

Beyond the Basics - Focus on Payables Management

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- Toolbar Customization vs Shortcuts
 1. View > Toolbars > Customize
 2. Shortcuts > Add > Current Window
 3. Home Page
- Setups and procedures that will assure distribution ease and accuracy
 - Default Accounts
 1. Default Accounts at the Company Level: Setup > Posting > Posting Accounts
 2. Default Accounts at the Vendor Class Level: Setup > Purchasing > Vendor Classes > Accounts
 3. Default Accounts at the Vendor Level: Cards > Vendor > Accounts
 4. Additional Vendor Accounts for Purchases and Default on Transaction
 - Posting Setups
 5. Setup > Posting > Purchasing Posting To or Through GL, Posting Date, If Existing Batch
 6. Going paperless and Reprinting Posting Journals by Batch ID or Date, not Audit Trail Code
 7. Document Date for A/P versus Posting Date for G/L is either driven by the Transaction or the Batch depending upon Posting Setups
 - Other Setups
 8. Setup > Payables > Options - Payables Setup Options affect data entry defaults
 9. Default Checkbook for Transaction Entry and Manual Payment batches, not for Computer Checks
- Reports and Inquiries to help you learn how to analyze your history
 1. Vendor Inquires - Include Type and Ranges
 2. By Vendor versus By Document
 3. Zoom to Source Document, Apply Document, and Distributions
 4. Ignore Void Transactions Unapplied Amount
 5. SmartList Zoom with Go To other Vendor Inquiry windows
 6. Payables Transactions SmartList includes Open and History
 7. Zoom from Vendor Credit Summary Inquiry
 8. Aged Trial Balance for Open entries vs Historical Aged Trial Balance for Prior Periods
 9. Aged Trial Balance for Open entries vs Transaction History – Detail only for Historical
 10. GL Detail Inquiries zoom to Payables Inquires and PM Audit Trail Code = GL Batch ID
 11. Naming Report Options and My Reports shortcuts * = Current, < = Prior Month, ~ = Edit/Change
- Day-to-day processes to streamline Invoice Entry, Voucher Selection for Payment, Selecting Checks
 1. Payables Transaction Entry - Vendor defaults from previous entry, so enter documents in order
 2. Purchases generate automated Distributions, plus multiple Purchase Account distributions
 3. In order to immediately pay out a batch of invoices, first enter Invoice Batches and Post, then Select Check Batches by range of Voucher Numbers to match Invoice batch, or with Due Date and Apply Date to catch just what is due
 4. New utility facilitates select/de-select: Edit Payables Check Batch
 5. Place Holds on Vendors and Invoices and report with Payables Trx > Holds SmartList
 6. Edit Payments and Remittance Advices
 7. Vendor Contact List and Zooms to clean up Vendor Addresses
 8. Advanced Find (Binoculars) by Description Contains
- Reconciling Payables to the General Ledger
 1. Post all batches in Payables so that unapplied credit documents can be posted
 2. Post all batches in GL that affect Accounts Payable
 3. Inquiry > Purchasing > Payables Summary – Calculation based on User Date compared to
 4. Inquiry > Financial > Summary for the A/P account compared to
 5. Reports > Purchasing > Trial Balance > Historical Aged Trial Balance by GL posting date
 6. Inquiry > Financial > Detail or SmartLists to search GL for PM Source Journals
 7. Version 10 Routines > Financial > Reconcile to GL exports SmartList style transactions to Excel comparing Payables to General Ledger.
- How to handle Posting Interruptions
 1. Maintenance > CheckLinks (NOT Clear Data)
 2. Check batches marked for posting by another user via Routines > Master Posting
 3. Routines > Batch Recovery
 4. Automated Solutions from CustomerSource require SQL sa password
 5. System Manager BatchStuckInPosting and ClearBatchActivity
 6. PM FindPayablesDuplicates
 7. Knowledge Base
 8. Service Packs