



RDS Advantage[®]

Tutorial

Accounts Payable

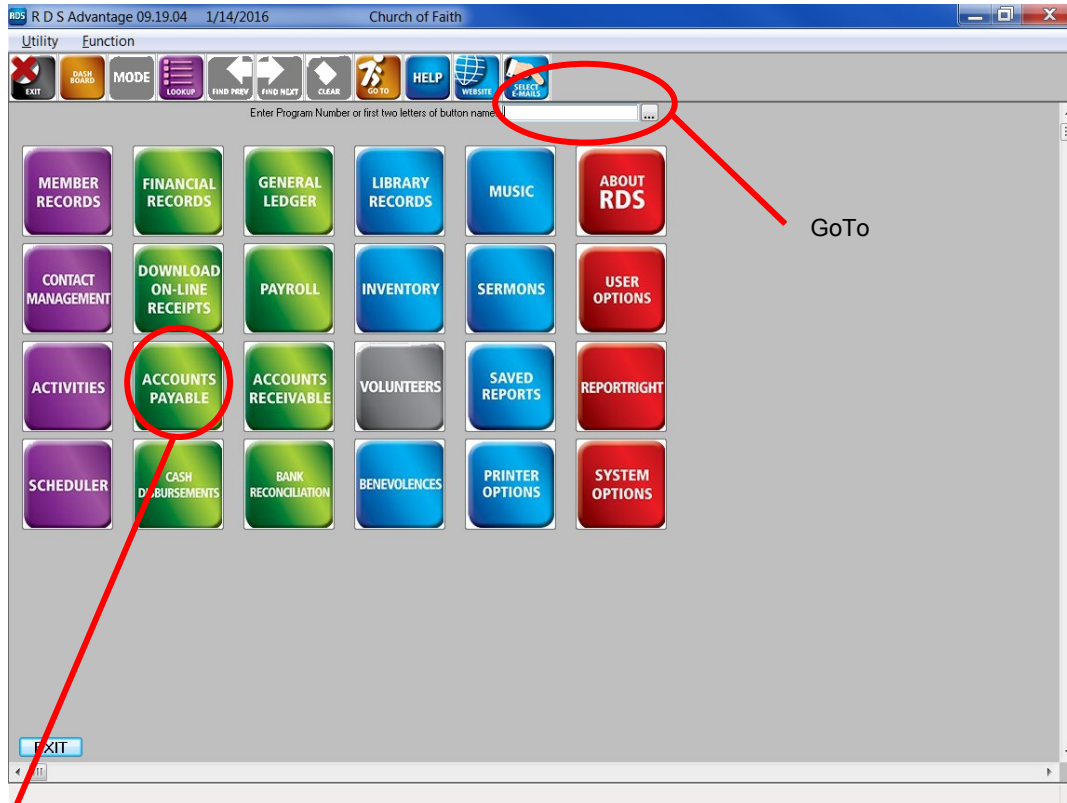
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Login to Payables

After you log into the RDS system with your username and password, the system screen is displayed.

Each of the main applications of RDS are displayed in a color-coordinated form by People Applications, Accounting, Special Systems, and System Functions and Controls.



Click on the Accounts Payable icon and you are taken to the applications of the Payable system.

If you are familiar with the specific application you want, enter it in the program field, and you will move directly to that applications. This is the GoTo feature. Click on the Lookup button to see a list.,

Accounts Payable

The Accounts Payable system allows entry of invoices, payment of these invoices on a selected basis, and the recording of the liability and expense in the period in which they are incurred. As invoices are entered and payments made, the history of each invoice and payment is stored for future reference.

See also: **Fast Check**. This is an alternative streamlined check writing application.

Accounts Payable Options - AP199

# of Days	Description
Cycle 1: 30	0-30 DAYS
Cycle 2: 60	31-60 DAYS
Cycle 3: 90	61-90 DAYS
Cycle 4: 120	91-120 DAYS
Cycle 5: 999	OVER 120

Select Accounts Payable Options from the Accounts Payable-Maintenance menu.

When you receive your system, the Accounts Payable Options will be set up as follows:

The Client Code is displayed by the system and cannot be changed.

The typical number of aging cycles is 5, and the aging cycles have been pre-set accordingly. This can be changed or customized at your preference.

Encumbrance -an obligation of funds prior to expenditure. Encumbrances are estimated invoices for future goods or services that are recorded currently to reserve the money by reflecting it as already spent. The use of encumbrance reporting is optional.

Vendor Maintenance

Click the check box if you want to immediately find the next available vendor number when adding new vendors in Vendor Maintenance, AP100. If the check box is not clicked, the program allows the user to enter a vendor number, and then it finds the next available vendor number.

Check Printing

We have assumed that you are using stock laser checks ("6 - A/P Laser Check) in a stub-check-stub order. If you use tractor-feed checks, change the check form to be "3 - A/P Tractor Check."

If you are using checks that have payroll fields pre-printed on the check stub, check the box labeled, "Use Pre-printed Check Stubs?" and change the Check Stub Number of Lines to "9."

Check the box if you want to print the GL Account/Comment on the check stub.

Direct deposit Advice

If you choose to print a voided check for direct deposit payables instead of a plain paper receipt, select the Check receipt and enter the number of void signature lines desired.

Data Entry Controls

The system is set to enter vendors in data entry by vendor name. If you prefer to enter by vendor number, click the radio button under “**Enter By:**” that says “Vendor Number.”

If you have computer checks for more than one bank account and you print accounts payable checks from each of these, you will need to check the field for “**Use Multiple G/L Locations**” so that the system can make the correct entries in General Ledger (See Location Maintenance on the next page).

If you want the system to warn you if you enter an invoice date that is more than one accounting period before or after your computer’s current month, check the **Invoice Date Warning** box.

If you are using multiple locations and you want the computer to warn you that you have entered a general ledger account that is in a different fund than the fund of the location’s cash account, click on the check box to **Compare Cash and Expense Funds**. This is useful if every fund has its own bank account and you generally do not want to pay one fund’s expenses out of another fund’s bank account.

The system is set to enter amounts assuming cents, i.e., an entry of 2530 would be recorded by the system as 25.30. You may prefer to enter amounts as whole dollars, i.e., an entry of 100 would be recorded by the system as 100.00. If you prefer to enter in whole dollars, check the box marked, “**Enter as Whole Dollars.**”

We strongly suggest that you check the box for **Check Duplicate Invoices**. When an invoice has been posted to a vendor, if this feature is checked, then if the invoice is re-entered for that vendor, the system will give you a message and prohibit you from using that invoice number. This is to help prevent double paying of invoices.

Note: If you put a check in the “Check Duplicate Invoices” field and you want to pick up any invoices currently in the Open File or in History, you may click on the “Rebuild Duplicate” icon and it will rebuild that file so that the previously used invoices will be used to check current data entry of invoice numbers.

Edit / Post / Check Controls

Select a default order for printing edit and post reports and checks.

Select "Detail" to post Accounts Payable to the General Ledger in detail or "Summary" to post to G/L in summary. Posting detail to General Ledger permits viewing or printing all detail posted from Accounts Payable when printing General Ledger reports, but requires more file space.

Choose the option to have comments posted to the General Ledger Year-to-date file: - select 'General Ledger comment,' 'Voucher comment,' or 'None,'

If you are using multiple location AND each location has physically different bank accounts (they have different check stock – not just one actual bank account that is broken into several general ledger account numbers), check the box for “**Require Identical Cash G/L Accounts for Locations being posted at the same time.**” This is designed to keep you from selecting locations that do not use the same cash account (which should mean the same bank account).

Click on the check box to automatically purge open items when posting charges or printing checks. This will greatly decrease processing time during posting and selecting vouchers.

If using automated signature printing, click on the check box to automatically print signatures on checks.

Click on the OK button to save the changes.

Location Maintenance - AP110

Select Location from the Accounts Payable-Maintenance menu.

The system uses "locations" to determine the general ledger entries for cash and accounts payable. If you write accounts payable checks from more than one bank account you will set up a location for each Bank ID (associated with a G/L cash account) and change the Accounts Payable Control (AP199) to use multiple locations. If you are not using multiple bank accounts, the system will use the information on Location Code 1 to make the entries.

This will be set up when you receive the system.

AP110 - Location Maintenance

Change

Location: 1 ...

Name: A/P-GENERAL A/R-SCHOOL

Address:

City: Small Town State: OK Zip: 73111 ...

Bank ID: 1 ... GEN CK-FIRST STATE BANK 0100-010-000

Accounts Payable: 0100-201-000 ... ACCOUNTS PAYABLE

Encumbrance A/P: 0100-201-000 ... ACCOUNTS PAYABLE

OK

If you are adding a new location for a different bank account, the Bank ID must first be set up in the Bank Reconciliation application (BR101) before selecting as a bank account location. This screen may be selected without leaving the AP Location Maintenance by choosing Common Systems-Banks: Maintenance from the menu column:

Applications Common Systems Maint Inquire Reports Function

ESC Exit Mode

Banks:

- Maintenance
- Report
- Due To / Due From: Maintenance Report
- ZIP Codes: Maintenance Report
- Miscellaneous: Program Name (GoTo/F6) report

AP110 - Location Maintenance

Add

Location Name:

Address:

City:

Zip:
 ...

Bank ID:
 ...

Accounts Payable:
 ...

Encumbrance A/P:
 ...

OK

Vendor Maintenance – AP100

Select Vendor Maintenance from the Accounts Payable-Maintenance menu.

The system will allow entry of any numeric numbering system. Regardless of the system used, you may print an alpha listing of your vendors as well as a numeric listing of the vendors.

If the Accounts Payable Control (AP199) screen is set to find the next available vendor number when adding vendors, the first available vendor number will be displayed. Help is available for all fields by pressing the HELP icon at the top of your screen or pressing F1.

1. Enter the vendor name as you would have them print on checks, except when entering individuals. Enter individuals as “Last Name, First Name” and check the “Individual?” box. This will allow you to look up by last name, but will print the name in the First Name Last Name format on the check. Remember that a company that has the name, “The Best Company,” will be alphabetized with the T's; therefore, you might want to consider leaving off “The” or entering the name as “Best Company, The” and checking the “Individual?” box.
2. Click on the M/R Link button if you want to link Payables to the M/R database.
3. Enter the principal address in Address #1.
4. Address #2 is any secondary address (i.e. suite number). If entered it will print on the check.
5. Complete the rest of the address fields--City, State, Zip, and Country. The cursor will go to the zip code field first. If the zip code has previously been used anywhere in the system, the city and state will be saved and automatically entered.
6. Enter the company phone number.
7. If this vendor is no longer active, check the “Inactive?” box. Checking the box will remove the vendor from the lookup window in data entry. Transactions can still be added for the vendor, but you will have to enter the vendor number and tell the system that you do want that vendor in order to use it.
8. Enter your account number with the company. This will print on the check stub.

8. Enter the Federal Tax ID or the Social Security number, without dashes, if known. This is only necessary if you need to send a Form 1099.
9. If the vendor is an individual, check the "Individual?" box.
10. Click on the type of ID used.
11. Enter a Location and/or GL Account if you want entries to this vendor to default to a specific location and/or general ledger account number. This number can be overridden during data entry.
12. If you will usually want every voucher to print on a separate check, check the box to Print Separate Check for Each Voucher. This may be overridden in data entry.
13. If a 1099 is required for this vendor, check the appropriate boxes. The IRS requires that any amount paid to an attorney be reported on a 1099, so, for attorneys, check the ALWAYS Print 1099 box. If you pay a vendor different types of payments (e.g., interest and non-employee compensation), you will need to set up two different vendor numbers, one for each type of 1099 -payment. When selecting a Misc-1099, the system will prompt for the box in which to print the amount (e.g., 1-Rents, 3-Other Income, 7-Nonemployee Comp).
14. Check the "P. O. Required" box if a purchase order is required to use this vendor.
15. Check the "Required" box if Workmen's Compensation certification is needed.
16. Enter the Workmen's Compensation expiration date.
17. Enter in the comment field any information that will help to maintain this account, e.g., a contact person. This information will only be listed on the Maintenance screen. It does not print on your vendor list or checks.
18. After the vendor has been entered, make corrections or click on OK to complete the input.

Note: Vendors may be added during data entry by clicking on the Maintenance column and then selecting Vendor Maintenance. Add the vendor. Press ESC to exit Vendor Maintenance and return to the data entry screen.

Enter Invoices for Payment and Manually Written Checks

1. Select the Entry/Recurring column.
2. Select either Data Entry - Multiple G/L or Data Entry - Single G/L.
 - Multiple G/L allows more than one general ledger account number to be used per window.
 - Single G/L allows only one general ledger account number per window.

AP401 - Accounts Payable New Data Entry (Multiple G/L)

Batch Num: 44	Add
Acct Period: 4/19/2008	PO Number: <input type="text"/>
Voucher Num: 419001 <input type="text"/>	Invoice Num: Apr 08 Stm
Vendor Num: 23 <input type="text"/> Customer acct: 125-12345	PO/Inv Date: 4/19/2008
Vendor Name: MISSION BOARD <input type="text"/>	Due Date: 4/19/2008
DBA: 9328 NW 122ND/OKLAHOMA CITY OK 73122	Check Num: <input type="text"/>
Trans Code: 01: Charge Debit G/L Acct Credit A/P & Disc <input type="button" value="v"/>	Check Date: <input type="text"/>
Voucher Cmt: April charges <input type="text"/>	
<input type="checkbox"/> Separate check for each voucher	

Loc	General Ledger Number	Description	Amount	GL Comment
1	0130-810-000	LOCAL MISSION PROJECTS EVANGL	300.00	Inner-City Outreach Proj
1	0400-291-920	WORLD WIDE COMMUNION DES	500.00	Community Program
1	0400-291-020	BIBLE FUND DES	250.00	Bibles for China
			0.00	
			0.00	
			0.00	
			0.00	

Page total: 1050.00 Voucher total: 1050.00

3. Enter the Batch number. A simple convention for the batch number is to use the month and week.
4. Enter the Accounting period date. Conventionally, that is the end of the month in which you want to record the charge(s). You can use any date within the accounting period (an accounting period includes from the first to last day of the month), so 4/19/08 may be used as the accounting period and will be included in all April reporting, but may also be printed by itself.
5. Enter the Voucher Number. This must be numeric. A suggested system is to use the month number, day number and beginning entry 001. For example, for the date 4/19//XX the voucher would be 419001. Each preceding entry will increment by one if ENTER is pressed through the voucher field.
6. Enter the vendor. The system will prompt for either the vendor number or vendor name depending on how the control is set in Accounts Payable Control, AP199. Lookups are available for each field. The vendor number field lookup is numerical by vendor number. The vendor name field lookup is alphabetical by vendor name. Use the up or down arrow keys to move between the vendor number and vendor name fields. If you need to add the vendor, click on the Maintenance column and select Vendor Maintenance.

7. Transaction Codes tell the system what type of entries to make to the Open Items File and to General Ledger. The following Transaction Codes are used.
 - a. **To enter an invoice to be paid by the system (charge):**
Use Transaction Code 01 and enter the amount **positively**. This will DEBIT the General Ledger account entered and CREDIT the general ledger for accounts payable as entered in Location Maintenance, AP110.
 - b. **To reverse or reduce an invoice already entered or enter a credit from a vendor:**
Use Transaction Code 01 and enter the amount **negatively**. This will CREDIT the General Ledger account entered and DEBIT the general ledger for accounts payable as entered in Location Maintenance, AP110.
 - c. **To enter a manual check (i.e., a hand written, typed check, or electronically transmitted check) for which a 01 (charge) has not been entered:**
Use Transaction Code 08 and enter the amount **positively**. The system will prompt for the check number and check date. This will DEBIT the General Ledger account entered and CREDIT the General Ledger cash account as entered in Location Maintenance, AP110.
 - d. **To void a check AND its related charge:**
Use Transaction Code 08 and enter the amount as a **negative**. The system will prompt for the check number and check date. This will DEBIT the General Ledger cash account as entered in Location Maintenance, AP110, and CREDIT the General Ledger account entered.
 - e. **To void a check that will be reissued to the same vendor and in the original amount:**
Use Transaction Code A2 and enter the amount as a **negative**. This leaves the original account coding unchanged, and creates an open item for invoice selection and a replacement check to be written. This will DEBIT the General Ledger cash account as entered in Location Maintenance, AP110, and CREDIT the General Ledger accounts payable account.
 - f. **To enter the payment of a charge already entered in accounts payable (01) for which a hand-written, typed, or electronic check was issued:**
Use Transaction Code A2 and enter the amount **positively**. Be sure and use the same voucher number as the previously entered charge. The system will prompt for the check number and check date. This will DEBIT the General Ledger accounts payable account and CREDIT the General Ledger cash account as entered in Location Maintenance, AP110.
8. The first 35 characters of the Voucher comment will print on the check stub. The first 13 characters may be included in the description sent to the general ledger year-to-date file for each general ledger number entered if the "voucher comment" option was selected in Accounts Payable Control, AP199.
9. The box for Separate Check for Each Voucher will be checked or not based on the vendor's maintenance window. Check or uncheck the box for the way this specific voucher will be treated.
10. Enter the Purchase Order number. Note: This field may be required for specific vendors if Vendor Maintenance is set to require it.
11. Enter the Invoice number. This is a required field for all charges (01) and manual checks (08). If the Accounts Payable Control is set to check for duplicate invoices, the system will not allow you to enter an invoice number for this vendor that has already been posted to the Accounts Payable system. If a vendor does not use invoice numbers, use an invoice number such as: Month Year Stmt – 4/01 Stmt
12. Enter the invoice (or statement) date. This field will initially default to the current date. After the initial entry, it will default to the last invoice date entered.

13. Enter the due date of the invoice. This is a required field. If you intend to pay all the charges you are entering on the same day as you enter the charges, use that date as the due date. If you will pay charges at a future date, enter the date you wish to pay this charge. For 08 or A2 transaction codes, use the check date as the due date. This field will initially default to the current date. After the initial entry, it will default to the last invoice date entered.
14. When using 08 and A2 transaction codes, the system will prompt for the check number and check date.
15. If multiple g/l locations has been selected in AP199, you must enter a code in the Location field to associate this transaction with the appropriate general ledger cash and accounts payable accounts. Multiple g/l locations can be entered on the same invoice when appropriate (e.g., one vendor, one invoice,
16. Enter the general ledger account number appropriate for the transaction. **Generally, you will never use the cash account or the accounts payable general ledger numbers in these fields.**

NOTE: When using transaction code A2, the system will not prompt for an account number because the cash and accounts payable general ledger numbers have already been associated in Location Maintenance, AP110; enter the amount (positive to record a check, negative to void a check).
17. Enter the amount for the general ledger account. See above for whether to enter the amount positively or negatively.
18. Up to 7 general ledger numbers can be entered on one screen. If less than 7 are needed, press enter in the first general ledger number field not needed and the system will take you to the OK button. If more than 7 general ledger numbers are needed, after entering the amount for the 7th account, press Enter on the OK button or click on the OK button to save the entry. When the cursor is in the voucher number field, press the F2 key or click on the "Repeat Voucher" icon to duplicate the invoice information and be prompted for another general ledger number.
19. The full GL Comment will print on the check stub. The first 13 characters may be included in the description sent to the general ledger year-to-date file for each general ledger number entered if the "GL comment" option was selected in Accounts Payable Control, AP199.

Note: A check stub can only contain 15 lines. The voucher/invoice information takes one line and each general ledger account number/comment prints on a subsequent line. If a single vendor - voucher/invoice contains information in excess of 15 lines, additional check stub information will print on sequentially-numbered voided checks.
20. Press ENTER on the OK button, or click on the OK button to complete the entry.
21. The system will clear the screen and prompt for a voucher number. Press Enter to automatically increment the voucher number and enter the next invoice.

How to Edit Entries - AP403

Select Edit Reports from the Entry/Recurring column.

1. Press ENTER through the beginning and ending batch number to select all batches.
2. The print order will default to the order entered on the A/P Control (AP199). A different order may be selected.
3. For the Print G/L Info, the account number is the default. You may select to print the abbreviation or description instead of the number.
4. Optional: Check the boxes to print customer account or double space.
5. Click on OK.
6. Check your edit carefully. Return to the Data entry-multiple G/L or Data entry-single G/L to make corrections, additions, or deletions.
7. When all corrections have been made, post your entries. You do not have to save the edit report.

How to Post Entries - AP404

Select Post from the Entry/Recurring column.

1. Enter beginning and ending batches or press enter for all batches.
2. Select the Bank account. NOTE: This controls posting to bank reconciliation; posting to G/L is determined by the location.
3. The print order will default to the order entered on the A/P Control (AP199). A different order may be selected.
4. Print G/L Info: account number is the default. You may select to print the account abbreviation or description instead of the number.
5. Optional: Check the box to print customer account/double space.
6. Select to print the General Ledger Interface Report in Summary.
7. Print and save all reports that are printed during the posting process.
8. Posted Balances Report:
 - amount before posting is the current liability or amount still owed before the current batch or batches are posted
 - amount posted is the amount posted to the accounts payable account in these batches (i.e., it should not include 08 transactions)
 - balance after posting is the total of the amount before posting plus the amount posted. This amount should be the same as the balance in the general ledger for the accounts payable account after posting the interface file to general ledger year-to-date.

1 How to Change a Due Date - AP106

1. Payment dates may be changed for a particular vendor by changing the due date.
2. From the Accounts Payable Maintenance column, select Change Open Item Due Dates.
3. Enter the Vendor number and voucher number you wish to change. Lookups are available.
4. Enter the new due date. If you want to move the payment date forward, enter the due date before the current due date. Move it beyond the current date to defer payment to a later date.
5. Click on OK to make the change.

How to Select Invoices in Order to Process Checks—AP421

From the Accounts Payable Check Writing column, select Invoice selection and deferral, AP421.

1. Select the bank to be used for payments. Click on the down arrow key to see a list of banks from which to choose.
2. Enter the Accounting period date. This is the period in which you intend to write the check.
3. Enter the cut-off date. All items after this date will be deferred. A list of unpaid items is displayed within the accounting period and cutoff date selected.

Vend Id	Vendor	Loc	Voucher	Due Date	Total	Balance Due
<input checked="" type="checkbox"/>	26 CHRISTIAN COUNSELING	1	1121	12/31/09	52.00	52.00
<input type="checkbox"/>	26 CHRISTIAN COUNSELING	1	123456	3/31/08	0.00	-75.00

4. Click on the 'Select All' button to place a check mark in the check box for each item. Click on the 'Select None' button to select no items, and then select each item individually.
6. Click on the check box if you want to print negotiable checks for Direct Deposit Vendors. If choosing this option, checks will be printed for the Direct Deposit vendors, and no payment information will be sent to the bank.

Note: Direct Deposit records are created when you select to pay invoices.

If selecting 'All,' the check box beside each item is checked. Double-click the check box for each individual item to be deferred.

If selected 'None,' the check box beside each item is unchecked. Double-click the check box for each individual item to pay.

Continue to identify items to paid or deferred until all that need to be deferred have been entered.

Press the key to scroll one page at a time forward, or press to scroll one page at a time backward.

The total dollar amount of items selected for payment is displayed at the bottom of the window.

Note: After the selecting items for payment, the program asks if you want to print a pre-check writing report.

When selecting invoices through a specific due date, if the vendor total is negative, the program defers the invoices instead of selecting them for check writing.

6. To end deferring or un-deferring of specific items, click on the 'OK' button on the bottom of the window. Click on 'Cancel' to abort.

Enter Payment Adjustments - AP423

When invoices have been selected, the system asks if you are ready to print the Pre-check Writing Report. Click on "YES." If you clicked "NO" and want to print the Pre-Check Writing Report (highly recommended) select Pre-check Writing report from the Check Writing column. Check this report carefully to make sure that all checks listed are intended for payment at this time.

If the pre-check writing report is not what you want to pay, clear the invoices selected. Make any corrections and post. Then go through the invoice selection process again.

Enter Payment Adjustments, is a program that will allow changes to a particular vendor and voucher already selected for payment and in the check writing transaction file. For example, if Vendor 101 had been selected for payment and the total amount of the check was 100.00 and 10.00 of that amount would be adjusted with a credit memo not yet entered into the system, you could make that adjustment to the check amount with this program.

When all corrections and adjustments have been made, select Process Checks.

AP423-Accounts Payable Payment Adjustments Data Entry		
Change	Batch Number: 999	PO Number:
Acct Period: 3/31/2010		Invoice Number: 5
Voucher Num: 1121		Invoice Date: 11/20/2009
Vendor Num: <input type="text" value="26"/> ..	CHRISTIAN COUNSELING OF O Disc %:	Due Date: 12/31/2009
	PO BOX 12368 OKLAHOMA CITY, OK, 73101-	Check Number: 0
Trans Code: DT: Check Detail		Check Date: 0/00/0000
Location Code: 1		Amount: <input type="text" value="52.00"/>
Voucher Comment: new change		
GL Comment:		
<input type="button" value="OK"/>		

Process A/P Checks – AP424

1. Press ENTER to accept the default order as entered in the A/P Control (AP199), or select a different print order.
2. Enter the bank account for the checks. The system will default to the lowest numbered bank account. This is for the bank reconciliation system entry only. The general ledger entry for the bank is determined by the location and the cash account in location maintenance.

3. Enter the starting check number. Check your actual checks to make sure that the correct check number is entered.
4. Enter the Check date that you want to print on the check. The system defaults to the current date. NOTE: If this date is in a different accounting period than the one used during invoice selection, the system will give you a warning that they do not match. HEED THE WARNING.
5. If using Laser checks, enter 0 as the number of check lineups. If using Tractor-feed checks, enter the number of line ups needed. The line up check will be voided in bank reconciliation.
6. If you want more than one Post Check Reports, enter the number desired.
7. Select to print the General Ledger Distribution report in Summary.
8. You will be prompted to load the appropriate number of checks.
9. After checks have printed, answer the prompt “Examine the checks. Are checks satisfactory (Y/N)?”
10. If the checks are not correct, enter “N.” The system will display the Re-Print window. If the printer messed up, enter “Y” to reprint the checks.
 - a. If all checks need to be reprinted, check the box. The system will enter the beginning and ending old check numbers.
 - b. If not needing to reprint all checks, do not check the box. Enter the first old check number for which the check was not printed satisfactorily. Using the lookup is the best way to do this. Enter the ending old check number to be reprinted. This can also be selected from the lookup.
 - c. The system will display what it thinks is the first good check to print. Check your actual checks and if the blank check number is different from the default, overwrite the beginning new check number with the first blank check that you have.
 - d. Select lineups if you need them for tractor feed checks.

11. If the checks are not satisfactory because you omitted a vendor or invoice, or if you included a vendor or invoice that you don't want to pay, or if you notice that the amount on a check is incorrect, enter “N” to reprint the checks and the system will abort the posting. To make corrections, Clear Invoices Selected (AP425) and then add entries in New Payables Data Entry and Post.

12. After the checks print satisfactorily, the system will ask if you want to print labels, post cards envelopes or none. Make your selection. If you use window envelopes, it is not necessary to print labels. If you do choose to print labels, the system will prompt for loading of the labels at the end of the check printing. Labels will print in the same order that checks printed.
13. The Accounts Payable Posting Checks Report will print. **Save this report.**
14. The system will prompt for a printer selection to print Accounts Payable General Ledger Distribution Report. This report will show the exact amount that will be credited to your bank account and the amount that will be debited to your General Ledger Accounts Payable account. You should check these totals carefully. If they are not correct, the posting may be aborted when asked, "Please look at the general ledger distribution report. Is this what you want to post?" If all is correct, answer "Y." Answering "N" will abort the posting of the checks and you will have to destroy the checks and start the check processing over. **Save this report.**
15. Accounts Payable Post Balances report should balance with the General Ledger Accounts Payable account. The 'Balance Before Posting' should be the amount of the liability before the posting and can be verified with the General Ledger through the Account Inquiry for that number. If the posted amount is a payment, this will reduce the liability by the amount of the checks and give the Balance after posting. If the posted amount is invoices this will increase the amount of the liability. This balance can also be verified with the Accounts Payable General Ledger account after the transactions have been posted from Interface to General Ledger. **Save this report.**
16. The posting process in Accounts Payable is completed, but one more step is necessary to complete the posting to General Ledger. The system will prompt, "Are you ready to post to GLYTD?" Answer "Yes." When the GL143 report is printed and you have answered that it does balance, your posting process is completed. **Save this report.**

How to Void an Accounts Payable Check

1. From the Accounts Payable Entry column, select Data entry-multiple GL (AP401), or Data entry-single GL (AP402).
2. Select Add mode. Use the current accounting period, and the original voucher number.
3. Select the appropriate transaction code:
 - a. **A2** – to void a check that will be reissued to the same vendor and in the original amount. This leaves the original account coding unchanged, and creates an open item for invoice selection and a replacement check to be written.
 - b. **08** – to void a check that will not be reissued. This will reverse the original account posting. Enter the original General Ledger numbers and negative amounts for each General Ledger number included in the check being voided.
4. Use the original invoice number plus an alpha code (e.g., V). Enter the amount as a negative, and the original check number and check date.
5. Edit and Post as you would any other entry.
6. If you need to reprint a check (A2 transaction), proceed to Check Writing: Invoice Selection to process a replacement check.

Add Recurring Entries

1. Select from the Entry/Recurring Entry under the Recurring section, Data Entry.
2. In the Add mode enter the batch number as the time of the month that you wish to transfer the file. For example, enter a 1 for the first of the month, a 15 for the middle of the month, and a 30 for the end of the month.

Select Recurring Batches for Posting

1. Select from the Entry/Recurring menu under the recurring section, Update Recurring Entries.
2. Enter the batch number (s) beginning and ending you want to transfer. The lookup is helpful.
3. Enter the New Accounting Period Date (The month in which the charges will be posted.)
4. Enter the new voucher number (month number, day, 001).
5. Check the Increment Voucher number box to automatically update each voucher in the batch.
6. Enter the new Invoice Number. To not change the invoice number, press ENTER in the field.
7. Enter the new invoice date.
8. Enter the new due date.
9. If you want to transfer the batches at this point, click on the check box by the question "Transfer these Batches now."
10. Click on OK to complete the process.
11. The system will prompt with the message containing the number of batches transferred and asks if you would like to make another transfer.
12. If you transfer the batches at this point do not select the option on the Entry/Recurring menu to Transfer Batches, If you do this, it will append the file.
13. Select from the Entry/Recurring menu, New Payables-Multiple GL entry to make changes in amounts.
14. Follow the Edit and posting process as you would for regular entry.

AP408-Update recurring entries

Update

Beginning Batch: 15 ...

Ending Batch: 15 ...

New Accounting Period Date: 4/15/2007

New Voucher Number: 415001

Increment Voucher Number

New Invoice #: Mar 07 Stm

New Invoice Date: 4/15/2007

New Due Date: 4/15/2007

Transfer These Batches NOW

OK

ACH Payables – Direct Deposit

The first step in setting up electronic banking is to talk to your bank and gather information about fees involved. Banks often have several programs/options from which to choose, and it's important to understand fully the options that are available. Some banks may charge a one-time setup fee, as well as a processing fee for each transaction.

Many banks will have their own software that they will want you to use. If using their software will require you to key in the data for each transaction, this is duplicating work that has already been done in the RDS system and may introduce keyboarding errors. The RDS system will create a file for direct deposit or withdrawal that can be transmitted to the bank electronically by FTP, uploading through the bank's website, or external media such as a floppy disk or CD.

You will need to complete BR101 that tells the system how to build the file to transmit to your bank. The ACH (automated clearing house) sets standards for files, but each bank interprets them somewhat differently. The bank should tell you what they want in these fields.

- Download and email the "Bank Setup Form for ACH Direct Deposit and Direct Debit" from the RDS Advantage website;
- or you may print the form at the end of this tutorial and take it to your bank and ask them to help you fill out the fields; a sample form is also included for additional assistance.

After you get all the information from the bank, you are ready to complete Form BR101:

- Go to Bank Maintenance (BR101), change mode, and select the bank.
- On the toolbar click on the Direct Dep-Deb icon (picture of an ATM) at the top of your screen, or press F3.
- When the data provided by your bank has been entered in the NACHA Record Format Specifications fields, you will select and enter the data fields for Accounts Payable.

NOTE: The Bank Maintenance screen (BR101) is common to all applications (F/R, A/R, A/P and P/R). If you are already processing direct deposit/debit in another application, the basic data for originating bank maintenance will already be setup.

You will need to complete the specific fields for Accounts Payable on BR101, and set up the Vendor Maintenance screen (AP182) as set forth on the next two sections.

Note: This application is used ONLY to pay vendors for whom you have the vendor deposit bank account information.

Client Originating Bank Maintenance – BR101
Direct Deposit/Debit

1. In Company ID: enter your employer ID number.
2. In Discretionary Data A/P: enter an identifying description of your personal preference; this is an information only field, but should be helpful in associating the system being accessed.
3. Check the “Create ACH Extract File” box on the A/P line.
4. Enter the "Pre-Notification Extract Pathname & File Name" in the rows on the left of the window, and enter the "Posted Amounts Extract Pathname & Filename" in the rows on the right side of the window.
 - a. Check the A/P box in the column “Using DD?”
 - b. Include the directory (path) for the pre-note and posted files. Use the Lookup button to have the system insert valid paths and filenames as illustrated above.

The Pre-Notification Extract Pathname & Filename is the name of the file to send to the bank to test the accuracy of the bank data entered for the vendor and the entity receiving the transaction. This file does not include any dollar amounts and does not initiate any ACH transactions. You will send this file to the bank for each entity for whom you add or change direct deposit/debit information.

The Posted Amounts Extract Pathname and Filename is the name of the file to send the ACH transaction to the bank for processing, after those transactions have been posted in RDS Advantage.

In AP199, Accounts Payable Control, under Direct Deposit Advice, select your preference for the Receipt Type: check / plain paper receipt / void signatures lines / return address.

Vendor Maintenance (ACH Receiver) – AP182

Vendor Bank Maintenance (AP182) should be completed for each vendor for whom direct deposit payments are to be processed. Obtain the vendor's bank information in order to complete Form AP182:

- Download and email the “Direct Deposit Accounts Payable Authorization” from the RDS Advantage website;
- or you may print the form at the end of this tutorial and mail/deliver it to the vendor.

In the Accounts Payable application, go to Vendor Maintenance (AP100):

1. In change mode, select the vendor you are setting up for direct deposit.
2. Click on the Direct Deb-Dep icon (picture of an ATM) at the top of your screen, or press F3; the following window is displayed:

Check Direct Deposit active→

Enter bank information as provided by the Vendor.

AP182 - Vendor Maintenance (ACH Receiver)

Add Scan:

Vendor Number: 16

Name: MOORE, ROBERT

Address: 1811 NU 44TH

OKLAHOMA CITY OK 73118

Province:

Country:

Email:

Contact:

Phone: (405) 525-6324 x

FAX: () - x

Other: () - x

Direct Deposit Active?

BANK INFORMATION:

Transit Number: 300050100

Account Number: 123456789

Bank Name: First State Bank

Account Type: 2-Checking 3-Savings

Pre-Notification File has been transmitted

Transit number = route + check digit

"Receiver" refers to the R/P vendor, R/R customer, F/R contributor or P/R employee whose bank account is affected by this transaction. It does NOT refer to which bank account receives the funds.

OK

3. Click in the box “Direct Deposit Active?”
4. Enter the vendor's bank information as provided by the vendor:
 - Transit Number
 - Account Number
 - Bank Name
 - Account Type
3. Do not check “Pre-Notification file has been transmitted.” The system will check this box automatically after pre-note file has been sent to the bank.
4. Click OK to save this record.

Vendor Direct Deposit Verification and Payment of Charges

Create a Pre-Notification Extract Report – AP183

After the user enters or changes information on the vendor's bank account, the user must extract the direct deposit information and send a test file to the bank, which will verify its accuracy. The file will contain all vendors who have not previously been extracted for a pre-notification file.

1. At the Accounts Payable Maintenance menu, select Direct Deposit, Extract Pre-Notification.
2. Select Xtract mode.
3. Enter the Bank ID, or use the lookup to select the bank setup for ACH; all other entries on Form AP183 should be filled in automatically, providing the bank maintenance has been set up properly.
4. Click OK and print the Extract AP Direct Deposit Pre-Notification File report.
5. Transmit the pre-notification file to the bank (by FTP, upload to bank's website, CD or other media) to test for accuracy. **No dollar amounts are included in this file.** For your reference, the location of the file to be transmitted is included on the extract report, "Records printed on this report are in the file: C:\xxx\apprenotes.fil"
6. Confirm with the bank that the extracted file was accepted. If not, ask them to tell you the problems so that you can make the corrections necessary to BR101 and/or AP182.

When the above entries are complete, process invoices for this vendor the same as regular payable entries. At the point of writing checks, either a void check or direct deposit receipt will be printed in lieu of a printed check (based on your preference setting in AP199 controls);

1. At Check-Writing menu, Direct Deposit, select Unextracted Amounts Edit Report.
2. Review this report to verify direct deposit information, and if correct;
3. Select Extract Posted Amounts, xtract mode –AP430
4. Enter Bank ID; all other information should be filled in automatically.
5. Click OK and print the Extract AP Direct Deposit Posted Amounts File report.
6. Transmit the file to the bank (by FTP, upload to bank's website, CD or other media). For your reference, the location of the file to be transmitted is included on the extract report, "Records printed on this report are in the file: C:\xxx\apposted.fil"

Do not extract again until you transfer this file to the bank, rename the file, or enter a different filename when you extract; otherwise, you will lose this file.

How to Print a Vendor List

Select Print column.

1. Select Vendor Report – AP301R.
2. Select the One-Line Report to print only the vendor’s name, address/ worker’s compensation certification, and phone. Select the Detail Report to see all information about the vendor.

Number	Name	Zip	Cert Exp'n	Acct Per
Beg 0		-	0/00/0000	0/00/0000
End 999999	22222222222222222222222222222222	22222-2222	12/31/9999	12/31/9999

3. You may choose to print by Range or Selected. **Range** requires entering from the lowest vendor number to the highest vendor number. **Selected** means entering only the vendor number(s) that you want to print.
4. Select Output Order (i.e., print order) of either Alphabetic, Numeric, or Zip Code order.
5. Select the file(s) from which to print the vendors. To see ALL vendors, select Vendor File. To see only vendors in either the Open Items File or the History File, select that file.
6. Worker’s Compensation Certification information:
 - a. When printing by range, you may select to print for only those with Worker’s Comp certifications, those not requiring Worker’s Comp certification or all. You also have the choice of printing the certification expiration date or address line 2.
 - b. When printing for selected vendors, ALL will be checked for the certification information. Select whether to print the Address Line 2 or the Certification Info.
7. Vendor selection:
 - a. If selecting by RANGE, select all vendors by pressing ENTER through all the ranges. To limit the vendors printed, specify the desired ranges.
 - b. If selecting SELECTED vendors, enter up to 10 vendors to print. A lookup is available for the vendor numbers.

How to Print Vendor Address Labels

1. From the Print column, select Vendor Address Labels – AP301L
2. The same selections that were used for the vendor report are also available for the labels. Worker’s Certification Information is not included.
3. Check the box to PRINT NAME ONLY to print labels for file folders.
4. Specify which type of label you are printing (1-up, 2-up, or 3-up).
5. If you need to print line-ups to make sure the labels fit your forms, enter the number of lineups you want. It is recommended to print some lineups to plain paper to verify that your label setup is correct. When using laser labels, when the labels are setup, it is not necessary to continue to print lineups.

Vendor Open Items & History Reports

Vendor information is kept in both the Open Items File and the History File. The Open Items File contains all posted entries until they are purged to the History File. Encumbrances are deleted from the Open Items File as they are removed or reversed and are never moved to the History File. The History File contains all the detail that the Open Items File contained.

It is recommended that open items be purged to the history file every time checks are printed. This will speed up processing of invoice selection and will eliminate printing of history on the check stubs. It will also shorten Open Item reporting since it will eliminate paid invoices. 1099's must be printed from the history file, so items must be purged at least annually for 1099 preparation.

If you aren't sure if an item has been purged to history, inquire or print the open items. If it has been purged to history, inquire or print the history.

Inquiries:

From the Accounts Payable Inquire column, determine the type of inquiry needed (Open Items, Encumbrances, or History). Select the type of inquiry:

- By Voucher inquiries will list all vouchers for a vendor in voucher number order and will total for the voucher.
- By Date inquiries will print each transaction by date, beginning with the date you enter as the beginning date. It will not group by voucher number and will not give a voucher total.

All inquiries show: Voucher number, Transaction Code, Accounting Period, Invoice/Check Date, Due Date, Check/Invoice Number, General Ledger Account Number, and Amount.

Open Items: by <u>V</u> oucher by <u>D</u> ate
Encumbrances: by <u>V</u> oucher by <u>D</u> ate
History: by <u>V</u> oucher by <u>D</u> ate

Reports:

Open Items Reports: Account <u>s</u> tatus Aged trial <u>b</u> alance <u>C</u> ash requirements <u>D</u> etail vendor analysis
History Reports: <u>1</u> 099s... ▶ <u>A</u> ccount history <u>D</u> etail vendor analysis

Open Items Reports:

Print any of these reports to see what items are in the Open Items File.

For those users using cash basis accounting and automatically purging, there will not be anything in the Open Items File after checks are written.

For those users using accrual basis accounting (i.e., not paying all invoices every time), the open items report show what is left to be paid. The Aged Trial Balance is useful to see how old invoices are. The Cash Requirements report will print only those invoices due as of the date you enter, which can be very helpful in determining your cash flow needs through a certain date.

The Detail Vendor Analysis reports are the only reports that include the general ledger account number and comments. These may be printed in detail or summary and may be printed for selected transaction codes. This is probably the most useful report format.

The Open Items Account Status report is the same as the History Account History report. The Detail Vendor Analysis reports are the same. 1099's will be discussed in their own section.

Headers for the various reports are on the next page.

Open Items Account Status Report and History Account History Report include the following information:

AP303 V08.12.22		RDS Training		Page: 1		
07-NOV-05 13:17:41		Accounts Payable Account Status Report (Alphabetic)				
TRANSACTION ACCOUNT DUE	VENDOR	CHECK/P.O.	AMOUNT			NET
LOC CODE DATE PERIOD DATE	INVOICE NUMBER	DATE GROSS	DISCOUNT	TAX SHIPPING HANDLING		
11 VENDOR CITY OF OKLAHOMA CITY VOUCHER 1028001						
1 01 10/15/05 10/28/05 10/28/05 Oct 05 Stm		478.50	0.00	0.00	0.00	478.50
29 VENDOR FAMILY LIFE TODAY VOUCHER 1026101						
1 01 10/26/05 10/26/05 10/26/05 Oct Stm		250.00	0.00	0.00	0.00	250.00

Aged Trial Balance lists voucher balances by the length of time the balance has been owed. There are up to five user determined aging cycles that may be set in A/P Control, AP199.

AP304 V08.12.22		RDS Training		Page: 1		
07-NOV-05 13:24:02		Accounts Payable Aged Trial Balance Report as of 10/31/2005				
LOC VOUCHER INVOICE INVOICE	ACCOUNT	AGED INVOICE AMOUNT			DUE	
COD NUMBER DATE NUMBER PERIOD	TOTAL	0-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	OVER 120 DATE
11 CITY OF OKLAHOMA CITY						
1 1028001 10/15/05 Oct 05 Stm 10/28/05	478.50					10/28/05
* VENDOR 11 TOTAL *	478.50	478.50				

Cash Requirements Report

AP308 V08.12.22		RDS Training		Page: 1	
07-NOV-05 13:27:58		Accounts Payable Cash Requirements Report by Location as of 10/31/2005 for payment on 10/31/2005			
VENDOR NUMBER & NAME	VOUCHER INVOICE	INVOICE DAYS DUE	INVOICE G/L NUMBER & DESCRIPTION		
NUMBER NUMBER	DATE AGED DATE	AMOUNT			
LOCATION 1 *****					
11 CITY OF OKLAHOMA CITY	1028001 Oct 05 Stm 10/15/05 2 10/28/05	478.50	0110-820-000	Utilities	
* VENDOR 11 TOTALS *		478.50			

Detailed Vendor Analysis Report—all parts of the vendor open file if selecting from the Open Items Report or if selecting from History it will show all parts of the invoice detail including the General Ledger Account number.

AP309 V08.12.22		RDS Training		Page: 1	
07-NOV-05 13:31:12		A/P Open Item Detail Vendor Analysis Report (Alphabetic)			
VOUCHER INVOICE	TRANSACTION ACCOUNT DUE	CHECK/P.O.	LOC	GENERAL LEDGER	NET
NUMBER CODE DATE PERIOD DATE NUMBER	DATE	ACCOUNT NUMBER	DESCRIPTION	AMOUNT	
11 VENDOR CITY OF OKLAHOMA CITY					
1028001 Oct 05 Stm 01 10/15/05 10/28/05 10/28/05		1 0110-820-000	Utilities	478.50	
Water for October					
*** VENDOR 11 TOTAL ***				478.50	
29 VENDOR FAMILY LIFE TODAY					
1026101 Oct Stm 01 10/26/05 10/26/05 10/26/05		1 0140-830-000	Family Life Resource	250.00	
Marriage Seminar Materials					
*** VENDOR 29 TOTAL ***				250.00	
*** REPORT TOTAL ***				728.50	
Beginning date: 10/01/2005		Beginning location:		Beginning vendor: 0	

How to Print 1099's From Accounts Payable

1. From the Accounts Payable Reports column, select 1099's from the History Reports section.
2. Select Extract 1099 History. Enter the year for which you are printing the 1099s.
3. Select 1099 Report. This report will list all vendors with their total amounts paid and whether or not the vendor is marked to receive a 1099 on their vendor master record, and if so, what type of 1099 (Always, Miscellaneous, or Interest).
4. If you notice that a vendor is not marked correctly, go to Vendor Maintenance and correct the 1099 information. You will not need to clear and re-extract for the 1099 information to be changed.
5. NOTE: Per IRS regulations, any fees paid to an attorney must be reported on a 1099-Misc. Mark that vendor as an ALWAYS 1099.
6. If corrections need to be made to a vendor's totals, select Modify 1099's. Select the Change mode and enter the vendor number and the corrected gross amount. (This might occur if you had issued a manual check to the vendor and made the entry directly to General Ledger or through Cash Disbursements and the vendor totals were not updated in Accounts Payable).
7. After any adjustments have been made, print the Qualifying 1099 Report.
8. When all totals are correct, Select Print 1099's & 1096. Misc 1099's are issued for payment that the vendor has received for work or services completed. Interest 1099's are issued if you paid the vendor interest for the year.
9. WARNING: Before printing on IRS 1099 forms, print to plain paper to be sure the printer form is set correctly.
10. When using tractor-feed 1099's, you may print as many lineups as are necessary before answering "N" to "Print another (Y/N)?" When all alignments are printed, the 1099s will begin printing. Check them to be sure they are correct.
11. When using laser 1099's, lineups are not necessary.
12. 1099's are due to the vendor by 1/31 and to the IRS by 2/28. Transmit the 1099's to the IRS with Form 1096.

When and How to Purge History

When to Purge:

The system does not require that you ever purge accounts payable history. However, you may want to purge history for the following reasons:

- When disk space needs to be freed.
- When it is no longer necessary to keep these records. Usually the information is no longer needed
- After two years, e.g., if you were working in the 2000 year, purging could be done through 1998.
- You want to delete a vendor that you no longer use and the vendor has some history.

Purging History, unlike purging Open Items, removes that information from your disk. A purge report does print, listing all of the vendors and their history. You may print this for your permanent records if you feel this is necessary.

How to Purge:

1. From the Maintenance column, select Purge History.
2. Enter the date through which you would like to purge records. The system defaults to 12/31 of two years ago.
3. ENTER for all vendor records or enter the lowest vendor number and the highest vendor number that you would like to purge. A range of numbers will remove all vendors within that numerical range. If you are planning to remove only one vendor record, enter only that vendor's number for the beginning and ending number.
4. The system will prepare a report of everything included in your purge selections. You may print that report or simply review in the preview screen. It will probably be a lengthy report.
5. Look over your selections and the report carefully and answer, "Are you SURE you want to PURGE the Accounts Payable History (Y/N)?" If you say NO, the purge will be aborted.

AP108-Accounts Payable Purge History

Purge

Ending Accounting Period: 12/31/2005

Beginning Vendor Number: ...

Ending Vendor Number: 999999 ...

OK

NOTE: It is always a good idea to have a backup of your data before purging from any system. If there is a need to restore, that option is available.

Training Class Exercise: Adding a New Vendor

Select Accounts Payable from the Applications Menu.

1. From the Maintenance column, select Vendor Maintenance.
2. Select the Add Mode.
3. Enter the following vendors.

34 American Express	No purchase order required
6810 East 10th	Customer Acct: 1234-5678-9012-3456
Chicago, Il 78106	No1099 Needed
Contact: Jerald Rushmore	
Phone: 216-523-7711	
e-mail: jrushmore@aol.com	

35 Victory Sunday School Board	Purchase order required
57 Calabasa Lane	Customer Acct: 555-009
Chattanooga, TN 60245	No 1099 Needed
Website:www.victoryss.com	Default G/L Account: 120-610-000

36 Greg Lewis	No purchase order required
24 John Deere Road	Soc Sec 450-89-0126
Oklahoma City, OK 73116	1099 Required
Individual vendor	Default G/L Account: 110-720-010
Worker's Comp Certificate Expires: End of Current Month	

Note: Enter Greg Lewis in the Vendor Maintenance as Lewis, Greg and place a check mark in the "Individual?" box. This will allow Greg to print with the "L's" on a Vendor List and print on his check As Greg Lewis.

Training Class Exercise - Void the following checks:

1. Check # 13121 dated 3/31/08 payable to City Rescue Mission in the amount of \$200.00 has been lost and needs to be reissued.
2. Check # 13141 dated 3/31/08 payable to Windsor Books in the amount of \$150.00 was a duplicate check issued in error. The vendor has returned the check uncashed.

Alternative Exercise –Write the following checks in CD110:

(1)	To Linda Harrison	\$67.40 –reimburse books for SS Class	Acct. 120-610-000
(2)	To John Q. Adams	\$25.00 –reimburse registration	Acct. 120-710-000
(3)	To City Bites	\$45.37 –staff appreciation lunch	Acct. 100-720-000

Training Class Exercise: Adding new charges/invoices

Total Invoices to be paid: \$ 1,306.50

VICTORY SUNDAY SCHOOL BOARD		
Invoice: 33467		Date: xx/12/xx
Approved by Nancy L. Sawyer, Education Director		
Quarterly Third grade Sunday School literature	\$ 75.00	
50 Adult Sunday School Quarterlies	55.00	
Children's Easter Program Materials	<u>52.50</u>	
TOTAL INVOICE	\$ 182.50	

AMERICAN EXPRESS		
Invoice: Previous Month Stm		Date: xx/08/xx
Office Depot - 6 boxes Computer paper	\$ 138.00	½ for office supplies 110-610-000
		½ for Children's Program 120-810-000
Wal Mart – 10 lbs Hamburger Meat	35.00	Wednesday night dinner 140-820-000
FL Today – Parenting Seminar Materials	<u>50.00</u>	Family Life Resource 140-830-000
Total	\$ 223.00	

AMERICAN EXPRESS		
Invoice: Previous Month Stm		Date: xx/08/xx
Office Depot - 6 boxes Computer paper	\$ 138.00	½ for office supplies 110-610-000
		½ for Children's Program 120-810-000
Wal Mart – 10 lbs Hamburger Meat	35.00	Wednesday night dinner 140-820-000
FL Today – Parenting Seminar Materials	<u>50.00</u>	Family Life Resource 140-830-000
Total	\$ 223.00	

AMERICAN EXPRESS		
Invoice: Previous Month Stm		Date: xx/08/xx
Office Depot - 6 boxes Computer paper	\$ 138.00	½ for office supplies 110-610-000
		½ for Children's Program 120-810-000
Wal Mart – 10 lbs Hamburger Meat	35.00	Wednesday night dinner 140-820-000

Training Class Exercise: Check Writing

- Select all invoices
- Process checks

RDS Advantage
Bank Setup Form for ACH Direct Deposit and Direct Debit

		NACHA Record Format Specifications:		
		Record	Field	
Immediate Origin Number:	<input type="text"/> Character Limit: 10	File Hdr	1	4
Immediate Origin Name:	<input type="text"/> Character Limit: 23	File Hdr	1	12
Immediate Destination Transit Number:	<input type="text"/> Character Limit: 9	File Hdr	1	3
Immediate Destination Name:	<input type="text"/> Character Limit: 23	File Hdr	1	11
Date Format:	<input type="checkbox"/> check one: Numeric (YYMMDD) <input type="checkbox"/> Alphanumeric (MMM YY)	Batch Hdr	5	8
Batch Hdr Originating DFI Identification:	<input type="text"/> Character Limit: 8	BatchHdr	5	12
Batch Ctrl Originating DFI Identification:	<input type="text"/> Character Limit: 8	Batch Ctrl	8	10
Trace Number (or IMD Bank Routing Number):	<input type="text"/> Character Limit: 8	Detail	6	11
Include Detail Offset Record 6:	<input type="checkbox"/> Include Detail Offset Credit Record for Financial Records and/or Transaction Code 22 Credit			Accounts Receivable?
	<input type="checkbox"/> Include Detail Offset Debit Record for Payroll and/or Accounts Payable? Transaction Code 27 Debit			
Bank Transit Number (Route & Check Digit):	<input type="text"/> Character Limit: 9	Detail Offset	6	3&4
Bank Account Number:	<input type="text"/> Character Limit: 17	Detail Offset	6	5
Bank Individual ID Number:	<input type="text"/> Character Limit: 15	Detail Offset	6	7
OFI Data File: File Type:	<input type="checkbox"/> check one: CR/LF <input type="checkbox"/> Stream			
Record Length:	<input type="text"/>			
Company Id:	A/P: <input type="text"/> A/R: <input type="text"/> F/R: <input type="text"/> P/R: <input type="text"/> Character Limit: 10	Batch Hdr and Batch Ctrl	5 8	5 7

Direct Deposit Accounts Payable Authorization

Authorizing Direct Deposit of Payments to Vendor's Bank or Credit Union

Customer Name: **(Your Church Name)**
Attn: Accounts Payable Dept.
Your Church Address
City, State Zip Code
Phone: (xxx) xxx-xxxx

Customer Number: _____

Please complete the following information and return to the above Customer Name/Address or email to office@yourchurch.com. Thank you.

Vendor: _____

Vendor's Bank Name: _____
Street Address _____
City, State, Zip _____
Telephone Number _____

Name on Account: _____

Bank Routing/Transit Number: _____(9 digits)

Bank Account Number: _____

Check one: Checking
 Savings