vendor name entered in the **Last Name** field will still display on the check.
    - The doing business as name will not display on the 1099 forms generated in the 1099s process (AP> 1099s).
    - The **Doing Business As** field can be used to locate AP vendors using the Vendor Selection window (AP> Maintenance> Vendor).
  - The **1099 Vendor** field is used to specify a 1099 vendor for the new vendor.
    - When the vendor you are creating is paid through the AP Invoices process, the 1099 vendor selected here will automatically populate the 1099 Vendor field on the invoice line item.
  - Select a **Status** in the drop-down menu.
    - The Vendor Selection window opened from the Invoices process (AP> Invoices> Invoices> Create an invoice> **Vendor Number** field) will not display inactive vendors.
    - You cannot commit an invoice in a Computer Checks batch that is attached to a vendor with an inactive status.
  - The **Account** field is generally used to store the customer number that the vendor assigns to your organization.
-

- The **Account** field will display on the regular and long check stub formats when checks are printed (AP> Computer Checks).
- This is not the field used to enter the vendor's bank account if they are using direct deposit. The vendor's bank account is entered on the Detail tab.
- The **Type** drop-down menu is used to set up a vendor as a temporary vendor.
- The **Mailing Address 1, Mailing Address 2, Mailing City, State** and **Zip Code** fields are used to enter the mailing address of the vendor.
- Complete the **Terms** and **Discounts** fields if the vendor offers a discount. The discount will be applied when invoices are generated from purchase orders in the AP module Invoices process. For example, if a vendor offers a two percent discount on invoices paid within ten days, you can enter that information in the **Terms** field (enter "10" for ten days) and **Discounts** field (enter "2" for 2%). When an invoice is entered (AP> Invoices> Enter Invoices) that meets the terms of the discount, an information window will open asking if you would like to apply the vendor discount to the invoice.
  - The **Terms** field is used to enter the number of days a discount is good for after the invoice date and can be up to 999 days.
    - The term is applied to the difference between the **Invoice Date** and the **Payment Date** when entering invoices (AP> Invoices> Enter Invoices). For example, if the payment date is 06/15/20, the invoice date is 06/01/20, and the terms are 10, the terms will not be applied :
      - Payment date (06/15/20) - invoice date (06/01/20) > terms (10)
      - The terms would apply if the payment date was 06/05/20: payment date (06/05/20) - invoice date (06/01/20) < terms (10).

- When a purchase order is created for this vendor, the terms will populate on the purchase order, but it will not be applied until the PO is invoiced.
  - Enter the **Discount Percentage** as a whole number (10 = 10%).
  - Check the **Receive purchase orders electronically** toggle to enable the vendor to receive an email delivered PDF copy of any committed purchase order that they are associated with.
    - If this toggle is checked, you must create an AP contact on the Contacts tab that can receive electronic POs.
- 

**3** The Contacts tab is used to add personal contacts and/or vendor phone numbers to the vendor record.

- Select a contact and the Maintenance section will populate with the information attached to the contact.
  - Press INSERT to add a contact to the vendor record. This will add a line item to the Contacts tab and the fields in the Maintenance section will be enabled to enter the information on the contact.
  - Check the **Primary Contact** toggle if you would like the contact to be the primary contact on the vendor. The phone number attached to the primary contact will populate on purchase orders generated on the vendor and the name and phone number of the primary contact will display on the General tab.
  - Check the **Purchase order receiver** toggle if the contact should receive electronic purchase orders.
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- If this toggle is checked, you will also be required to provide an email address for the contact.
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#### 4 The Shipping tab is used to enter and store the shipping address of the vendor.

- The **Physical Address** fields are used to enter the physical address of the vendor.
  - The **PO Address** fields are used to enter the vendor address that will be pulled onto purchase orders created in the Purchase Order module.
    - This is not the Ship To address that displays on the purchase order. The Ship To address on the purchase order populates from the **Shipping Address** fields.
  - The **Shipping Address** fields are used to set up a default shipping address on the vendor. This is the address the goods on the purchase order will be shipped to.
    - When a purchase order is created (PO> Purchase Orders> Purchase Orders), the ship to address on the vendor will populate on the purchase order. If the **Use city name as the default shipping location** toggle is checked, the ship to address on purchase orders will default to the address of the organization defined on the System Setup window (SS> Utilities> System Setup> Organization tab> **Address Line 1, Address Line 2, City, State** and **Zip** fields). This address will be overwritten by the ship to address set up on the vendor when the vendor is attached to the purchase order.
    - Click the **Shipping Address** field label to select a shipping location from a list. Shipping addresses are created and maintained using the Locations Main-
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tenance window (SS> Maintenance> Locations).

- Enter any shipping **Insurance Requirements** if desired.
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## 5 The Message Alerts tab is used to create alert messages.

- Message Alerts will open when requisitions, purchase orders or invoices are created for the vendor.
  - Enter a message in the **Requisition Message**, **PO Message** or **Invoice Message** fields to create a message that will open when a requisition, purchase order or invoice is created for the vendor.
    - For example, if a vendor is always late in delivering the goods, you may want to add the message "Goods always received late" to the **PO Message** and **Invoice Message** fields. This message will display in an alert window when the vendor is attached to a PO (PO> Purchase Orders), or an invoice (AP> Invoices).
  - The **Comments** field displays on the Vendor Master Report (AP> Reports> Vendor Master).
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## 6 The Details tab is used to enter tax and ACH information on the vendor record.

- ACH information is entered on an AP vendor record in order to create ACH checks for AP invoices.
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- The **Default 1099 Type** drop-down field is used to enter the default 1099 type.
    - The 1099-MISC type is used for standard miscellaneous income. Most users will select this option.
    - The 1099-NEC type is used for nonemployee compensation.
    - The 1099-INT type is used for income earned through interest.
    - The 1099-G type is used for income resulting from government payments.
    - The 1099-S type is used for income resulting from sales or exchanges of real estate.
  - The **Default 1099 Box** drop-down field is used to specify which standard 1099 form box number the invoices value should populate.
    - The options available in this drop-down are determined by the default 1099 type selected above.
  - Enter a **Federal Tax ID**, **State Tax ID** and **Other Tax ID** on the vendor.
    - If the vendor is a 1099 vendor, the vendor's Federal Tax ID and State Tax ID number will display on the 1099.
  - The **Sales Tax Rate** field is used to enter the sales tax on a vendor. The sales tax rate entered in this field will be applied to taxable purchase order line items. For example, if the vendor applies a sales tax of 9.25%, enter 9.25000 in the field. When taxable PO line items are created, the tax rate will be applied. The tax rate is only applied as a default. If a different tax rate should be applied, you will be able to manually modify the tax rate on the purchase order.
  - The **GL Account Number** field is used to attach a default GL account to the vendor record. Click the GL Account Number field label to select a GL account from a list.
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- When you are creating invoice line items (AP> Invoices> Invoices) on the vendor, the invoice line items will default to the GL account on the vendor record.
  - GL accounts are created and maintained by fiscal year using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Open a GL account).
  - The **Type Code** field is used to attach a default Project Management type code to the vendor record.
    - Project Management type codes are created and maintained using the Type Code Maintenance window (PM> Maintenance> Type Code).
    - This field is currently disabled.
  - The **PO Line Description** field is used to associate a standard line item description with the open vendor.
    - When a new purchase order is created, this description will automatically populate on the PO Line Item window (PO> Purchase Orders> Create a new PO> Create a Line Item> Description field).
  - Enter a **State Business License**.
    - The business license number can be up to 40 alphanumeric characters long.
    - This field will not display on the Vendor Master Report (AP> Reports> Vendor Master).
  - Enter a **Business Application Number** or click the field label to select one from a list.
    - The selected Business Application Number must be valid and cannot be attached to another AP Vendor.
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- Business Application Numbers are specified when new business applications are created on the LP License Maintenance window (LP> Maintenance> License).
  - The **ACH Status** field is used to set up the vendor to receive payments using the Electronic AP process in the Clearing House module (CH> Electronic AP).
    - Security can be set up on these fields in SS> Security> DB Security. The ACH fields are stored in the AP Vendor table in the Accounts Payable module.
      - The Type field is used to select either Business or Consumer ACH types.
      - The Account No field is the bank account number.
      - The Account Type drop-down field is the bank account type.
      - The Transfer field is the bank account transfer number.
      - The Route field is the bank account route numbers.
      - The Check Digit field is the bank account check digit number.
      - The Discretionary and Alternate Vendor fields are used to record state-specific ACH codes.
  - Check the **Excise Tax** toggle if the invoices associated with this vendor are subject to excise taxes. If this toggle is checked, invoices associated with this vendor can be included in the Excise Tax report.
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**7** The PO History tab is used to display the purchase order history of the vendor.

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- Right click on the purchase orders on the tab and select Export grid contents to Excel if you would like to create an MS Excel spreadsheet of the purchase orders that display in the window.
  - Check the **Show open POs only** toggle if only open purchase orders should display on the tab.
    - Purchase orders are open until all of the line items have been invoiced. You can also check the **Leave Open** toggle on the purchase order so the purchase order will not close even after all of the purchase order line items have been invoiced.
  - The **Amount** column displays the total purchase order line items that have been used to create an invoice, not the amount that has been invoiced. The invoiced amount may differ from the amount that displays in this column if only a portion of the purchase order has been invoiced, or the total amount on the invoice was modified from the amount on the purchase order.
    - If the amount on the invoice line item created by the purchase order was changed, this modification will not update back to the purchase order and will not display in the **Amount** column.
      - This does not apply to contract purchase orders because if the amount is changed when the purchase order is being invoiced, the purchase order will not close until the total amount on the purchase order has been invoiced. If you change the invoice amount to greater than the amount of the purchase order, the purchase order will still close but the invoice amount will be greater than the amount that displays in the **Amount** column.
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**8** The AP History tab is used to view the AP Invoices of the vendor.

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- The fields in the top section of the window are used to filter the invoices that display in the lower section of the window.
    - You can export the information in this grid to a Microsoft Excel spreadsheet by right-clicking on the grid and selecting Export grid contents to Excel.
    - Checks that are created and attached to AP module vendors in the Bank Reconciliation module Enter Checks process will not display on this tab (BR> Utilities> Enter Checks).
  - The **Invoices** drop-down menu is used to filter paid and unpaid invoices.
    - Select paid if you would like to display all of the invoices that have been paid using the Computer Checks process. Invoices that are in an uncommitted AP Computer Checks batch are considered unpaid until the batch is committed.
  - The **Status** drop-down menu is used to filter the invoices that display on the tab by commit status of the Invoices batch used to create the invoice.
  - Check the **Include 1099 vendor** toggle to include invoices that are attached to other vendors, but have been set up to be included on the current vendor's 1099.
  - Check the **Include P-Card vendor** toggle to include P-Card invoices paid by the current vendor when filtering AP invoice history.
  - The **YTD Invoices** field displays the total amount invoices during the current calendar year. The year to date invoice total is calculated using the invoice date.
    - When an invoice line item is generated (AP> Invoices> Invoices> Open an invoice> Create), you can attach a different vendor to the line item by selecting a vendor in the **1099 Vendor** field. For example, if the invoice is paid to vendor number 001 but the invoice line item is attached to vendor 005, the
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invoice line item will display on the AP Invoices tab of vendor 005 when the **Show 1099 History** toggle is checked.





- Highlight an invoice and click the Display icon  to open a detailed, read-only invoice information window.
  - The total amount of the invoices included on the tab will display in the total field at the bottom of the tab.
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**9** The Miscellaneous tab is used to enter information on a vendor that is outside the scope of the current Springbrook version.



- Miscellaneous fields labels are created and maintained using the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels).
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**10** The Commodity Codes tab is used to attach commodity codes to vendors.

- The Commodity Codes tab should display all of the commodity codes currently attached to the selected vendor.
  - Highlight a commodity code and click the Modify icon  to edit the commodity code.
  - Highlight a commodity code and click the Delete icon  to delete the commodity code from the vendor record.
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- Click the Create icon  for press INSERT to add a new commodity code to the vendor record. This will open the Commodity Code Selection window.
    - The Commodity Code Selection window will display all the existing commodity codes in the system. Filter the displayed codes by entering the desired data and clicking the Refresh icon .
    - Highlight a commodity code and click the Confirm icon  to attach the selected code to the vendor.
    - Click the Create icon  to create a new commodity code. This will open the Commodity Code Maintenance window.
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## 11 The Tag tab is used to attach tags to vendors.

- Tags are used to create user-defined categories for Springbrook entities. For example, AP Vendors could be tagged as Office Supplies, Fire and Rescue, or Heavy Equipment vendors in order to control which employees have access to specific types of vendors and to improve efficiency when working with large numbers of vendors.
  - Highlight a tag and click the Delete icon  or press DELETE to delete the tag from the vendor record.
  - Click the Create icon  or press INSERT to add a new tag to the vendor record. This will open the Tag Selection window.
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- The Tag Selection window will display all the available tags. Filter the displayed tags by entering the desired data and clicking the Refresh icon .
  - Highlight a tag and click the Confirm icon  to attach the selected tag to the vendor.
    - Attaching a restrictive tag to the vendor will limit which Springbrook users will be able to assign the vendor to invoices, purchase orders, change orders and requisitions.
  - Click the Create icon  to create a new tag. This will open the Tag Maintenance window.
  - Click the Save icon  when complete.
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## 12 Track any changes made to the vendor record.

- Click the Audit Trail icon  to open the Audit Trail window.
  - Use the **Search Criteria** section to sort the displayed audit history.
  - The **Audit Trail** section will provide details about any changes made to a vendor record including the date of the change, type of change made, user that made the change, and data table that was edited.
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# AP> Manual Checks

## Manual Checks

### Summary

The Manual Checks process is used to input checks that have been created outside the application. For example, this process would be used if you manually cut a check to a vendor and do not enter the invoice or the check in the Computer Checks process. When the application is being installed and implemented, the Manual Checks process is also used to bring the 1099 vendor totals up to date from the previous software. The Manual Checks process will debit the expense account attached to the manual check and debit the cash account attached to a bank account in order to record the payment of the manual check.

The Manual Checks process is similar to the AP Invoices process (AP> Invoices). Manual checks are entered just like invoices and can even be generated using purchase orders or recurring invoices (AP> Maintenance> Recurring Invoices). You cannot create a manual check using an invoice that has already been created using the AP Invoices process (AP> Invoices). If you paid an invoice already entered into the application using a manually generated check, you can void the invoice and then enter the manual check into the Manual Checks process.

Once the transactions are entered, the process will generate a Check Register of the activity. The Manual Checks process will not generate a physical check like in the Computer Checks process, it will only record that a check has been issued to a vendor (record the journal entry and create the check in the Bank Reconciliation module).

The journal entry created by the Manual Checks process depends on the selection in the **Use Interfund Transfers for Manual checks** toggle on the AP module Setup window (AP> Utilities> Setup> Checks tab).

## Flowchart

Each object on the diagram is a process in the application.

⋮


## Step by Step

- 1 Open or create a Manual Checks batch.
  - Select the Manual Checks palette in AP> Manual Checks. This will expand the Manual Checks palette and display the steps of the Manual Checks process.
  - Modify an existing batch or create a new batch.

- Select a batch number from the drop-down menu at the top of the Manual Checks batch to open an existing batch.
  - If you would like to create a new batch, select New in the drop-down menu at the top of the Manual Checks palette. This will open the New Batch window.
  - The batch month and batch year of the Manual Checks batch are used for reference only and are not necessary the fiscal month and year the transactions in the batch will be posted to. The fiscal period the transactions are posted to is determined by the journal Entry date entered when creating the GL Distribution report.
    - The batch month and batch year can be used in reporting. The checks that display in the Checks by Date Report (AP> Reports> Checks by Date) can be filtered by batch month and batch year entered in these fields.
  - Highlight the batch in the batch number drop-down menu on the Manual Checks palette and press DELETE to delete a batch. Any uncommitted checks in the batch will be deleted.
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## 2 Complete the Settings step.

- The Settings step is used to select the payment date or the transactions and the bank account the checks entered in the batch were drawn from.
  - Open the **Settings** window (AP> Manual Checks> Settings).
  - The **Payment Date** field is used to enter the default payment date of the checks entered in the batch. This is only the default amount. You will be able to change the payment date from the default on each manual check in the batch.
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- The **Bank Account** field is used to select the bank account the checks in the batch were paid from. Click the Bank Account field label to select a bank account from a list or enter the bank account code.
    - The **Fund** field will not be enabled if you are using the multi-bank checking feature. The bank account used to pay each invoice line item will be selected based on the GL account attached to the invoice line items and the bank accounts attached to those GL accounts.
    - Bank accounts are created and maintained using the Bank Account Maintenance window (SS> Maintenance> Bank Account).
  - The **P-Card Vendor** field is used to specify a vendor that should be associated with P-Card invoices in the Manual Checks batch.
    - This field will only be enabled if the Bank Account selected above is set up as a credit card account type bank account.
  - The **Fiscal Year** field is used to set the fiscal year of the invoices generated in the Manual Checks batch.
  - Press ENTER or click the Save icon  when complete to save the settings.
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### 3 Import manual checks.

- Open the Manual Checks Import window (AP> Manual Checks> Import).
  - The Import step is used to import a large amount of manual checks.
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- Select the **Configuration** of the import file.
    - The Configuration drop-down field will display all of the import configurations created in the application.
      - Import configurations are customized import layouts that will take the data from an from a third-party application export file and reconfigure it to meet Springbrook layout requirements.
      - Import file configurations are created and maintained on the Import Configuration Maintenance window (SS> Maintenance> Import Configuration).
    - Once a configuration is selected, you can click the Layout icon  to display additional information about the expected layout of the import file.
      - If the import file does not match the expected configuration, the import process will encounter an error and the file will not be imported.
    - Enter the **File Name** or click the field label to browse to the desired import file.
    - Click the Confirm icon  to import the file.
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#### 4 Create the manual checks.


- Open the **Manual Checks Selection** window (AP> Manual Checks> Manual Checks).
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- The Manual Checks Selection window will display all of the manual checks that have been created in the batch. If you created a new Manual Checks batch, this window will be empty.
  - Highlight a manual check and press DELETE or click the Delete icon  to delete a manual check.
  - Click the Generate icon  to create a manual check from a recurring invoice template that has been created using the Recurring Invoice Maintenance window (AP> Maintenance> Recurring Invoices> Create).
    - Manual checks are generated from recurring invoices in the same way they are used to generate AP invoices.
  - Click the Create icon  or press INSERT to create a new manual check. This will open the Edit Manual Checks window.
  - Manual checks are entered into the batch almost in the same way that invoices are entered into an AP Invoices batch. The only difference is that when you are entering manual checks, you have to enter a check number and check date on each record.
  - The **Check Number** field is used to enter the check number of the check that was manually issued to the vendor. Each invoice line item for a single vendor can be attached to a separate check number, but you will have to enter an invoice number on each line item.
    - For example, if you would like to enter two separate manual checks for the same vendor, enter each check as a separate invoice line item with a unique invoice number. Then select an invoice number in the **Invoice Displayed** drop-down menu and assign the line item a check number in the **Check Num-**
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**ber** field. The Invoice Displayed drop-down menu acts as a filter on the window and will only display invoice line items of a specific invoice number.

- The **Check Date** field is used to enter the date of the manual check.
  - Creating a manual check is just like creating an invoice. Follow the links below for information on creating an invoice or an invoice line item.
    - If you set up a custom tab order in the AP Invoices process, the tab order will affect how the window displays in the AP Manual checks process.
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## 5 Print the Proof List Report.

- The Manual Check Proof List displays all of the checks in the batch, including the line item detail that was created during the Manual Checks step (AP> Manual Checks> Manual Checks).
  - Select **Proof List** from the Manual Checks palette. This will open the Manual Check Proof List window.
  - The **Sort Order** drop-down menu is used to select how the information on the report will sort.
    - Select Vendor Number if you would like the information on the report to sort by vendor number.
    - Select Vendor Name if you would like the information on the report to sort by vendor name.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You
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can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- The Total for Check field will display the check total of each check. All of the invoice line items attached to each check will be included in the Total for Check field.
  - Review the Proof List.
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## 6 Print the Check Register Report.


- The Check Register Report will display the manual checks generated in the batch.
  - Select **Check Register** from the Manual Checks palette. This will open the Manual Check Register window.
  - The **Report Type** drop-down menu is used to select the information that displays on the report.
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- Select Register Totals Only if you would like to display the total on each manual check. No line item detail will display on the report. If there are multiple invoice numbers on a single check, only the check total will display on the report.
  - Select Manual Check Register if you would like to display the invoice line item information. Each invoice line item on the manual checks will display on the report.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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## 7 Print a GL Distribution Report.

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- The GL Distribution Report will display the journal entry generated by the Manual Checks process. The selection in the **Use Interfund Transfers for Manual checks** toggle on the AP module Setup window will affect the journal entry generated by this process.
  - The journal entry created by the Manual Checks process will debit the expense account attached to the manual check line items and credit the GL cash account attached to the bank account selected during the Settings step (AP> Manual Checks> Settings> **Bank Account** field). If the **Use Interfund Transfers for Manual checks** toggle on the AP module Setup window is checked, the journal entry will be different.
  - Open the GL Distribution window (AP> Manual Checks> GL Distribution).
  - The **Journal Entry** field is used to enter the journal entry date of the journal entry created by the batch. The journal entry date will determine which fiscal period and fiscal year expensed for the transactions in the batch.
  - The **Fiscal Period** and **Fiscal Year** fields will populate based on the value entered in the **Journal Entry** field.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
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- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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## 8 Print the Project Management module Distribution Report.

- The PM module Distribution Report will only display on the Manual Checks palette if the Project Management module is enabled in the Accounts Payable module (AP> Utilities> Setup> General tab> **Enable Project Management interface** toggle).
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
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- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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## 9 Commit the batch.

- Committing the Manual Checks batch will commit the journal entry generated by the batch and create a check in the Bank Reconciliation module.
  - Once the batch is committed, you can use the Bank Reconciliation module Clear Transactions process to clear the manual checks.
  - Select Commit on the Manual Checks palette to open the Commit window.
  - If the Manual Checks batch includes any invoices that include Inventory Control items, you will need to provide an open IC Inventory Transactions batch number that the items can be included in. Click the **IC Batch** field label to select an Inventory Transactions batch.
  - Click the Confirm icon  to commit the batch.
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# AP> Purge Vendors

## Purge or Deactivate Vendors

### Summary



This document covers the steps required for purging or deactivating vendors. A vendor may not be purged when there is calendar year history, open checks in bank reconciliation or open purchase order line items. Use caution with the purge dates. Vendors with current fiscal year history can be purged when the fiscal year is different from calendar year.

Once the vendors are purged they are deleted from general ledger history. The transactions that were attached to the vendor will display *PURGED* in place of the vendor's name. The balance of the information will remain intact in the general ledger.

### Step by Step


1 Create a Purge Vendors batch.




- Open the **Purge Vendors** new batch window (AP> Purge Vendors> New).
- This will expand the Purge Vendors palette and display the steps of the batch process.

- Modify an existing batch or create a new Purge Vendors batch.
    - The Purge Vendors process is a single batch process, meaning you can process only one batch at a time. If there is an open batch in the process, you will not be able to create a new batch. If you would like to create a new batch, you can either delete the existing batch (highlight the batch in the batch number drop-down at the top of the Purge Vendors palette and press DELETE), or you can reset the steps on the palette by returning to the first step of the process. If you return to an earlier step of the process, all of the information in the previous batch will be overwritten.
    - Select New from the Invoices batch number drop-down menu to create a new batch. This will open the New Batch window.
    - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are for reference only.
    - Click the Generate icon  to populate the Batch Number field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
      - You can also manually create a new batch by entering a Batch Number and clicking the Save icon .
- 


## 2 Select the Vendors to purge.

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- Open the **Purge Vendors** window (AP> Purge Vendors> Purge Vendors).
  - Enter a date in the **Activity Date** field to filter the vendors in the window by their last activity date.
  - The **Vendor Type** drop-down menu is used to filter the displayed vendors by type. Select All, Permanent or Temporary.
    - You can assign vendors a temporary type on the **Vendor Maintenance** window (AP> Maintenance> Vendor> General tab> Type field). When vendors are created they are set up as permanent vendors by default.
  - Vendors can be Purged or Deactivated. All vendors processed in the same batch will be treated the same. Select which action you would like to perform on the vendors in the **Action** drop-down menu.
    - Deactivated vendors have their Status field changed to Inactive (AP> Maintenance> Vendor> General tab> Status field). If a vendor has an inactive status, that vendor will not display in the vendor selection windows when creating a purchase order or requisition. You will also not be able to process invoices on inactive vendors.
  - Click the Refresh icon  to filter the displayed vendors by the specified filter criteria.
  - The window will filter out vendors that have open purchase orders and can therefore not be purged.
  - If a vendor is not associated with an issued check, the **Check Date** column will be blank.
-

- Check the Selected toggle for each vendor you would like to include in the batch.
    - Use the Select All  and Deselect All  toggle to select or deselect all of the displayed vendors.
  - Click the Save icon  when all of the desired vendors are selected.
- 

### 3 Print the Purge Proof List.

- Open the **Print Proof List** window (AP> Purge Vendors> Purge Proof List).
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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- The Purge Proof List will display the Vendor Number, Vendor Name, Phone Number, Primary Contact name, Date of Last Check and whether the vendor was temporary or not.
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#### 4 Commit the Purge Vendors batch.

- Open the **Batch Commit** window (AP> Purge Vendors> Commit Purge).
  - Click the OK button to commit the batch.
  - Once vendors have been included in the Purge Vendors process, they will not display in the **Vendor Master Search** window (AP> Maintenance> Vendors) unless you check the **Include Vendors Selected for Purge** toggle on that window. When this toggle is checked, all purged vendor history will be displayed under the *PURGED* vendor name.
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# AP> Reports> ACH Checks

## AP ACH Checks Report

### Summary

The ACH Checks Report is used to print all ACH checks included in a committed or uncommitted Computer Checks batch. The included checks will be printed in Long Check Stub format.


### Step by Step

- 1 Open the **ACH Checks** window (AP> Reports> ACH Checks).
- 2 Complete the Print Options section.
  - The **Batch Number** field is used to filter the checks that display in the report by a specific AP computer checks batch.
    - Click the **Batch Number** field label to select a batch from a list. Both committed and uncommitted batches will display in the Batch Selection window. Change the Batch Status field to display only committed or uncommitted

batches.

- Select a batch and click the Confirm icon .
- 

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

# AP> Reports> Check Approval

## AP Check Approval Report

### Summary

The Check Approval Report displays a filtered list of checks. The report will display a separate line item for each line item on the check and will include the following information: check number, check date, fund name of the GL account on the check line item, the description of the GL account on the check line item, vendor and line item amount.

The report will display either committed or uncommitted checks, and will include voided checks unless the **Omit void checks** toggle is checked.

### Step by Step


- 1 Open the **Check Approval** window (AP> Reports> Check Approval).
- 2 Complete the Print Options section.

- The **Check Number From** and **Check Number To** fields are used to filter the report by check number.
    - If you are using blank check stock (AP> Utilities> Setup> Checks tab> **Use blank check stock** toggle), the check number is set when the check is created in the Checks step (AP> Computer Checks> Checks) of the AP Computer Checks process.
    - If you are not using blank check stock, the check number is set during the Check Register step (AP> Computer Checks> Check Register) of the Computer Checks batch.
    - Check dates are entered on AP manual checks in AP> Manual checks> Enter Manual checks> **Check Date** field.
    - If the checks are ACH checks, the check date is the check date entered in AP> Computer Checks> Checks> Check Date field.
  - The **Check Date From** and **Check Date To** fields are used to filter the report by check date.
    - The check date is set during the Checks step (AP> Computer Checks> Checks) of the Computer Checks process.
    - The check date of an AP manual check is set during the Enter Manual Checks step (AP> Manual Checks> Enter Manual Checks).
  - The **Batch Number** field is used to filter the checks that display in the report by a specific AP computer checks or manual checks batch.
    - Click the **Batch Number** field label to select a batch from a list. Both committed and uncommitted batches will display in the Batch Selection window.
  - The **Print Only** drop-down menu is used to select if you would like to include committed or uncommitted checks on the report.
-

- The **Sort By** drop-down menu is used to select how the report will sort and total.
    - If the **Print total for Check Number or Check Date** toggle is checked, the selection in the **Sort By** drop-down menu will affect how the report is totaled.
      - If you select Check Number, the check line items total of each check will display on the report.
      - If you select Check Date, the check line items on the report will total by check date. Check line items of the same check number will not be totaled.
      - If you select Fund, the check line items on the report will sort and total by fund.
  - Check the **Omit void checks** toggle to prevent void checks from being included on the report.
    - A Void column will be added to the report if this toggle is not checked and will display the voided check amount. Voided checks will not be included in the report total.
  - Check the **Print subtotals by selected sort** toggle if you would like to include sub-totals for each check number, check date, or fund used to sort the report.
    - The **Sort By** drop-down menu determines if checks will be totaled by check number, check date, or fund.
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### 3 Print the report.

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- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
  - The report will display a separate line item for each line item on the check. The report will display the Check Number, Check Date, Fund Name, GL Account Description, Vendor Name, Line Item total and a report total of the check line items.
    - The Fund Name and GL Account Description fields display the information attached to the GL account on the check detail line item. You can view the GL account attached to a check line item using the Checks window (AP> Display> Checks> GL Accounts filed).
      - The Fund Name will display the description of the fund of the GL account attached to the check line item. The fund description is pulled from the section description set up in the Section Maintenance window (GL> Maintenance> Section).
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- The GL Account Description will display the description of the GL account attached to the check line item and is pulled from the GL account (GL> Maintenance> Account> **Description** field).
  - If the **Omit void checks** toggle was not checked on the Check Approval window a Void column will be included on the report. The Void column will display the amount of the voided check line items.
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# AP> Reports> Checks by Date

## AP Checks by Date Report

### Summary

The Checks by Date Report displays a filtered list of checks generated in the Computer Checks and Manual Checks processes. The summary version of the report displays the check number, check date, vendor information and check amount. The detail version of the report displays all of the information on the summary report plus the detail line items on each check (for example, the invoice line items paid on the check).

### Step by Step

- 1 Open the **Checks by Date** window (AP> Reports> Checks by Date).
- 2 Complete the Print Options section.
  - The **Check Date From** and **Check Date To** fields are used to filter the report by AP check date.
    - The check date of an AP check is set during the Checks step (AP> Computer Checks> Checks).


- The check date of an AP manual check is set during the Enter Manual Checks step (AP> Manual Checks> Manual Checks).
  - The **Check Number From** and **Check Number To** fields are used to filter the report by check number.
    - The check number is set during the Check Register step (AP> Computer Checks> Check Register) when creating computer checks. Uncommitted checks will not have a check number until the batch has passed the Check Register step.
    - The check number is set during the Manual Checks step (AP> Manual Checks> Manual Checks) when creating manual checks.
  - The **Amount From** and **Amount To** fields are used to filter the report by check amount.
  - The **Batch Number From** and **Batch Number To** fields are used to filter the checks that display on the report by AP Computer Check or AP Manual Check batch number.
    - Entering a batch number will overwrite the dates in the **Check date** or **Period End date** fields.
  - The **Batch Month** and **Batch Year** fields are used to filter the checks by the batch month and year of the batch that created the AP manual or computer check. The batch month and batch year of a Computer Checks or Manual Checks batch are set up when the batches are created using the New Batch window.
  - The **Expense Period From** and **Expense Period To** fields are used to filter the checks on the report by the fiscal period attached to the invoice paid by the check.
    - The fiscal period expensed by an invoice is set by the journal entry date entered when the GL Distribution Report is generated in the Invoices batch
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(AP> Invoices> GL Distribution).

- The **Expense Fiscal Year** field is used to filter the report by the fiscal year attached to the invoice the check is paying.
    - The expense fiscal year of an invoice is defined during the Settings step of the Invoices process (AP> Invoices> Settings> **Fiscal Year** field).
  - The **Vendor Number** field is used to filter the checks that display in the report by the vendor. Leave this field blank to include all vendors on the report.
    - Click the **Vendor Number** field label to select a vendor from a list.
    - Vendors are created and maintained using the Vendor Maintenance window.
  - The **Batch Process** drop-down menu is used to filter the checks that display on the report by computer (AP> Computer Checks) or manual checks (AP> Manual Checks). Select All to include both on the report.
  - The **Check Status** drop-down menu is used to filter the checks that display in the report by commit status.
    - Select Uncommitted if you would like to include all checks that are in uncommitted Computer Checks or Manual Checks batches.
    - Select the Select For Check option if you would like to include committed and uncommitted transactions on the report.
    - Select Committed if only committed checks should display on the report.
  - The **Sort By** drop-down menu is used to select the order information will display on the report. The selection in this field will affect the functionality of the new page toggle at the bottom of the window.
  - The **Report Type** drop-down menu is used to select the information that will display on the report.
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- Select Summary if you would like to display the basic check information: check number, check date, vendor information and check amount.
  - Select Detail if you would like to include the basic check information and the line items on the check.
  - Check the **Show void checks** toggle if you would like to include voided checks on the report.
    - Checks that have been voided using the Void Checks process will display on the report when this toggle is checked.
  - The function of the **Page Break** toggle depends on the sort option selected in the **Sort By** drop-down menu.
    - If Check Date is selected in the **Sort By** drop-down menu, the new page toggle will be titled **New page for each employee**.
    - If Check Number is selected in the **Sort By** drop-down menu, the new page toggle will be titled **New page for each pay type**.
    - If Vendor Number is selected in the **Sort By** drop-down menu, the new page toggle will be titled **New page for each day**. Check this toggle if each day included on the report should display on a separate page.
- 

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show
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Scheduled Jobs).

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# AP> Reports> Check Detail

## AP Check Detail Report

### Summary

The Check Detail report displays a filtered list of Accounts Payable module checks. The detail version of the report will display the invoice line items paid by the check and the report will group and total checks by vendor.

The Check Detail report can be used to print the detail line items that do not display on the check stub. For example, if a check has more than 30 line items all of the detail line items will not display on the check stub if you are using long the check stub format (AP> Utilities> Setup> Checks tab> **Check Type** drop-down menu> Long Check Stub). You can check the **Print only overflow checks** toggle on the Check Detail window to view all of the detail line items associated with checks that have line items that do not display on the check stub.

### Step by Step

- 1 Open the **Check Detail** window (AP> Reports> Check Detail).
- 2 Complete the Print Options section.

- The **Check Date From** and **Check Date To** fields are used to filter the checks that display in the report by the check date. Press DELETE to remove a date from a date field.
    - The check date is set during the Checks step (AP> Computer Checks> Checks) of the Computer Checks process.
    - The check date of an AP manual check is set during the Enter Manual Checks step (AP> Manual Checks> Enter Manual Checks).
  - The **Check Number From** and **Check Number To** fields are used to filter the report by check number.
    - If you are using blank check stock (AP> Utilities> Setup> Checks tab> **Use blank check stock** toggle), the check number is set when the check is created in the Checks step (AP> Computer Checks> Checks) of the AP Computer Checks process.
    - If you are not using blank check stock, the check number is set during the Check Register step (AP> Computer Checks> Check Register) of the Computer Checks batch.
    - Check dates are entered on AP manual checks in AP> Manual checks> Enter Manual checks> **Check Date** field.
    - If the checks are ACH checks, the check date is the check date entered in AP> Computer Checks> Checks> Check Date field.
  - The **Batch Type** drop-down menu is used to select the type of checks you would like to include in the batch.
    - Select Computer to include checks that have been created in AP> Computer Checks.
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- Select Manual to include checks that have been created in AP> Manual Checks.
    - Manual checks are generally used to record checks that have been created outside the application.
  - The **Batch Number** field is used to filter the report by a specific AP Computer or Manual Check batch. Click the Batch Number field label to select an AP batch number from a list. This will open the Batch Selection window.
    - Both committed and uncommitted batches will display in the window.
    - Make sure the same type of batch that is selected in the Batch Selection window is also selected in the **Batch Type** field on the Check Detail window. If you select a Computer Check batch but Manual is selected in the Batch Type drop-down menu, no information will display on the report.
  - The **Report Type** drop-down menu is used to select the level of detail you would like to display on the report.
    - Select summary version of the report will display the vendor number, GL account number attached to the vendor record, check number, check date, invoice number, invoice total and check total. The summary version of the report will not include the invoice line items on the report.
      - If there is a GL account attached to the vendor record (AP> Maintenance> Vendor> Details tab> **GL Account Number** field) it will display on the report. This information is included on the report because, by default, invoice line items created for the vendor will default to the GL account attached to the vendor record.
    - Select detail if you would like to include the invoice line items on the report. This will add the invoice line item date and description to the report.
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- Selecting detail will enable the **Print general ledger accounts** toggle which allows you to include the GL account number attached to the AP check line item on the report.
  - Both the summary and the detail version will total the checks included on the report by vendor and will also display a report total.
  - Select the order that the checks will display on the report in the **Sort By** drop-down menu. The selection in this field will not affect how the report is totaled or grouped.
    - Select vendor number if you would like the checks to display by vendor number.
    - Select vendor name if you would like the checks to display by vendor name. This will add the vendor name above the vendor number on the report.
  - Check the **Print only overflow checks** toggle if you would like the report to only display the checks with line items that did not display on the check stub to be included on the report.
    - If you are using the long check stub format (AP> Utilities> Setup> Checks tab> **Check Type** drop-down menu, Long Check Stub), only 30 detail line items will display on the check. When the **Print only overflow checks** toggle is checked, only checks with more than 30 detail line items will display on the report.
  - Check the **Omit void checks** toggle to prevent voided checks from being included on the report.
  - Check the **Print general ledger accounts** toggle to include the GL account on the Invoice line items on the report. This toggle will only be enabled if you select Detail in the **Report Type** drop-down menu since the Summary version of the report will not display the invoice line items.
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- If this toggle is checked a column titled Line Item Account will be added to the report.
  - Check the **New page for each check** toggle if you would like each check included on the report to display on a separate page on the report. This option is generally used in conjunction with the **Print only overflow checks** toggle in order to display all of the detail line items on a single page.
  - Check the **Print invoice description** toggle to include the description of the first invoice line item on the report. This will only display the description of the first line item on the invoice; it will not display all of the invoice line items.
    - This toggle will only be available if Summary is selected in the **Report Type** drop-down menu because the invoice line item description is already included on the detail version of the report.
    - If there is a reference number attached to the invoice but no line item description, the reference number on the invoice will display on the report. If there is an invoice line item description, the invoice line item description will display.
  - Check the **Print invoice reference** toggle to include the reference number attached to the invoice on the report. The reference number is entered on the invoice, not the invoice line item.
    - This option will only be available if Summary is selected in the **Report Type** drop-down menu.
    - If you are printing the report in Detail format, the reference number will only display on the report if there are no descriptions entered on the invoice line items.
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### 3 Print the report.

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- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# AP> Reports> Detail by Account Report

## Detail by Account Report

### Summary

The Detail by Account Report displays the uncommitted or committed detail line items on computer checks, manual checks or invoices. The report can be filtered by check date or invoice date, batch number and the GL accounts attached to the line items.


### Step by Step

- 1 Open the **Detail by Account** window (AP> Reports> Detail by Account).
- 2 Complete the Print Options section.
  - The **GL Account Number** field is used to filter the report by a single general ledger account.
    - Click the **GL Account Number** field label to select the GL account number from a list of accounts.
    - Leave the GL Account Number field blank to include all GL account on the report.

- The **Date From** and **Date To** fields are used to filter the report by date. The date that will be used depends on the transactions included on the report. If Computer Checks Only or Manual Checks Only is selected in the **Print Only** field, the **Date From** and **Date To** fields will filter the transactions by check date. If Invoices Only is selected in the Print Only field, the Date From and Date To fields will filter the transactions by invoice date.
- The **Batch Number** field is used to filter the report by the transactions in a computer checks, manual checks or Invoices batch.
  - Click the **Batch Number** field label to select the batch you would like to include in the report.
- Select the transactions that will display on the report in the **Print Only** drop-down menu.
  - If you select Computer Checks Only or Manual Checks Only, the report will display check line items. The report will display the GL account, vendor, description, check number and amount attached to each line item. The GL Date column will display the invoice date of the invoice paid by the check.
  - If you select Invoices Only, the report will display the GL Account, vendor, description, invoice date, invoice number and amount.
    - If the invoice has been paid or is being paid in an open Computer Checks batch, the check number of the payment will display in the Check Number column.
    - If the invoice is attached to a purchase order, the purchase order number will display in the PO Number column.

- Check the **Page Break by Department** toggle if you would like to add a page break to the report for each department. If you do not check this toggle, the report will still display the total transactions by department, but a page break will not be inserted.
  - Check the **Show only committed entries** toggle if you would like only committed computer checks, manual checks or invoices to display on the report.
    - This toggle is generally checked if you have not filtered the report by batch. For example, check this toggle and enter a GL account number in the Account Number field to display all of the committed line items attached to a specific GL account.
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### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
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- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# AP> Reports> Excise Tax

## AP Excise Tax Report

### Summary

The Excise Tax Report will display a list of invoices filtered by Invoice Date and applies a user defined invoice cap amount and excise tax rate to those invoices. Committed and uncommitted invoices created in AP> Invoices will display on the report.

The Excise Tax Report will only display the invoices of vendors that have the **Excise Tax** toggle checked on the Vendor Maintenance window (AP> Maintenance> Vendor> Details tab).

### Step by Step


- 1 Open the **Excise Tax** window (AP> Reports> Excise Tax Report).
- 2 Complete the Print Options section.



- The **From Date** and **To Date** fields are used to filter the invoices that display on the report by invoice date. When creating an invoice (AP> Invoices), the invoice date is entered in AP> Invoices> Enter Invoices> Create a new invoice> **Invoice Date** field.
  - Enter the excise tax rate in the **Tax Rate** field.
    - The **Tax Rate** will be multiplied by the taxable amount.
      - The taxable amount is the invoice amount after the **Invoice Cap Amount** field has been applied. If an invoice cap amount is not applied, the tax rate will be applied to all the vendor invoices included on the report based on the date range.
      - Taxes and handling added to the invoice will be included on the invoice amount (AP> Invoices> Enter Invoices> Create an invoice> **Handling** and **Tax** fields).
    - The report does not include any taxes paid on the invoice when calculating the excise tax.
  - Enter an **Invoice Cap Amount**. This is an optional field.
    - The invoice cap amount sets the maximum amount that will be taxed on each invoice included on the report.
      - For example, if an invoice is \$775 and the cap is set at \$500, the tax will only be calculated on \$500.
    - Taxes and handling charges applied to the invoice will be included in the invoice amount (AP> Invoices> Enter Invoices> Create an invoice> Invoice Information section> **Handling** and **Tax** fields).
  - Select the tax entity you are generating the report for in the **Tax Entity** drop-down menu.
    - The selection in the drop-down menu will only affect the title of the report.
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- Select a **Report Type** from the drop-down menu.
    - The Summary report will display the Invoice Number, Vendor Number, Vendor Name, Invoice Description, Invoice Amount, Taxable Amount, Total Tax and Grand Totals.
      - The Invoice Amount column will display the invoice amount included on the report. The invoice amount will not include taxes, but it will include shipping and handling.
      - The Taxable Amount column on the report will display the invoice amount after the invoice cap amount has been applied.
      - The Total Tax column will display the tax calculated on each invoice included on the report.
    - The Detail report will display everything included in the Summary report as well as the Invoice Date, Check Number, Check Date, and GL Account Number.
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### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
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- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# AP> Reports> Use Tax Report

## AP Use Tax Report

### Summary

The Use Tax Report displays the taxes paid in each state on AP invoice line items. The invoice line item must be set up as taxable and must be paid in order to display on the report. Uncommitted invoices or invoices being paid in an uncommitted Computer Checks batch will not be included on the report.

Invoice line items are set up as taxable using the Invoice Items window (AP> Invoices> Select Invoices> Open an invoice> Open an invoice line item> **Taxable** toggle). If you use the Purchase Orders module, you can also set up PO line items to default to taxable. When invoices are generated using the POs, the invoice line items will be set up as taxable.

The report displays four columns: taxable purchases, tax paid, real tax and difference.

The taxable purchases column will display the total invoice line item amounts that were taxable. For example, if an invoice line item is purchasing an item of \$35.00 and had a tax of \$3.24 applied, the taxable purchases column will display \$35.00.

The tax paid column will display the amount of tax paid on an invoice line item. For example, if an invoice line item is purchasing an item of \$35.00 and had a tax of \$3.24 applied, the tax paid column will display \$3.24.

The real tax column will display the local tax rate (AP> Utilities> Setup> General tab> **Local Tax Percentage** field) multiplied by the value in the taxable purchases column. For example, if the taxable purchases column displays \$15,000 and the local tax rate is 7.5%, the real tax column will display \$1125 (15000 X .075).

The difference column displays the difference between the tax paid and the real tax columns.

## Step by Step

1 Open the **Use Tax** window (AP> Report> Use Tax Report).

2 Complete the Print Options section.

- The **Date From** and **Date To** fields are used to filter the invoices that display in the report by check date.


The check date is set up during the Checks step of the Computer Checks process (AP> Computer Checks> Checks> **Check Date** field).

- Only committed and paid invoices will display on the report.

- The **Local Tax Rate** field cannot be modified from this window. The local tax rate is set up in the Setup window (AP> Utilities> Setup> General tab> **Local Tax Percentage** field).
  - Check the **New Page for each state** toggle to separate each state included on the report on a separate page.
  - Check the **New Page for each city** toggle to separate each city included on the report on a separate page.
  - Check the **List Vendors** toggle to include the vendor information on the report. This will add a vendor column to the report that will display the vendor name.
  - The **State** and **City** fields are used to select which vendor invoices will be included on the report based on the mailing address on the vendor record (AP> Maintenance> Vendor> General tab> **Mailing City** and **Mailing State** fields). The values in the **City** field will populate based on the state selected in the **States** field. If there is more than one state selected in the **State** field, the All option will display in the **City** field. You cannot select specific cities when more than one state is selected.
    - Check the toggles of the states you would like to include in the report in the **States** field.
      - The **Cities** field will populate with the cities of the vendors of the state selected in the **States** field.
- 

### 3 Print the report.

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- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# AP> Reports> Vendor Master

## Vendor Master Report

### Summary

The Vendor Master Report displays a filtered list of vendors. The information that displays on the report is user defined and ranges from summary information (address and contact information) to transaction detail (committed and voided checks).

Generate a Vendor Summary Report (AP> Reports> Vendor Summary) if you would like to generate a report with the vendor code, vendor name and mailing address.

### Step by Step

- 1 Open the **Vendor Master** window (AP> Reports> Vendor Master).
- 2 Complete the Print Options section.
  - The **Vendor Number** field is used to generate the report for a single vendor. Click the Vendor Number field label to select a vendor from a list.




- The **Year Type** and **Year** fields are used to filter the transaction detail and YTD totals that will display on the report.
    - The **Year Type** is used to select the type of year that will be used (fiscal or calendar).
      - Select Fiscal to filter the check line items that are included in the report by the fiscal year the check line items were posted to.
        - When creating AP Computer Checks the journal entry date entered during the GL Distribution step (AP> Computer Checks> GL Distribution) will determine which fiscal year the check line items are assigned.
      - Select Calendar to filter the check line items that are included in the report by the check date on the line item.
    - The **Year** field is used to select which year information to include.
  - The **Vendor Status** drop-down menu is used to filter the vendors that display in the report by vendor type (permanent, temporary).
    - The vendor type is set up on the Vendor Maintenance window (AP> Maintenance> Vendor> General tab> **Type** field).
  - The **1099** drop-down menu is used to filter the vendors that display in the report by 1099 status.
    - Select Vendors with 1099s to only include 1099 vendors on the report. A vendor is set up as a 1099 vendor in the Vendor Maintenance window (AP> Maintenance> Vendor> Details tab> **Default 1099 Type** field).
  - The **Sort By** drop-down menu is used to select the order that the vendors display on the report.
-

- Select With YTD Activity from the **Show Vendors** drop-down menu to remove vendors from the report that do not have any YTD activity based on the selected **Year Type** and **Year**.
    - The vendor will be included on the report if the vendor has any activity during the period, including voided checks.
  - Enter a dollar value in the **Minimum Activity** field to filter the included vendors by YTD activity.
  - Check the **Double space** toggle to include an extra space between vendor records. This will not add a space between every line item on the report. It will only add an extra line between vendor records.
  - The **Print vendor information**, **Print detail information** and the **Print YTD Amounts** toggles are used to add information to the report.
    - If you do not check any of these toggles, the report will display the vendor code, vendor name (**Last Name** field on the Vendor Maintenance window), mailing address information (**Mailing Address 1**, **Mailing Address 2**, **Mailing City**, **Mailing State** and **Zip** fields on the Vendor Maintenance window), phone number, vendor type (temporary, permanent) and 1099 status (Send 1099 will display on the report if the vendor is set up as a 1099 vendor).
      - The Phone column on the report will populate with the phone number of the primary contact on the vendor (AP> Maintenance> Vendor> Contacts tab).
    - Check the **Print Vendor Information** toggle to include the shipping address, primary contact, account number, comment, federal tax ID, State Tax ID, Other Tax ID, PM module type, GL account, Bank Route/Transfer number and bank account information.
-

- The account number is the value in the **Account** field on the General tab of the Vendor Maintenance window (AP> Maintenance> Vendor> General tab). If the AP vendor record was generated by a UB module refund check, the Account field will contain the customer and sequence number of the UB account being paid.
  - The comment column will display the Comment field on the Vendor Maintenance window (AP> Maintenance> Vendor> Message Alerts tab> **Comments** field).
  - The GL account field will display the GL account set up on the Vendor Maintenance window (AP> Maintenance> Vendor> Details tab> **GL Account** field). The GL account attached to the vendor will populate on invoice line items when you are creating invoices for that vendor in AP> Invoices> Enter Invoices.
  - The bank route/transfer number and bank account information fields will display the ACH bank account information attached to the vendor record.
  - Check the **Print Detail Information** toggle to include the check line items on the report. This will include committed and voided check line items on the report and add the following columns to the report: account number, check number, check date, check description, invoice number, void amount, check amount and 1099 amount.
    - The Account Number column will display the GL account number attached to the check line item.
    - The Description field will display the description of the check line item and will populate with the Description field on the invoice line item.
-

- The Void Amount column will display the total number of check line items that have been included on the report and voided.
  - The Amount column will display the total check line items for the vendors that have been included on the report.
  - The 1099 column will display the total amount of 1099 check line items included on the report.
- Check the **Print YTD amount** toggle to add the YTD totals of the check line items on the report. The check line items included in the report is based on your selections in the **Year Type** and **Year** fields.
    - The **Print YTD amount** toggle will display a total of the check line items, voided line items, and 1099 line items for each vendor on the report.
- 

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
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- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# AP> Report> Vendor Summary

## Vendor Summary Report

### Summary

The Vendor Summary Report will display the vendor, vendor name (Last Name field on the Vendor record) and the vendor mailing address. The mailing address of a vendor is entered on the General tab of the Vendor Maintenance window (AP> Maintenance> Vendor> General tab> Mailing Address fields).

The Vendor Summary report will not include the **Mailing Address 2** field of the Vendor Maintenance window (AP> Maintenance> Vendor> General tab). If you would like the **Mailing Address 2** field to display on a report, print the Vendor Master Report (AP> Reports> Vendor Master) and do not check the **Print vendor information** or **Print detail information** toggles on the Vendor Master window. The generated report will be similar to the vendor summary report.

Generate a Vendor Master Report (AP> Reports> Vendor Master) if you would like a report that displays more vendor information.


### Step by Step

- 1 Open the **Vendor Summary** window (AP> Reports> Vendor Summary).

## 2 Complete the Print Options section.

- The **Vendor Number** field is used to include a single vendor on the report. Click the Vendor Number field label to select a vendor from a list.
  - The **Vendor Type** drop-down menu is used to filter the vendors that display on the report by vendor type (temporary or permanent).
    - The vendor type is set up on the Vendor Maintenance window (AP> Maintenance> Vendor> General tab> **Type** drop-down menu).
  - Select how you would like the report in the **Sort By** drop-down menu.
  - Check the **Double space** toggle if you would like the line items that display on the report to be double-spaced.
  - Check the **Large font** toggle if you would like to increase the font size of the information that displays on the report.
- 

## 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
-

- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# AP> Reports> Voucher Register

## Voucher Register Report

### Summary


Follow these steps to configure and print the Voucher Register Reports and the associated Approval Document.

### Step by Step

- 1 Open the **Voucher Register** window (AP> Reports> Voucher Register).
  - 2 Configure the report.
    - Select a **Report Type** from the drop-down menu.
      - The Approval Document report will display the Fund, Description, Amount and Report Total.
      - The Voucher Register report will display the Voucher number, Vendor, Account Number, Description, Invoice Number, Invoice Date, PO Number, Payment Date, Amount, Check number and Grand Total amount.
-

- The Voucher Register By Fund report will display everything in the Voucher Register report and sort the report by fund.
  - To include a specified range of vouchers in the report, enter voucher numbers in the **Voucher From** and **Voucher To** fields.
    - If you leave these fields blank all the vouchers that meet the other specifications will be included in the report.
  - Specify a date range for the report with the **Date From** and **Date To** fields.
  - Enter a **Batch Number** or click the field label to choose one from a list.
    - If you leave the batch number blank all the vouchers that meet the other specifications will be included in the report.
  - Check the **Print totals by voucher number** toggle to include voucher totals on the report.
  - Check the **Print totals by voucher date** toggle to include check date totals on the report.
    - These two toggles are only active when printing the Voucher Register report.
  - Check the **Print blanket voucher messages in footer** toggle to display a blanket voucher message on the report. The blanket voucher message is specified on the Voucher tab of the AP Setup window (AP> Utilities> Setup).
    - This toggle is only active when printing the Approval Document report.
  - Check the **Include records with no voucher number** toggle to include those records that do not include a voucher number in the Voucher Register By Fund report.
    - This toggle will only be active when printing the Voucher Register By Fund report.
-

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

# AP> Reports> Outstanding Invoices Report

## Outstanding Invoices Report

### Summary

The Outstanding Invoices report displays a list of outstanding invoice line items filtered by invoice date, JE date or payment date. Only committed invoice line items that have not been committed in the AP Computer Checks process will display on the report. Invoice line items that have been selected for payment in an uncommitted Computer Checks batch will display on the report until the batch has been committed. Invoices voided after the specified date range will also display on the report. Invoices in uncommitted AP Invoices batches will not display on the report. The fiscal year attached to the AP invoice will not affect whether it displays in the report.

The invoice line items that display on the report will be grouped by vendor number.


### Step by Step

- 1 Open the **Outstanding Invoices Report** window (AP> Reports> Outstanding Invoices).

## 2 Complete the Print Options section.

- Select how you would like to group the report with the **Group By** drop-down menu.
  - Select how you would like to filter the invoice line items that display on the report in the **Date Type** drop-down menu. The selection in this drop-down menu will determine which type of date will be used in the date range filter. This field is used in conjunction with the date range fields.
    - The invoice date will display on all invoice line items included on the report regardless of the filter selected in the Date Type drop-down menu.
  - Specify a date range for the selected Date Type in the **Date From** and **Date To** fields.
    - Invoices voided after the specified Date To filter will also be displayed on the report.
  - The report will display the Fund, Vendor, Account Number, Invoice Date, Invoice Number, Journal Entry, Amount, Description and JE Date or Payment Date if selected.
- 

## 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
-

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- The report will display the vendor number, vendor name, GL account number on the invoice line item, invoice amount, Invoice Date, Invoice Description, Project Management Task Code, Project Management Type Code, Purchase Order Number, Payment Date, Vendor Total and Report Total.
    - The invoice amount that displays on the report includes the tax on the invoice line item. If there is a handling charge on the invoice, the total amount of the handling charge will be included on the first invoice line item invoice amount.
-

# AP> Utilities> Setup

## AP Setup

### Summary

The Setup window is used to set up how the Accounts Payable module will function. The selections in this window will affect the functionality of most of the batch processes in the Accounts Payable module.

### Step by Step

- 1 Open the **Setup** window (AP> Utilities> Setup).
- 2 Complete the General tab.
  - The **Process** drop-down menu is used to select how you will process accounts payable and will determine what palette options are available in the AP module. This drop-down menu will not be enabled after the module has been set up.
    - Invoices & Checks – Invoices are input and committed using the Invoices process (AP> Invoices). After the invoices have been committed, they can be paid using the Computer Checks process (AP> Computer Checks). This is

the most common way to process accounts payable and is an accrual-based process that allows invoices to be entered and then paid at any time. Encumbrances from purchase orders are relieved when invoices are entered (AP> Invoices> Enter Invoices).

- Vouchers & Warrants – Invoices are input; an approval list, vouchers, warrants, and a warrant register are then produced. This process is contained on a single menu. The verbiage on the approval list, voucher and warrant register are created on the Voucher tab found on the Account Payable Setup window. This is a cash-based process that allows invoices to be entered into the system and checks/warrants printed in the same batch. It relieves encumbrances when the checks/warrants are printed.
- Vouchers & Checks – Invoices are input and committed. When the computer check process is run, a voucher approval register and vouchers are produced after the checks are processed. The verbiage on the voucher approval register and vouchers are created on the Voucher tab found on the Account Payable Setup window. This is an accrual-based process that allows invoices to be entered and then paid at any time. It relieves encumbrances when invoices are entered.
- Vouchers Only – This process is contained on a single menu. Invoices are input then the approval list and vouchers are printed. The verbiage on the approval register and vouchers are created on the Vouchers tab found on the Accounts Payable Setup window. This is a cash-basis process. Encumbrances are relieved when the invoices are entered into the system. There is no capability to print checks (this process assumes a different agency is responsible for printing the checks).



- Multi-Fund Vouchers – This is a two-step process. Invoices are entered and committed. The Computer checks process produces a voucher approval document after the checks and check register have been printed. This is an accrual-based process that allows invoices to be entered and then paid at any time. It relieves encumbrances when invoices are entered.
  - NY Vouchers – This New York-specific process will run similar to Vouchers & Checks. Vouchers will be assigned the next available number when the invoice is saved. The Computer Checks process will include voucher-related filtering and editing fields. The NY Vouchers process in AP Utilities will be enabled.
  - The **Mode** drop-down menu is used to set up multi-bank checking.
    - Select Standard if you do not use multi-bank checking. Standard **MUST** be selected if you plan on using interfund transfers.
    - Select Multi-bank checking if you want to write AP checks out of multiple banks. GL accounts are associated with specific bank accounts using the Associate Reimbursements window (SS> Maintenance> Associate Reimbursements). When those GL accounts are attached to invoice line items and paid using the Computer Checks process, the checks will be cut from the bank accounts attached to the GL accounts on the invoice line items.
  - The **Local Tax Percentage** field is used in conjunction with the Use Tax Report (AP> Reports> Use Tax Report). The tax amount entered in this field will populate in the Use Tax window when the report is generated. This field handles up to five decimal places.
  - Check the **Enable Project Management interface** toggle to enter Project Management module task and type codes on AP invoices.
-


- Check the **Enable Inventory Control interface** toggle to enter IC module items on AP invoices.
  - Check the **Enable Interfund Transfers** toggle to use interfund transfers instead.
    - If this toggle is checked, the Mode field above must be set to Standard.
  - Check the **Overwrite voucher number with check number** toggle if you want to overwrite the voucher number with the check number during the checks process. This toggle will only apply if the Process you selected involves vouchers.
  - Check the **Auto number vendors** toggle to automatically create vendor numbers. The system will begin auto numbering from the highest existing vendor number. This functionality will not work if any existing vendors have non-numeric characters in their vendor numbers.
  - The **Payable Account** field is used to enter the Accounts Payable account.
    - The payable account is the GL account that the liability resides in until the checks or warrants have been processed and committed. When invoices are created in the AP module Invoices process, the Account Payable GL account will be credited, and the GL account on the invoice line items (generally an expense account), will be debited.
    - The Accounts Payable GL account must be set up in each fund you will use to expense invoice line items. When you process invoices in the AP module (AP> Invoices), the fund of the Accounts Payable GL account will be pulled from the GL account attached to the invoice line item. For example, if the Accounts Payable GL account is set up as X-0-001 and the GL account on an invoice line item is 6-0-400, fund 6 will be pulled from the GL account on the invoice line item and GL account 6-0-001 will be credited in the transaction.
-

- If you are using Vouchers and Warrants or Vouchers Only, you will not use the GL account in this field.
  - The **Bank Account** field is used to specify a default bank account for the AP module.
    - Bank accounts are created and maintained on the Bank Account Maintenance window (SS> Maintenance> Bank Account).
  - The **NIGP Code Length** field is used to establish the NIGP code format.
    - NIGP codes are used when establishing Commodity Codes used to classify procured items. Commodity codes are created and maintained on the Commodity Code Maintenance window (AP> Maintenance> Commodity Code).
    - NIGP codes can be 5, 7, or 11 characters long.
- 



### 3 Complete the Checks tab.

- The **Check Type** drop-down menu is used to select long or standard check stub format.
    - Standard check stubs will create two separate check stubs. Each check stub can display up to 17 line items on the check stub.
      - A line item is a unique invoice being paid on the receipt.
    - Long check stubs will create one check stub but the single check stub can display up to 30 line items.
-

- If you select long check stub a Long Check Stub tab will be added to the Checks step of the AP Computer Checks process. The Long Check Stub tab allows you to enter a check stub or void message.
  - Long checks can contain up to 30 check detail line items.
  - Configurable check stubs create a customizable check and check stub based on the standard check format.
    - Configurable checks can be customized using the Report Layout Maintenance window (SS> Maintenance> Report Layout).
    - The Configurable format will display up to 25 detail line items on the check stub. The number of stub lines displayed is determined by the Stub Lines field below.
  - Configurable long check stubs create a customizable check and check stub based on the long check stub format.
    - The same configuration options apply to this check type as those outlined above.
    - The Configurable Long Stub format will display up to 50 detail line items on the check stub. The number of stub lines displayed is determined by the Stub Lines field below.
  - Select Configurable Z-Fold if you would like to use a customizable check and check stub that is formatted specifically for VersaSeal Z-Fold checks that do not require an envelope.
    - The same configuration options apply to this check type as those outlined above.
  - The **Check Signature** field is used to select an image file that contains a check signature. Only one electronic signature file can be attached at a time.
-

- Click the Check Signature field label to open the Attachment Selection window.
- Click the Create icon  to open the Attachments Maintenance window.

From this window, you will be able to browse to your electronic signature file.

- Click the **Original File Name** field label and browse to the electronic signature file.
- The **File Name** and **File Type** fields will automatically populate with the file information.
- The **Destination Folder** field will automatically populate with the path to the archive folder created when the application was installed.
- Enter an optional **Description** for the signature file. This field can be up to 500 characters.
- The **Location Reference** and **Tracking Number** fields are optional fields that can be used to keep track of your electronic signatures.
- Click the Save icon  to return the electronic signature file to the Attachments Selection window.
- Click the Attachment Action icon  drop-down menu and select Save Locally to save a copy of the file to your workstation or select View Attachment to open the attached file.
- The new electronic signature file has now been attached to the AP module.
- The **Long Stub Void Message** field is used to enter the number of days associated with your void process. This message will display on all Accounts Payable module checks that are generated in long check stub format.

- The **Check Line Description** drop-down menu is used to select the line item description that will display on the check stub.
  - Select Last line item description if you would like the invoice line item description to display on the check stub line items.
  - Select Line item reference if you would like the reference number attached to the invoice to display on the check stub line item.
- Use the **Check Offset** field to adjust the top margin on printed checks. Increase the value in the field to print the checks lower on the page.
- The **Stub Lines** field is used to select the number of stub lines you would like to display on your configurable check.
  - This field will only be active if Configurable or Configurable Long Stub is selected from the Check Type field above.
  - Configurable check types are limited to 25 stub lines while Configurable Long Stub check types are limited to 50 stub lines.
- Check the **Use Interfund Transfers for Manual checks** toggle if you want to enable interfund transfers in the Manual Checks process. The selection in this field will affect the journal entry generated in the Manual Checks process (AP> Manual Checks> GL Distribution).
  - If you do not check this toggle, the journal entry created by the process will debit the GL expense account on the invoice line item, and credit the cash account attached to the bank account the manual check is being drawn from. A fund is not attached to the GL account on the bank account record (SS> Maintenance> Bank Account> **Cash Account** field), so the fund will be pulled from the GL account on the invoice line item.

Description	Debit	Credit
GL expense account on the invoice line item	XXX	
GL account on the bank account (fund is pulled from the GL expense account on the invoice line item)		XXX

- If you check the **Use Interfund Transfers for manual checks** toggle, the journal entry will be the same as above, but a debit and credit to the cash account attached to the bank account will be added. The fund used in these two line items will be pulled from the Clearing Fund field on the AP module Setup window.

Description	Debit	Credit
GL expense account on the invoice line item	XXX	
GL account on the bank account (fund is pulled from the GL expense account on the invoice line item)		XXX
GL account attached to bank account (fund is pulled from the Clearing Fund in the AP module Setup window)	XXX	
Same GL account as above		XXX

- Check the **Long check stub include fund line** toggle if you would like the fund number and description of the GL expense account associated with the check to display in the memo field on the check. A list of fund numbers will display if there is more than one fund being expensed on the check.
    - Long check stub toggles will only be enabled if Long Check Stub is selected in the Check Type field above.
  - Check the **Long check stub prints GL accounts** toggle to include the GL accounts associated with any AP Invoice line items included on the check.
  - Check the **Long check stub prints DBA information** toggle if you would like the doing business as name on the vendor record (AP> Maintenance> Vendor> General tab> DBA field) to display on the check. This will add the doing business as vendor name to the check just below the vendor name (**Last Name** field on the General tab of the Vendor Maintenance window).
  - Check the **Export positive pay file** toggle if you would like to use the positive pay feature. Positive pay is a bank service where organizations send their bank a list of checks they have generated. As checks are drawn on their account, the bank verifies that the checks drawn on the account match the checks on the list. Changes to the selection in this toggle will not take effect until you log out and then log back into the application since it involves menu options that display on the palette.
    - When this toggle is checked, an Export option will be added to the Computer Checks palette. The Export step is used to generate the positive pay file, and must be completed before a Computer Checks batch can be committed.
    - If you do not check this toggle, the Export step will not display on the Computer Checks palette and you will not be able to generate a positive pay file.
-



- If you change the selection in this toggle, it will not take effect until you log out and log back into the application. If there are other users that process AP module Computer Checks batches, you should have them log out and log back in after you change the selection in this toggle (if you do not, they will get an error message during the Export step, or the Export step will not display on their Computer Checks palette).
  - Check the **Use Blank Check Stock** toggle if you would like MICR numbers to print on AP checks.
    - This will add a Check Numbers tab to the print checks step of the Computer Checks process in the Accounts Payable module.
    - The bank name will only print on a check if the **Use Bank Check Stock** toggle is checked.
  - Check the **Allow zero balance checks** toggle if zero balance checks can be generated in the Computer Checks process. This allows you to select two off-setting invoices in the Select Invoices step (AP> Computer Checks> Select Invoices) that create a zero dollar check.
    - If you do not check this toggle, you cannot select a group of invoices that creates a zero dollar check for an AP module vendor. You will receive a validation error in the window.
  - Check the **Do not print check numbers** toggle if the check numbers should not be printed on the checks (this only applies when the **Use Blank Check Stock** toggle is checked). For example, if your check stock already includes check numbers, you would check this toggle.
    - If you do not check this toggle, check numbers will print on the checks when the **Use Blank Check Stock** toggle is checked. If the **Use Blank Check**
-

toggle is not checked, check numbers will not print on checks.

- Check the **Print Date/Amount Headers** toggle if your pre-printed check stock does not include field labels. When the checks are printed the field labels will be added.
  - Check the **Create uncleared BR for CH** toggle to automatically send all ACH checks to the BR module as uncleared.
- 


#### 4 Complete the Invoices tab.

- The **Current Batch** and **Other Batch Duplicate Invoice** fields are used to set the criteria that will be used to determine which invoices are duplicates.
    - Check the toggle of the criteria you would like to use to define which invoices are duplicates. The Vendor Number and Invoice Number toggles are hard-coded and cannot be unselected.
    - The **Validation Behavior** drop-down menu is then used to determine how the application should respond when one of the selected duplicate invoices is encountered.
      - Select Warn and a warning message will display if a duplicate invoice is being entered. Users will have the option to click through the warning message and create the invoice.
      - Select Stop and an error message will display if a duplicate invoice is being entered. Users will be required to remove the duplicate invoice before proceeding.
-



- Check the **Overwrite line item descriptions with project identifiers** toggle to replace the description of the invoice entry with the task code description selected for the line. This toggle is only enabled if project management is enabled in accounts payable.
  - Check the **Overwrite blank descriptions with reference on commit** toggle to populate blank Description fields on new invoice line items with the value in the Reference field.
  - Check the **Overwrite blank invoices with home dept from PO** toggle if the home department on the attached purchase order should overwrite the existing home departments on invoice line items that do not have a specified invoice number.
  - Check the **Force Receiving** toggle if a purchase order line item should be received in the Purchase Orders module Receiving process (PO> Receiving) before it can be invoiced in the Accounts Payable module (AP> Invoices).
    - If you check this toggle, you should also check the **Receive orders through Purchase Orders** toggle on the Purchase Order module Setup window (PO> Utilities> Setup) to enable the Receiving process.
    - If the **Receive orders through Purchase Orders** toggle is checked but the **Force Receiving** toggle is not checked, you will have the option of receiving purchase orders in the PO module, but you will be able to invoice purchase order line items that have not been received.
- 

## 5 Complete the Vouchers tab.

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- Enter you specific legal verbiage to print on the individual vouchers and on the blanket voucher.
  - The individual vouchers list invoices for only one vendor, while blanket vouchers list all the invoices and vendors on one page.
  - Use the **Extra space for blanket voucher heading** toggle to align the heading on the blanket voucher.
  - Click the Save icon  when the setup is complete.
- 

## 6 Complete the Validation tab.

- The Validation tab is used to set up optional validation rules in the AP module. These rules can provide an additional level of control over how invoices are created in the system.
  - Click the Create icon  to create a new validation rule. This will create a new line item in the data grid and enable the Maintenance section to the right.
    - Once a validation rule has been created, highlight the rule and click the Delete icon  to delete the selected rule.
  - The **Entity** field is used to specify which Springbrook entity the rule will apply to.
    - Select Role if the rule should apply to all Springbrook users that occupy a specific role in the application. Roles are created and maintained on the Role Maintenance window (SS> Security> Role).
-


- Select **User** if the rule should apply only to a specific Springbrook user. Users are created and maintained on the User Maintenance window (SS> Security> User).
  - Select **User Group** if the rule should apply to all Springbrook users that populate a specific user group in the application. User Groups are created and maintained on the User Group Maintenance window (SS> Security> User Group).
    - If your organization already uses user groups, Springbrook recommends setting up a new set of user groups for validation rules. This will prevent duplicate validation warnings that can occur when users are already members of multiple user groups and those existing user groups are used when setting up validation rules.
    - This is a required field.
  - The **Code** field is used specify the specific Springbrook entity that the rule will be applied to.
    - The selection window launched when clicking the Code field label will be determined by which entity was selected above.
    - This is a required field.
  - The **Department** field is used to apply the validation rule to a specific department.
    - In order to use a department in a validation rule, the specified department will also need to be set up as the home department on the AP invoice (AP> Invoices> Invoices> Edit Invoices> Home Department field). If the specified department is not set up as the home department on the invoice, that invoice will be skipped when the system validates the invoices.
-

- The **Account Group** field is used to apply the validation rule to a specific account group.
    - Once an account group is set up, it can be used to control budget exceptions during the invoicing process. When the validation rule is evaluated, the system will look at the aggregate budget for the specified account group rather than just the budget of the individual account.
    - Account groups are created and maintained on the Account Group Maintenance window (GL> Maintenance> Account Groups).
  - The **Comparison** and **Amount** fields is used to specify how the validation rule will compare the invoice amount to the budget or PO encumbrance amount.
    - Select Flat use a flat comparison amount. For example, if Flat was selected and 100.00 was entered into the Amount field below, the validation rule will be activated if the invoice amount is \$100.00 over the budget or PO encumbrance amount.
    - Select Percentage to use a percentage comparison amount. For example, if Percentage was selected and 10.0000 was entered into the Amount field below, the validation rule will be activated if the invoice amount is 10.0000% over the budget or PO encumbrance amount.
    - The Amount field should be left at zero if you want the validation rule to be activated when the exact budget or PO encumbrance amount is reached.
    - Both of these fields are required.
  - The **Validation** field is used to set the validation rule to either display a warning message, which allows the user to ignore the validation and continue processing the invoice, or to display an error message, which will require that the user update the invoice in order to continue.
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- This is a required field.
  - The **Original** field is used to specify what the invoice amount will be compared to when processing the validation rule.
    - Select GL Budget Amount to compare the invoice amount to the GL account budget.
      - If the GL account IS NOT set up as budgetable (GL> Maintenance> Chart of Accounts> General tab> Account is budgetable toggle), no validation will be performed. If the account IS set as budgetable, but the budget is set as zero, the validation error will always occur.
    - Select PM Task Budgets to compare the invoice amount to the PM Task budget amount.
    - Select PO Variance to compare the invoice amount to the PO line encumbered amount (GL> Maintenance> Chart of Accounts> Balance tab> Encumbered field).
  - The **Transaction Data Sources** section is used specify which, if any, uncommitted transactions should be considered when the system is calculating validation rules. These data sources can either increase or decrease the value specified by the selection in the Original field above.
    - Check Committed PO Encumbrance to include committed purchase order or change order amounts. This will typically be used if the Original field is set to PO Variance.
    - Check Committed PO Requisitions (Pre-encumbrance) to include requisition amounts that have been processed in a committed requisition approval batch but not yet turned into a purchase order.
    - Check Uncommitted AP Activity to include any uncommitted AP activity.
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- Check Uncommitted Budget Adjustments to include uncommitted GL budget amounts. Uncommitted PM budget adjustments will not be considered.
  - Check Uncommitted GL History to include uncommitted journal entry amounts.
  - Check Uncommitted PO Encumbrance to include uncommitted purchase order or change order amounts.
- 

## 7 Track any changes made to the AP Setup window.

- Click the Audit Trail icon  to open the Audit Trail window.
  - Use the **Search Criteria** section to sort the displayed audit trail.
  - The **Audit Trail History** section will provide details about any changes made to the setup window including the date of the change, type of change made, user that made the change, and data table that was edited.
-



# AP> Utilities> Merge Vendors

## Combine Two Vendors in AP


### Summary

This feature allows two existing vendors to be combined or one existing vendor to be renamed.

### Step by Step

- 1 Open the **Merge Vendors** window (AP> Utilities> Merge Vendors).
  - 2 Combine the vendors.
    - Select the action **Type** you would like to process.
      - Select Merge to combine two vendors into a single vendor record. Select Rename to rename an existing vendor.
    - Enter an **Old Vendor Number** or click the field label to select one from a list. This is the vendor you will be combining into the new vendor or renaming.
    - Enter a **New Vendor Number** or click the field label to select one from a list. This is the vendor both vendors will be combined into and the name that will be used for the
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combined vendor.

- When combining vendors, both vendors will already exist in the vendor master file, however, only one vendor name will remain. This name will contain the combined history for both vendors. Once the vendor histories are combined, they cannot be separated.
  - When renaming a vendor, the field label will be disabled and you can simply enter the new vendor number in the field.
  - Click the Confirm icon  to combine the two vendors or rename the existing vendor.
-

# AP> Utilities> Vendor/Activity Export

## Export Vendor/Activity Data




### Summary

The Vendor/Activity Export window is used to generate an export file that includes either vendor master account information or cash disbursement activity information. These export files are designed to help organizations meet state auditing requirements.

### Step by Step

- 1 Open the **Vendor/Activity Export** window (AP> Utilities> Vendor/Activity).
- 2 Configure and generate the export file.
  - Select the **Export Type** for the export file you would like to generate.
    - Select Cash Disbursement to generate an export file that includes all disbursement activities for all funds during the specified date range. This file will include vendor, invoice, check and purchase order data.
      - This will enable the **Check Date From** and **Check Date To** fields below. Specify a data range for the cash disbursement activity you

would like to include in the export file.

- Select Vendor Master to generate an export file that includes vendor master account information. This file will include details such as vendor name, address and TIN number.
    - Selecting Vendor Master will disable the date range fields below.
  - Click the Display icon  to display the expected .csv file layout.
    - The expected export layout will be determined by your selection in the Export Type field above.
  - Click the Confirm icon  to generate the export file.
  - Once the export has finished processing, the **Export Settings** window will open. This window is used to specify the export path for the Vendor/Activity file.
    - Check the **Open** toggle if you would like to open the exported file after it is saved locally.
    - Enter the export path location and click the Save icon  to export the file to the local path.
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# AP> Utilities> Vendor Import



## Import Vendors

### Summary

The Vendor Import window is used to add new vendor records to the database through a user-configurable import file.

### Step by Step

- 1 Open the Vendor Import window (AP> Utilities> Vendor Import).
  - 2 Import the vendor file.
    - The **Configuration** drop-down menu is used to select the import configuration you would like to use.
      - A vendor-specific import configuration can be created before importing vendors. Import configurations are created and maintained on the Import Configuration Maintenance window (SS> Maintenance> Import Configuration).
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- When creating a vendor import file, Vendor Number, Vendor Status, Mailing ZIP Code, and Temp Vendor values must be specified.
  - The Standard Springbrook configuration will be selected by default.
  - The **File Name** field is used to select the path of the vendor file you would like to import into Springbrook. Enter a path or click the File Name field label to locate the file by browsing through the file structure on your network.
    - Click the Display Report Layout icon  to view the expected format of the import file.
  - Press ENTER or click the Confirm icon  to import the file immediately or enter a date and time in the field next to the Confirm icon to schedule the import to process at a later time. You can view the progress of the import on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - NOTE: The Vendor Import tool will only allow users to import new vendor records. If your import file includes updates to existing vendor records, the import will fail and the resulting error message will alert you to which records need to be removed from the file.
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# AP> Void Checks

## Void Checks

### Summary

The Void Checks process is used to void committed Accounts Payable module checks that have not been cleared in the Bank Reconciliation module (BR> Clear Transactions). If a check has been cleared in the Bank Reconciliation module and you would like to void it, unclear the check using the Undo Cleared Checks process (BR> Utilities> Undo Cleared Checks), and then void the check in the Accounts Payable module.

The Void Checks process can also be used to void Electronic AP transactions that have not been committed in an Electronic AP batch (CH> Electronic AP). Since the cash account attached to the electronic check is not credited until the Electronic AP batch is committed, voiding an uncommitted electronic check in the Void Checks process will reverse the accounts payable and expense generated by the invoice line item being paid on the electronic check. Voiding a committed Electronic AP check will require a manual journal entry and a reversal of the associated Bank Reconciliation transaction.

If there is PM module information attached to the invoices on the checks that are being voided, those PM module transactions will be reversed when the batch is committed. If you move the invoices on the voided checks to an open AP module Invoices batch, the PM module transactions will be regenerated when the AP module Invoices batch is committed because the PM module information will still be attached to those invoices.

## Flowchart

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## Step by Step

### 1 Open the Void Checks batch.


- The Void Checks process is a single batch process, meaning you can process only one batch at a time.
- If there is an open batch in the Void Checks process, you will not be able to create a new batch. If you would like to create a new batch, you can either delete the existing batch (highlight the batch in the batch number drop-down at the top of the Void Checks palette and press DELETE), or you can reset the steps on the palette by returning to the first step of the process. All of the information in the batch will be overwritten.
- If there are no open batches in the process and you would like to create a new batch, select New in the batch number drop-down menu at the top of the palette. This will open the New Batch window. The batch number, batch month and batch




year of the batch will not affect the invoices voided in the process. The batch information is for reference purposed only.

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## 2 Select the checks to void.

- The Select Checks step is used to select the checks you would like to void. You cannot select checks that are in an open Computer Checks batch or checks that have been processed in the Clear Transactions process (BR> Clear Transactions).
    - If you would like to void a check that has been cleared in the Clear Transactions process, process the check in the Undo Cleared Checks process (BR> Utilities> Undo Cleared Checks) and then void the check (AP> Void Checks).
  - Open the **Void Checks** window (AP> Void Checks> Select Checks).
  - The Void Checks window will display all of the checks that have been added to the Void Checks batch. The window will be empty if there are no checks in the batch.
  - Highlight a check and press DELETE to remove the check from the batch.
  - Press INSERT to add a new check to the batch. This will open the Select Checks window.
  - Enter information in to the Search Criteria section and click the Refresh icon  to display a list of checks in the window.
    - For example, select a vendor in the **Vendor Number** field and click the Refresh icon to view all of the checks of a certain AP module vendor.
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- The **Check Number From** and **Check Number To** fields are used to filter the checks that display in the window by the check number.
  - The **Check Date From** and **Check Date To** fields are used to filter the checks that display in the window by the check date.
  - The **Bank Account** field is used to filter the checks that display in the window by the bank account the check is being drawn on.
  - The **Checks From** field is used to select which database to pull checks from for the batch. This field is only enabled for organizations set up to use Multi-Muni relational databases.
  - The bank account is attached to a check generated in the Computer Checks process during the Settings step (AP> Computer Checks> Settings> **Pay From** field).
  - Check the **Selected** toggle of each check you would like to void.
    - Checks that have been cleared using the Clear Transactions process in the Bank Reconciliation module will not display in the window. If you would like to void a check that has been cleared in the Bank Reconciliation module, process the check through the Undo Cleared Checks process (BR> Utilities> Undo Cleared Checks), and then void the check in the Void Checks process.
  - Press ENTER or click the Save icon  when complete to save the checks. This will return you to the Void Checks window with the selected checks populated in the window.
  - Add more checks to the batch or press ENTER if complete.
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### 3 Print a Proof List Report.

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- The Proof List displays the checks that are being voided in the batch and the invoices that were paid by the checks.
  - Open the **Proof List** window (AP> Void Checks> Proof List).
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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#### 4 Print the GL Distribution Report.

- The GL Distribution Report displays the journal entry generated by the Void checks process.
  - Open the **GL Distribution** window (GL> Void Checks> GL Distribution).
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- Enter a **Journal Entry Date**. This will determine which fiscal period and fiscal year the journal entries will be posted in.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- The Void Checks process will generate the following journal entry for committed ACH checks and all non-ACH checks:

Description	Debit	Credit
GL account attached to the bank account on the check (SS> Maintenance> Bank Account> <b>Cash Account</b> field)	XXX	
GL account attached invoice line items on the check		XXX


- The Void Checks process will generate the following journal entry for ACHs in an open Electronic AP batch (CH> Electronic AP):

Description	Debit	Credit
AP module accounts payable account (AP> Utilities> Setup> General tab> <b>Payable Account</b> field)	XXX	
GL account attached invoice line items on the check		XXX

- The journal entry generated for electronic checks in an open Electronic AP batch is different than a non-ACH check because the cash account attached to the bank account the check is being drawn on has not been credited for the amount of the check. That journal entry is not created until the Electronic AP batch is committed.

## 5 Print the WO Distribution Report.

- The WO Distribution Report displays the Fund, Account Number, Account Description, Debit Amount, Credit Amount, and transaction Description. The report will provide totals by fund as well as a report total.
- This step will reverse any work order distribution transactions that were created by each check line item that is associated with a work order.


- This step will only be available if the **Distribute values for AP** toggle is checked on the WO Setup window (WO> Utilities> Setup).
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- 

## 6 Commit the batch.

- The Commit step allows you to void the invoices attached to the check being voided, or leave the invoice line items open so that they can be paid using another check. If you choose to leave the invoices open, the invoice line items will be added to an open AP Invoices batch. The invoices will have to be processed in another AP Invoices batch because the journal entry generated by the Void Checks process
-

reverses the expense on the invoice line item. You will have to process the invoices through a new Invoices batch in order to record the liability and expense on the invoice line item again.

- You can also void the invoices, but reopen the purchase orders attached to those invoices so that they can be re-invoiced.
- Open the **Commit** window (AP> Void Checks> Commit).
- The **Invoices** field is used to select how the invoices attached to the voided checks will be processed.
  - Select Void if you would like to void the invoices attached to the voided checks.
  - Select Leave Open if you would like to open the invoices. This will enable the **Invoice Batch** field so that you can select the open AP Invoices batch that you would like to use to process the invoice line items.
- The **Invoice Batch** field is used to select the AP Invoices batch you would like to use to re-open the invoices paid on the voided check. Click the Invoice Batch field label to select an AP Invoices batch from the list. Only uncommitted Invoice batches will display in the window. If you select an Invoices batch that has been processed past the Invoices step (AP> Invoices> Invoices), that batch will be reset to the Invoices step when the Void Checks process is committed.
  - When the Void Checks batch is committed, the expense on the invoice line item is reversed. The invoice line items that are reopened are sent to a new AP Invoices batch in order to re-record the expense (the GL account on the invoice line item), and to record the liability to pay those line items.
  - When the Void Checks batch is committed, the invoice line items on the voided checks will populate in the selected AP Invoices batch.

- Check the **Leave purchase orders closed** toggle if the purchase orders attached to the invoices that were paid by the voided check should be reopened. This option only works if you do not reopen the invoices. This allows you to re-invoice the purchase order line items rather than re-open the invoice line items.
  - Press ENTER to commit the batch immediately or enter a date and time in the field next to the Confirm icon  to schedule the batch to commit at a later time.
    - You can view the progress of the process on the Job Viewer window in (SS> Utilities> Show Scheduled Jobs).
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# AP> Void Invoices

## Void Invoices

### Summary

The Void Invoices process is used to void invoices that have been created using the Invoices process (AP> Invoices) but have not been paid using the Computer Checks process (AP> Computer Checks). Purchase order line items that are attached to the invoices that are voided can be left closed or reopened. If you reopen the purchase orders, they can then be attached to new invoices.

The Void Invoices process will create a journal entry to reverse the expense and liability created by the invoice line items when the invoice was committed (AP> Invoices> Commit). The journal entry created by the process will display on the GL Distribution Report (AP> Void Invoices> GL Distribution) and will be created and committed when the Void Invoices batch is committed.

If the invoice line items in the Void Invoices batch are attached to Project Management or Work Order module information, the PM and WO module information will be reversed when the Void Invoices batch is committed.

### Flowchart


## Step by Step

### 1 Open the Void Invoices process.

- The Void Invoices process is a single batch process, meaning you can process only one batch at a time.
  - If there is an open batch in the Void Invoices process, you will not be able to create a new batch. If you would like to create a new batch, you can either delete the existing batch (highlight the batch in the batch number drop-down at the top of the Void Invoices palette and press DELETE), or you can reset the steps on the palette by returning to the first step of the process. All of the information in the batch will be overwritten.
  - If there are no open batches in the process and you would like to create a new batch, select New in the batch number drop-down menu at the top of the palette. This will open the New Batch window. The batch number, batch month and batch year of the batch will not affect the invoices voided in the process. The batch information is for reference purposed only.
- 



### 2 Select the invoices to void.

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- Open the **Add** window (AP> Void Invoices> Add).
  - The Add step is used to select a group of invoices that will be voided. If there are invoices that meet the selection criteria entered in this window that should not be voided, you can remove invoices from the batch during the Remove step (AP> Void Invoices> Remove). For example, if all but one of the invoices in an AP Invoices batch should be voided, select the AP Invoices batch in the **Batch Number** field and complete the step. You can remove the invoice that should not be voided from the batch during the Remove step.
  - Enter the criteria of the invoices that should be voided in the Add window and the press ENTER to select the invoices.
  - The **Invoice Number** field is used to select a specific invoice. Enter the invoice number of the invoice you would like to void.
  - The **Vendor Number** field is used to void the invoice of a specific vendor.
    - Click the **Vendor Number** field label to select a vendor from a list. This will open the Vendor Selection window.
  - The **Batch Number** field is used to void the invoices in an AP Invoices batch.
    - Click the Batch Number field label to select an AP Invoices batch from a list. This will open the Batch Selection window.
  - The **Payment Date From** and **Payment Date To** fields are used to void invoices by the payment date.
  - The **Invoices From** field is used to select which database to pull invoices from for the batch. This field is only enabled for organizations set up to use Multi-Muni relational databases.
  - Press ENTER to select the invoices or enter a date and time in the field next to the Confirm icon  to schedule the job to process at a later time.
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- You can view the progress of the job on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
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### 3 Remove invoices from the Void Invoices batch.

- The Remove window will display the invoices selected during the Add step (AP> Void Invoices> Add). Remove any invoices from the batch that you do not want to void.
  - Open the **Remove** window (AP> Void Invoices> Remove).
  - Highlight an invoice and press DELETE or click the Delete icon  to remove an invoice from the batch.
  - If an invoice you would like to void does not display in the window, the invoice may have been committed in a Computer Checks batch, it may be in an open AP Invoices batch or you could have entered information incorrectly into the Add step.
    - If the invoice has been paid in a Computer Checks batch, you cannot void the invoice.
    - If the invoice is in an open Invoices batch, you can modify or delete the invoice in the AP Invoices process.
  - Make sure all of the invoices in the window should be voided and then press ENTER or click the Save icon .
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### 4 Print a proof list.


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- The Proof List Report displays the invoices that will be voided in the batch.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
  - Review and archive the proof list.
- 

## 5 Print the GL Distribution Report.

- The GL Distribution Report displays the reversing journal entry that is created by the Void Invoice process. The journal entry will reverse the expense and the liability created by the AP invoice line item when it was committed (AP> Invoices> Commit).
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The GL Distribution step is used to set the journal entry date of the reversing entry and generate a GL Distribution Report that displays the journal entry that will be created by the process.

- Open the **GL Distribution** window (AP> Void Invoices> GL Distribution).
- Enter a **Journal Entry Date**. This will determine what fiscal period and fiscal year will have the reverse effect for these invoices.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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## 6 Print the WO Distribution Report.

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- The WO Distribution Report displays the Fund, Account Number, Account Description, Debit Amount, Credit Amount, and transaction Description. The report will provide totals by fund as well as a report total.
  - This step will reverse any work order distribution transactions that were created by each invoice line item that is associated with a work order.
  - This step will only be available if the **Distribute values for AP** toggle is checked on the WO Setup window (WO> Utilities> Setup).
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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## 7 Commit the Void Invoices batch.

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- Open the **Commit** window (AP> Void Invoices> Commit).
  - The **Invoices** and **Invoice Batch** fields will never be enabled in this window.
  - The **Leave purchase orders closed** toggle is used to select how the purchase orders attached to the invoices in the batch will be handled. Check the toggle if you would like the purchase order line items on the invoice in the batch to stay closed when the Void Invoices batch is committed.
    - If you leave this toggle unchecked, the PO line items on the invoices in the batch will be opened. This will record the encumbrance in the fiscal year originally attached to the purchase order. For example, if a PO has a fiscal year of 2018, but the journal entry date of the Void Invoices batch is in fiscal year 2019, the PO will still be encumbered in fiscal year 2018. If you would like to move the encumbered amount to the new fiscal year, process the purchase order in the Roll Over POs process (PO> Roll Over POs).
  - Press ENTER or click the Confirm icon  to commit the batch. The Commit step is processed on the application server. You can see the progress of the Commit step using the Jobs Viewer window.
  - If there is PM module information attached to the voided invoice, the PM module transaction will be reversed. You can view the reversed transaction on the History tab of the Task Maintenance window (PM> Maintenance> Task> History tab).
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