

Accounts Payable Frequently Asked Questions

I have posted my invoices to the wrong month and they have been paid. How can I correct the posting period?

One of the most important items in General Ledger is the posting period. If you close your month on a timely basis and change the post month to the current month, posting errors will be few. However, this is not always possible. One example is year end. Clients often need to post checks to January of the new year prior to closing the previous year.

Whenever your posting period is not the same as the current month, you must remember to change the post month/year to the desired period when posting transactions. Often this is not done and a correction is needed to make sure the financial reports are accurate.

If you have posted your checks to the wrong month, you will need to void the check to the original posting period and reissue the check to the correct posting period.

To void a check in Accounts Payable:

1. On the **Accounts Payable** menu, click **Print/Post Checks**.
2. Click **Void Checks**.
 - Specify one or more of the following search criteria:
 - Select a Vendor to locate checks on the specified vendor.
 - In the **Check No.** field, enter a check number to locate a specific check.
 - In the **Bank** field, select a bank account to locate checks associated with the specified account.
 - Enter a check Memo to search by check memo.
 - Enter a Date to search for checks issued on a particular date.
 - From **Amount**, type the amount of the check.
 - Click the **Find Checks** button. All checks matching your search criteria will display.

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3. **Optional:** Click the **View Check** option to view the check information and make sure you are voiding the correct check.
4. **Optional:** With the desired check still selected, click on any invoice associated with the check, then click the **View Invoice** button.

Note - Remember that unless you specify that all invoices are paid separately, if a vendor has multiple invoices due in the same check run, the total amount due on each invoice will be combined and the vendor will receive one check showing the sum of all the invoices.

5. From **Post Month/Year**, select the month and year that the voided check will be posted to the General Ledger.
6. Select the check you want to void and click **Void Check**. If the check has already been reconciled in General Ledger, a message displays. Click **Yes** to continue or **No** to cancel.
7. A message displays. Click **Yes** to void the check. The General Ledger **Add/Edit Transactions** window briefly displays on the screen and the check is voided.
8. If you selected the **Prompt to Void Invoices when Void Check** option in Accounts Payable Setup, a message displays giving you the option to void the invoice (or invoices) associated with the check. Click **No** to keep the invoice(s) active.

CAUTION - If you do not void the invoice(s) associated with a check, the invoices remain active in the system and are marked Unpaid. Any unpaid invoices will be included in the next check run if you do not void or delete the invoices.

9. Click **Close** to exit the Void Checks window.

Now you need to reissue the check to the correct posting period:

1. On the **Accounts Payable** menu, click **Print/Post Checks**.
2. Click **Issue Checks**.
3. In the **Acct:** field, select the appropriate bank account.
4. Enter a Vendor code or click the **Lookup** button to select a code.

Note -You can also add a new vendor from the Lookup window.

5. Depending on the setup option you chose in General Ledger (from the **Add/Edit Lists** option: **Bank Accounts**) choose one of the following options:
 - If you selected **Print Check Numbers**, enter the check number for the check. This number will print in the upper right-hand corner of the check.
 - If you did not select **Print Check Numbers**, the checks you are using should have pre-printed check numbers. You will not need to indicate a check number until you are ready to post the check.
6. Click the **Unpaid Invoices** tab and select the invoice you want to issue a check for.

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7. Click the **Pay Invoice** button, then click the **Check Information** tab. The invoice information has been copied to the on-screen check.
8. Issue additional checks, if desired.
9. When finished issuing checks, click Print/Post Issued Checks to print and post your check.
10. The **Post Checks** window displays.
11. Enter a **Posting Date** or click the **Lookup** button to select the date.
12. In the **Post Month/Year** field, enter the date you want the checks to post to the General Ledger.
13. Enter the **First Check No.** to assign the first check in the check run to be printed and posted.

Note - First Check No. is only available if you do not select Auto Assign Check Numbers in General Ledger Add/Edit Bank Accounts.

14. In the **Transaction Sources** field, "Check" should be displayed as the default transaction source.
15. **Optional: Create Extract File** - Select this option to have the program generate a report of the check and check stub information. The report automatically opens in a preview window. You can print the report. The information for each check displays and prints on a separate page.
16. Under **Unposted Checks**, review the list of checks to verify the amounts are correct. For handwritten checks, the **Printed?** checkbox should already be selected.
17. Click **Print/Post Checks**. A message box displays asking you to confirm the check posting information that you have entered.
18. If correct, click **Yes** to continue. The following message displays: Would you like to print a sample check?
19. Click **Yes** to print a sample or click **No** to continue without printing a sample.
20. Click **OK** to continue. After all of the checks have printed, the following message displays: Did the checks print correctly?
21. If the checks printed properly, click **Yes** to post the checks to the General ledger. If the checks did not print properly, click **No**.
22. The **Print Restart** dialog box opens, and you can select which checks to reprint.
23. When check posting is successfully completed, a message box will display indicating the Total Number of Checks Posted, Total Amount Posted, and the G/L Batch number the checks posted to. Click **OK** to close the message box.

Note - Inactive accounts will be flagged as Active if posted to.

I am trying to print my accounts payable checks, but I am getting a message that I am already printing checks.

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In the event that you had a malfunction of your printer (printer jammed), or maybe lost power while printing your checks, the system may get caught in the printing process. If this happens you may receive an error message that reads “[user] is already printing checks.” To reset the printing you will need to complete the following steps.

Click ok to the error message.

Exit Accounts Payable.

1. In the Financial suite on the **Utilities** menu, click **Maintenance**.
2. Click **Reset Check Lock**.
3. Click **Yes** to the message "Do you want to reset check printing?"
4. Click **OK**.
5. Click **Close**.
6. Now you can continue with printing checks as normal.

I am trying to post my invoices, but I am getting a message that I am already posting.

In the event that you had a malfunction of your PC, or maybe lost power while posting your invoices or checks, the system may get caught in the posting process and you may receive an error message that reads “[user] is already posting invoices.” To reset the posting you will need to complete the following steps.

Click ok to the error message.

Exit Accounts Payable.

1. In the Financial suite on the **Utilities** menu, click **Maintenance**.
2. Click **Reset Posting Lock**.
3. Click **Yes** to the message "Do you want to reset posting to General Ledger?"
4. Click **OK**.
5. Click **Close**.

Now you may continue with posting your invoices.

I have voided a check and do not want to replace it. When I process checks the invoice shows up to be paid. How do I get rid of it?

When a check is voided in ACS, the system will change the status of the invoice associated with that check from a Paid status to an Unpaid status. Each time you process checks the invoice will be included for payment. If you do not intend to pay the invoice it will need to be voided.

To void an invoice:

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1. In Accounts Payable, click **Enter/Post Transactions**.
2. Click Add/Edit Transactions.
3. Click the down arrow on the **View** bar (upper left corner of screen) and choose Posted Invoices.
4. Click on the down arrow again and choose Unpaid.
5. If the invoice to be voided does not appear on the screen, click **All Users** and **All Periods** in the lower right corner of the screen.
6. The invoice should now appear in the list of Posted/Unpaid invoices.
7. Verify the posting period is correct (located in the lower right corner of the screen). You may change it if necessary.
8. Highlight the desired invoice and click **Void** to the right.
9. If you changed the posting period from the current period you will receive a message that you are voiding to a different period. If this is correct answer **Yes** to the message. If it is not correct answer **No** to the message and correct the posting period before clicking **Void** again.
10. Accounts Payable Setup has the option to prompt the user to void the invoice at the time the check is voided. You may turn on this option with the following steps:
 11. In Accounts Payable, click the **Setup** tab.
 12. Click **Edit**.
 13. Click in the box beside the prompt that reads “**Prompt to void invoice when void check.**”
 14. Click **OK**.
 15. Click **Close**.

When I print 1099's the church's address and federal tax ID do not print.

Printing 1099's for your vendors is an important part of the year-end process. This form must contain certain information to meet IRS guidelines. Two of these are the Payer's name and address information and the Payer's tax ID numbers. These can be added or corrected with the following steps:

1. In the Financial Suite click on the **Utilities** tab.
2. Click **Select Dataset**.
3. Highlight the correct dataset and click **Edit**.
4. Enter the correct information in the appropriate fields.
5. Click **OK**.
6. Click **OK**.

In 7.0 you will have the option of entering the Federal and State tax id numbers in report setup for 1099's.

1. In Accounts Payable, click **Period End Reports**.
2. Highlight the desired 1099 report.
3. Click **Setup** tab in upper left.

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4. Under **Report Options** (upper left) enter the church's Federal and State Tax ID numbers.
5. Click **Preview** to preview the 1099's prior to printing or click **Print** to print the 1099's.

I am getting a crossing funds warning when I process my checks.

Your chart of accounts is made up of all the accounts you will use to post entries and report to your finance committee or church members. These accounts are assigned to a fund, which is also known as a set of books in General Ledger. You may have one fund set up for the church's accounts and another fund set up for the day care's accounts. When accounts are added to your chart of accounts it is necessary to attach one of these funds to that account indicating that account is to be used for that fund only.

When entering transactions in Accounts Payable, or in any other module in Financials, you should use debit and credit accounts that are assigned to the same fund. If you use a debit account assigned to the church fund and a credit account assigned to the day care fund, you are "crossing funds" meaning you are not using accounts from the same fund.

It may be necessary to cross funds at times. If you are certain that your entry is correct, even though you are crossing funds, you may accept the warning and continue with posting the transaction. However, be aware that if you print your balance sheet by fund, your balance sheet will appear out of balance due to the crossing funds transaction.

With 7.0 an Automatic Fund Balancing feature has been added so that if you cross funds, the system will automatically correct it when you post so that reports will always be in balance by fund. There is also a new report in 7.0 titled Funds Out of Balance that will list the transactions that crossed funds. It will also show the correcting entry that was posted if the Automatic Fund Balancing feature is being utilized.

Also, please note that you can Enable Fund Accounting in your Accounts Payable setup. This will ensure that only accounts attached to the same fund will be used when entering invoices and issuing checks.

My checks printed with the wrong check numbers. How can I change them?

As long as the checks have not been posted you can change the check numbers in ACS to match the actual check numbers on your physical checks. However, if you answered Yes to the question "Did checks print correctly?" your checks were automatically posted. In this event you will need to void the checks in ACS and reissue them with the correct number. It is not necessary to void the physical checks themselves. Please see the instructions for voiding and reissuing accounts payable checks.

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If you answer **No** to “Did checks print correctly” you can change the check numbers by:

1. Click **Cancel** on the **Accounts Payable – Print Restart** screen.
2. Answer **Yes** to the message that appears.
3. Click **Close** on the **Accounts Payable – Print/Post Checks** screen.
4. Click **Preview Checks**. A list of your checks will appear.
5. Double click on the first check. The check will appear on the screen.
6. Click **Edit**.
7. Click in the box beside the word **Printed** (upper right corner of check).
8. Enter the correct check number in the **Check No:** field.
9. Click **OK**.
10. Click the arrows that point to the right or left (located in the middle, right of screen) to advance to the next check to be corrected.
11. Once all checks have been flagged as printed and the correct check numbers have been assigned to each check, click **Close**.
12. Click **Close**.
13. Click **Print/Post Checks**.
14. Click **Print/Post Checks**. Since all checks are now flagged as printed nothing will print and your checks will now be posted with the correct check numbers.

Note - The First Check No: will not match the numbers you have assigned to the first check. This is correct. The system will override the number that is showing as the first check number with the numbers that you have entered.

Can I post invoices and checks to a previous (or future) period?

There are several modules in the Financial Suite that have the option to close the current month. Whenever this option is clicked the system will change the current posting period to the next month. However, there are times you may need to post a transaction to a period other than the current one. This is especially true in January.

The first thing that must be done is to turn on the option to allow posting to previous periods. Future periods are included with this option.

1. In General Ledger, click the **Setup** tab.
2. In **Setup** click the **Transaction Setup** tab.
3. Click **Edit**.
4. Click in the box beside the prompt that reads “**Allow posting to previous periods.**”
5. Click **OK**.
6. Click **Close**.

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Once the option has been turned on you may change the posting period while entering transactions by clicking on the up/down arrows (the posting period box is usually located at the top right of the screen) to change the month and/or year to the correct period.

I changed my vendor's address, but the old address still prints on the check.

When a vendor is added you have the option to enter two addresses, a street address and a billing address. Often these are the same, but at times the billing address is a post office box number. When entering the address you can indicate the address type in the box in the lower, right corner of the address tab. The billing address is the one that prints on the invoices and checks.

Often what happens is the street address is changed, but not the billing address. This results in the wrong address printing on the invoice and check.

To correct the billing address:

1. In Accounts Payable or Purchase Orders click on **Add/Edit Vendors**.
2. Enter the Vendor code or click on the ellipse to the right of the vendor code field to choose the vendor from the list.
3. Click the **Addresses** tab at the bottom of the screen.
4. Click Edit Vendor.
5. Click **Billing** in the Address Type box (lower, right corner).
6. Enter correct billing address information in the appropriate fields.
7. Click **OK**.
8. Click **Close**.

I want to pay only part of an invoice. How can I do this in ACS?

There are times you may be billed for several items on one invoice, but did not receive all of the items. You may choose to pay the invoice for only the items you have received, leaving a balance to be paid at a later time.

To partial pay an invoice:

1. In Accounts Payable, click **Enter/Post Transactions**.
2. Click Add/Edit Transactions.
3. Click the down arrow on the **View** bar (upper left corner of screen) and choose Posted Invoices.
4. Click on the down arrow again and choose Unpaid.

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5. If the invoice to be partially paid does not appear on the screen, click **All Users** and **All Periods** in the lower right corner of the screen.
6. The invoice should now appear in the list of Posted/Unpaid invoices.
7. Highlight the desired invoice and click **Edit**.
8. Enter the amount to be paid in the **Partial Amt** field.
9. Click **OK**.
10. Click Yes to message that appears.
11. Click **Close**.
12. Click **Close**.

When you process checks the full amount of the invoice will appear in the list of invoices, but only the partial amount entered will be processed for payment. You may verify this by previewing the check prior to printing.

How do I deactivate a vendor?

1. In Accounts Payable or Purchase Orders click **Add/Edit Vendors**.
2. Enter the Vendor code or click on the ellipse to the right of the vendor code field and choose the correct vendor from the list.
3. Click **Edit**.
4. Remove the flag for Active vendor by clicking in the box beside Active Vendor (located in the middle of the screen to the right of the SSN field).
5. Click **OK**.
6. Click **Close**.

<p>Note - Any vendor that is flagged as a one-time only vendor will be automatically deactivated once the invoice for that vendor is paid.</p>

I voided a check to the wrong month. How can I correct it?

The posting period of a voided check will affect the checking account balance for the month the void was posted. This is not necessarily a problem, especially if you are cleaning up entries from several months ago. However, if the void should be posted to the same month as the original check or to a month other than the current posting period, you must reissue the check to the void month and then void the check to the correct month.

To correct an Accounts Payable voided check:

1. In Payables click **Print/Post Checks**.
2. Click Issue Checks.
3. Choose the **Checking Account** from the drop down box.
4. Enter the **Vendor** by entering the vendor code or choosing the vendor by clicking on the ellipse (three dots) and selecting from the list.

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5. Click in the box in the upper right corner to indicate this check has been printed.
6. Enter the check number.
7. Click on the **Unpaid Invoices** tab in the upper left corner.
8. If the invoice was not voided when the check was voided, it will appear in the top box of the Unpaid Invoices tab. **Double click** on the invoice to move it to the bottom box on the screen.
9. Click **OK**.
10. If you have more checks to reissue you may complete steps 3-9 for the remaining checks.
11. Once all checks have been reissued click on the **Print/Post Checks** button that appears on the top right corner of the Accounts Payable-Issue Checks screen.
12. The Accounts Payable-Post Checks screen appears. Verify the **Post Month/Year** at the top left of the screen and change to the void month that was used.
13. Click Print/Post Checks.
14. Click **Yes** to the message.
15. Click **OK**.
16. Click **Close**.

Now that the check has been reissued to the void month you will need to void the check to the correct month.

1. Click Void Checks.
2. Enter the **Check No.** and click **Find Checks**.
3. The check will appear on the screen. Change the **Post Month/Year** in the lower right corner to the correct posting period.
4. Click Void Check.
5. Click **Yes**.
6. Depending on your setup you may be prompted to void the invoice also. If you want to void the invoice associated with this check, click Yes. Otherwise, click No.
7. If voiding the invoice click **Yes** to the message.
8. Click **Close**.
9. Click **Close**.