Epicor Kinetic - Classic User Interface Accounts Payable Course

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Contents

Accounts Payable Course

This course is designed to review the concepts and reporting tools available in the Accounts Payable (AP) module. Topics of discussion include maintenance program setup and the creation and payment processes for various invoice types. This course also describes how AP invoices and payments impact the general ledger (GL).

Hands-on workshops are included in this course to guide you through the AP setup steps and processes.

Upon successful completion of this course, you will be able to:

- Identify the company configuration and maintenance programs that relate to the accounts payable cycles.
- Process AP invoices, debit memos, and AP payments, using the procedures and transactional flows as a guideline.
- Differentiate between the types of AP invoice lines.
- Enter and record bank fees.
- Define AP allocations.
- Enter, approve, and void logged invoices.
- Match approved logged invoices with AP invoices.
- Void payments.
- Enter and apply AP prepayments.
- Create and use AP invoice adjustments.
- Transfer bank funds and adjust bank balances.
- Enter and apply late cost invoices.
- Navigate through the trackers available in the AP module.
- Identify the documents, reports, and records necessary for tracking the AP process.

Before You Begin

Read this topic for information you should know in order to successfully complete this course.

Modules Licensing

The following modules must be licensed to complete all the workshops in this course:

- Accounts Payable
- Accounts Receivable
- Executive Dashboard
- Expense Management
- General Ledger
- Inventory Management
- Job Management
- Order Management
- Multi-Currency Management
- Multi-Site Management
- Payment Instruments
- Purchase Contracts
- Purchase Management
- Quality Assurance
- Shipping Receiving
- Supplier Relationship Management
- Time Management
- United States Country Specific Functionality

Prerequisites

To complete the workshops in this course, the necessary modules must be licensed and operating in your training environment. For more information on the modules available, contact your Epicor Customer Account Manager. It is also important you understand the prerequisite knowledge contained in other valuable courses.

- **Foundations Agenda Courses on Epicor Learning Center** - These courses describe logging in to Epicor ERP, using menus and toolbars, working with Tree view and sheets. They give you a quick overview how to enter data in Epicor ERP, use searches to find data and work with grids. The courses in this agenda teach you to personalize your application, print forms and reports and use trackers to view information.
- **General Ledger Course** - This course provides a clear perspective of the maintenance programs, concepts, processes, and reporting tools you encounter as you work within the General Ledger (GL) module.

Audience

Specific audiences will benefit from this course.

- AP Clerk
- CFO/Controller
- Cost Accountant

Environment Setup

The environment setup steps and potential workshop constraints must be reviewed in order to successfully complete the workshops in this course.

Your Epicor training environment, in which the Epicor demonstration database is found, enables you to experience Epicor functionality in action but does not affect data in your live, production environment.

The following steps must be taken to successfully complete the workshops in this course.

1. Verify the following or ask your system administrator to verify for you:
   - **Your Epicor training icon (or web address if you are using Epicor Web Access) points to your Epicor training environment with the Epicor demonstration database installed.** Do not complete the course workshops in your live, production environment.

     Note It is recommended that multiple Epicor demonstration databases are installed. Contact Support or Systems Consulting for billable assistance.

   - **The Epicor demonstration database is at the same version as the Epicor application.** The demonstration database is installed from the Epicor Administration Console using the "Add Demo Database" command under Database Server. See Epicor ERP installation guides for details. If you are an Epicor Cloud ERP customer (and have licensed embedded education), the demonstration database is installed for you.
   - **Your system administrator restored (refreshed) the Epicor demonstration database prior to starting this course.** The Epicor demonstration database comes standard with parts, customers, sales orders, and so on, already defined. If the Epicor demonstration database is shared with multiple users (that is, the database is located on a server and users access the same data, much like your live, production environment) and is not periodically refreshed, unexpected results can occur. For example, if a course workshop requires you to ship a sales order that came standard in the Epicor demonstration database, but a different user already completed this workshop and the Epicor demonstration database was not restored (refreshed), then you will not be able to ship the sales order. If you are an Epicor Cloud ERP customer see section below.

2. Log in to the training environment using the credentials **epicor/epicor**.

   If you are asked to log into your training environment with another User ID, for example, 'nancy' or 'bhoward', on the initial logon, a message appears to inform you the password has expired. Perform the following steps to set a new password:

   1. To the **Password Expired** message, click **Yes**.
   2. In the **Current password** field, enter the User ID of the user you are asked to log in as, for example, 'nancy'.
   3. In the **New password** field, enter a new password, for example '**Train123**'.

      Important In **Epicor ERP Cloud** environment, the password must not contain user ID, must be longer than 7 characters and include at least one uppercase letter.

   4. In the **Confirm new password** field, re-enter the same password.
   5. Click **OK**. The Change Password window closes and you are logged on with the new user ID.

Note Record the new password. This is important as this will be the password everyone uses when they log on with this User ID, until the database is refreshed.

3. From the Main menu, select the company **Epicor Education (EPIC06)**.

4. From the Main menu, select the **Main Site**.

Kinetic Interface Specific Information

All the workshops in this course can be completed using the **Classic** layout. To ensure that the user interfaces used in this course display in the Classic layout, use the steps below:

1. Navigate to **Kinetic Application Maintenance**.

   Menu Path: System Setup > Security Maintenance > Kinetic Application Maintenance

2. From the **Menu** list, select the **Epicor Education** company.

   The **Company Epic Corporation** pane displays.

   Note If you need to work in a multi-company environment you will have to disable the Kinetic layout for all the companies used in the course.

3. Inactivate the **Enable Kinetic UI** ON/OFF button.

4. Exit Kinetic Application Maintenance.

5. On the standard toolbar, select **Options > Preferences**.

6. In the window that displays, in the **Form To Use** field, select **Classic**.

7. Select **OK** to confirm.

8. Relaunch Epicor ERP.

Epicor Cloud ERP Specific Information

Note If you are an Epicor Cloud ERP customer, then note the following about your Epicor-hosted education company. All logins referenced in the course (such as manager, or epicor) should be changed to be the *<site ID>***-**. For example, if your site ID is 98315, then wherever you are instructed to use the login **manager**, instead use **98315-manager**. The password is 'Train18!'.

Note To refresh your Epicor training data, enter a support ticket in **EpicCare** and include your site ID.

Workshop Constraints

Below is a list of workshops in this course that can be performed only once in each instance of a restored (refreshed) shared database. Where applicable, a detailed explanation of the workshop constraints is documented in the workshop itself.

Note Multiple users can complete some of the workshops listed below if the Duplicate PO Option is implemented. This option and steps to execute it are also listed below. In addition, some of the workshops listed below have specific notes at the start of the workshop that provide optional steps to complete the workshop when working in a shared environment.

- Workshop - Process an Advanced Billing Line Invoice
- Workshop - Enter a PO Receipt
- Workshop - Create a Receipt Billing Line Invoice
- Workshop - Create a Miscellaneous Invoice for a Job Charge
- Workshop - Approve and Void Logged Invoices (only the Void a Logged AP Invoice task)
- Workshop - Enter Payments Using the Select Invoices Option
- Workshop - Pay a Single Invoice and Add a Bank Fee
- Workshop - Apply a Prepayment
- Workshop - Adjust an Open Invoice
- Workshop - Void a Payment

Duplicating PO Option

Throughout this course, multiple staged purchase orders are used to provide training on accounts payable functionality. If you are working on a shared database, you may encounter a purchase order (PO) that has already been closed. In this case, follow the steps below to duplicate the necessary PO to complete the workshops.

1. Navigate to **Purchase Order Entry**.

2. In the **PO Number** field, enter the PO number to duplicate.

3. From the **Actions** menu, select **Duplicate PO**.

   The **Duplicate PO** window displays.

4. Select the Refresh Options: **Copy Unit Cost** and **Copy Job Information**. Keep the default **Due Date** and click **OK**.

   The new, duplicate PO is created.

5. Select the **Unapproved** and **Unconfirmed** check boxes to approve and confirm the duplicate PO.

6. Click **Save**.

   It is essential to track duplicate PO numbers with the original PO numbers from the workshops. The course refers to the original PO number throughout the course and must be replaced with the appropriate duplicate PO number.

Overview

Use the **Accounts Payable (AP)** module to enter supplier invoices for purchases that you make and then create checks, payment instruments, or generate bank electronic funds transfer (EFT) files for the invoices you want to pay. The Epicor application can generate payments for invoices due, those for a particular supplier, or only for specific invoices. If a supplier calls you to discuss an invoice, you have complete information at your fingertips and that history can be kept indefinitely.

You use the Accounts Payable functionality to update both purchase orders in Purchase Management, as well as actual job costs. Adjustments are created if the purchase price does not match the invoiced price. With Accounts Payable, you know how much you owe and when it is due.

Key Concepts of Accounts Payable Processing

- In an interfaced environment, Accounts Payable (AP) and expense-related general ledger (GL) accounts are defined using GL control codes and GL control types.
- An AP Clearing account is required, as it acts as the Accrued (Unvouchered Receipts) account.
- Invoice and payment transactions are posted to the GL using a group methodology.

Typical Process Flow

- Enter a purchase order (Purchase Order Entry).
- Receive goods and services against that purchase order (Receipt Entry).
- Recognize liability for goods received (AP Invoice Entry).
- Process cash disbursements for outstanding invoices (AP Payment Entry).
- Record supplier returns when necessary (AP Invoice Entry - Debit Memo).

Application Setup

This section of the course reviews the most common company configuration and maintenance program setup factors applicable to the Accounts Payable process.

Company Configuration

Use **Company Configuration** to define the module options for companies in the Epicor application. Use these options to define how this company will interact with the module licensed for it.

When you install the Epicor application, one company record is created by default. You first use **Company Maintenance** to define overall options like email setup, document attachments, and external BAQ sources. You then use Company Configuration to define how the company interacts with the various modules you have licensed.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Company Configuration

Accounts Payable

Use the Company Configuration > Modules > Finance > Accounts Payable sheet to define options for the Accounts Payable module. Use the Modules > All Modules > Taxes > Detail sheet to define tax options for the Accounts Payable module

The following are the key fields in the Accounts Payable sheet:

Save Receipts for Invoicing

This check box indicates whether purchase order receipts entered in the Shipping/Receiving module are available when you add a receipt billing line to an AP invoice. This option allows you to quickly create AP invoices using previously entered receipt information. If you clear this option, purchase order receipts are only available for miscellaneous AP invoicing.

Allow Multiple Invoicing of Receipts

This check box allows more than one invoice against a receipt line when selected. The check box is clear by default.

AP Purchase Type

This check box specifies the AP invoice system will enable the AP Invoice **Purchase Code** field for European Financial postings when selected.

Always Take Discount

This check box indicates whether discounts should be taken during AP payment processing regardless of the invoice discount due date. If you clear this option, the application only applies discounts when the payment date is on or before the discount due date.

Tip A discount amount can always be overridden during payment processing regardless of the selection made on this option.

Accept rounding at Invoice Entry

Select this check box to indicate that rounding differences are automatically booked when vendor invoices are entered. If not selected, rounding differences are not booked automatically when entering vendor invoices and the user must manually balance the transaction.

Tolerance at Payment

This field specifies the tolerance amount used to catch rounding differences that might occur when vendor invoices are settled in a currency different from the invoice currency. Tolerance amount is entered with six decimals.

Parent Company

If your company uses the **Central AP Invoice Payment** functionality, select the parent company from this list. This indicates that an AP invoices selected for central payment will be paid by this company. To activate this functionality, both the subsidiary (child) and corporate (parent) company **must** select the same parent company from this list.

After a subsidiary posts an AP invoice, the parent company will receive this invoice and turn it into an AP invoice within its database. After corporate pays the invoice, a memo will be sent back to the subsidiary database and then attached to the original AP invoice. This memo displays the payment history for this invoice.

Accounting Option

Determines how the application handles accounting for logged invoices. The following options are available:

- **Account for Taxes** results in the payables and tax accounts being booked directly. Expenses are booked to suspense accounts.
- **Authorization Tracking** results in the creation of invoices solely for authorization. As a result, posting of invoices have no effect on general ledger G/L.
- **Book All to a Suspense Accounts** results in payables, tax, and expenses being booked to the corresponding suspense accounts.

Auto Approve Logged Invoices

Determines whether approval is required for each logged invoice. Selection of the check box results in the automatic approval on posting of the logged invoice. This option does not apply for invoices that use authorization tracking.

Default Aging Report Format Code

In this field select the default format code for aging accounts payable when running the Aged Payables report.

Manual GRNI Clearing

se the options in the **Manual GRNI Clearing** group box to define tolerance for transactions created during cleanup of not yet invoiced receipts to help reconcile the AP clearing accounts. Available options:

- **Days Outstanding**
- **Tolerance Amount**
- **Tolerance Percentage**

The following are the key fields in the Taxes sheet:

Default Tax Exempt from PO Line

This check box allows the Lines > Detail Taxable option from Purchase Order Entry for AP invoices to be brought into AP Invoice Entry when selected.

Ready to Calculate

This check box indicates that new AP invoices will, by default, have their **Ready to Calculate** check boxes selected. This lets sales taxes be automatically calculated against the AP invoice.

Purchase

Use the Company Configuration > Modules > Materials > Purchase sheet to define options for the Purchase Management module.

Close Release At

Designates the point in the purchasing / receiving / invoicing processing flow at which purchase releases (manually entered in the **Purchase Order Entry > Release > Detail** sheet or generated by the **Process MRP** or **Import Inbound EDI Demand**) should be assigned a Closed status. Select one of the following:

- **Arrived** - Close purchase releases that have arrived at your facilities once the **Complete** check box is selected in **Receipt Entry** or **Container Receipt Entry** (default).
- **Receipt** - Close purchase releases when all of the arrived items on this purchase release are fully received into Stock inventory using Container Receipt Entry, Receipt Entry, or the **Mass Receipt** selection on the Actions menu in Receipt Entry, and the **Complete** check box is selected in the Receipt Entry > Lines > Detail or Container Receipt Entry > Lines > Detail sheets.

  Note If the items on the receipt line are received into an Inspection location, the status of the purchase release is only changed to Closed when the sum of failed and passed quantities recorded in **Inspection Results Entry** matches the arrival quantity.

- **Invoice** - Close purchase releases when all of the received items are marked as Complete (in Receipt Entry or Container Receipt Entry) and fully invoiced in **AP Invoice Entry**. When invoicing a Drop Shipment receipt, the **Received /Shipped** check box must be selected in **Drop Shipment Entry** before the status of the purchase release formally changes to Closed.

Maintenance Programs

This section of the course reviews the most significant maintenance programs applicable to the Accounts Payable (AP) processing cycle. In many cases, some fields in a program are not discussed. If you are interested in learning more about a specific program, refer to the Application Help.

Aging Report Format Maintenance

Use **Aging Report Format Maintenance** to define aging methods.

Aging Report Format Maintenance is shared by the **Accounts Receivable** (AR) and **Accounts Payable** (AP) modules. Each module has multiple aging formats available to select on various records.

Although you can use different aging method formats on the **AR Aged Receivables** and **AP Aged Payables** reports, they cannot run until a default AP and AR format are set up in this maintenance program.

When aging reports generate, the format defined in **Company Configuration** for each module is automatically the default. If necessary, on the report's **Selection** sheet, select an alternate format before you generate the report.

These aging methods are used in the AR Aged Receivables and AP Aged Payables reports when viewing open invoices and credits for customers or suppliers. The discounts or past due fees for the items display according to an aging method.

You can define up to six columns (buckets) on an aging report. The first column always represents **future** invoices, and the second column represents **current** invoices; no days are associated with these columns. Each column after that includes the number of days defined on its heading; for example, Future, Current, 30, 60, 90, 120, and so on.

Note When an aging report is run by **due date**, the Future column contains posted invoices that are not due as of the Aged As of Date selected on the report. When the report is run by **invoice date**, no entries display in the Future column unless an invoice is posted with a date that is the same as the Aged As of Date selected on the report.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Aging Report Format
- Financial Management > Accounts Receivable > Setup > Aging Report Formats

Aged Payables Report

The **Aged Payables Report** displays open Accounts Payable (AP) invoices and sorts them into default aging columns which are defined in **Aging Report Format Maintenance**. The total on this report should reconcile with the ending balance of the Accounts Payable GL account.

This report does not take into account manual general journal entries made to the payables account during the period being reconciled.

The Aged Payables Report can print with an invoice date or an apply date cut-off point. This is important to note, as it is possible for the total AP balance to differ between the two cut-off options as a result of these dates falling in different GL fiscal periods.

Invoice open payment schedule amounts display and are grouped by their due date. Once a payment is made, the payment no longer appears in the report.

For an accurate sub-ledger report, print the Aged Payables Report using the apply date cut-off. It should match the general ledger (GL).

In addition, the Aged Payables Report can be aged using the invoice date or the invoice due date for select customers, select GL controls, and select currencies. The resulting report data can display in detail or summary format and be sorted in a variety of ways. These options make it easier for you to view the report in the way that makes the most sense for your company.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > Aged Payables

Pay Method Maintenance

Use **Pay Method Maintenance** to define how you will pay various transactions. You can select specific payment methods as the default for bank accounts, customers, suppliers, and banks linked to a supplier or a customer.

You can link each payment method to a specific electronic bank interface to pay or receive payments against transactions using the internet. You can also set up payment methods for manual payments (cash or check), payments or receipts made in cash, payment instruments, or check printing.

When you select an electronic bank interface for the payment method, the properties defined for the electronic interface display on the Property sheet. These values update each time you use the electronic bank interface.

When you select Generated Promissory Note (for AR), or Future Payment Instrument Printing (for AP) from the Pay Method Type field, the Payment Instrument Options fields enable. You can then select a specific payment instrument type (created in Payment Instrument Type Maintenance), a generation method (With Invoice, Batch, or Manual), and whether you want automatic approval set.

You can select payment methods on bank accounts and specify if they are for accounts receivable or accounts payable transactions. Each bank account can have multiple methods defined for each module but only one method per module can be set as the default payment method. A default payment method can always be overridden by selecting a different payment method for a group within AP Payment Entry or Cash Receipts Entry.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Payment Method
- Financial Management > Accounts Receivable > Setup > Payment Method
- Financial Management > Cash Management > Setup > Payment Method
- Service Management > Expense Management > Setup > Payment Method
- Service Management > Time Management > Setup > Payment Method

Workshop - Create a Payment Method

In this workshop create a new payment method to use in AP Payment Entry when an invoice, prepayment, or miscellaneous payment is paid in cash (actual currency).

Navigate to **Pay Method Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

1. Click **New**.
2. In the **Payment Method** field, enter **XXX-Cash** (where XXX are your initials).
3. In the **Scope** field, select **AP**.
4. In the **Pay Method Type** field, select **In Cash**.
5. Select the **Only Bank Currency** check box.
6. Click **Save** and exit Pay Method Maintenance.

Electronic Interface Maintenance

Use **Electronic Interface Maintenance** to provide a name and available properties to a plug-in program, used to perform specific formatting for **output** data, or to recognize and convert a specific form of **input** data to a standard format accepted by the Epicor system.

Examples of such a plug-in include bank interface formats required by a specific bank or country to perform Electronic Funds Transfer (EFT) and electronic reports.

Most banks have options and information you need to define in order to send electronic payments. Run this program to create or edit an electronic bank interface. Define the name of the electronic interface, the .cs (Source File) program it uses for a plug-in with the application, and the various fields (properties) required within this format.

When complete, the electronic interface matches the format requirements for the bank or country with which you conduct business. Leverage this interface by linking it to a payment method. Transactions can then be submitted electronically between the bank and the application.

Some common electronic interfaces are included in the Epicor application. These interfaces are defined as application interfaces and cannot be modified. Other interfaces can either be used as provided, or as templates for tuning and additional accomodation for specific requirements. Some are available in the standard Epicor ERP product, while additional interfaces are available as part of Country Specific Functionality packages (CSF).

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Electronic Interface
- Financial Management > Accounts Receivable > Setup > Electronic Interface

Bank Account Maintenance

Use **Bank Account Maintenance** to define bank accounts and select the GL controls that determine the accounts to which bank transactions post. Bank accounts record transactions, such as writing checks and submitting electronic payments.

Note You must set up at least one bank account. If your company has more than one bank account, you can define multiple account records to aid in the bank reconciliation process.

Important A user account must be set up as a **Security Manager** to maintain bank accounts. Users that are not security managers cannot maintain these accounts and are restricted from accessing the setup option.

Use the Payment Methods sheet to associate payment methods used for account deposits and withdrawals to your bank account. You can designate AR and AP payment methods for the account, including an electronic interface payment method used for Electronic Funds Transfer (EFT) processing.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Bank Account
- Financial Management > Accounts Receivable > Setup > Bank Account
- Financial Management > Cash Management > Setup > Bank Account
- Financial Management > Payroll > Setup > Bank Account

GL Control

The general ledger (GL) control or controls selected on this sheet determine the accounts and journal codes used to post transactions to which the record applies.

You can associate one or more GL controls with a record in this setup program. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

Example The **AR Account** and **AP Account** GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with programs where users select posting accounts when they enter transactions. Examples of this type of program include **AP Adjustment** and **Cash Receipts**. The Master Chart of Accounts (COA) defines the accounts available in these programs.

Payment Methods

Use the **Payment Methods** sheets to define which of the payment methods for the current bank account are available for Accounts Payable, and which payment methods are available for Accounts Receivable. You can also configure printing options for the MICR Printer payment method.

Workshop - Add an AP Payment Method to a Bank

In this workshop, add a new AP Payment Method to a bank account. Adding an AP payment method to the bank account allows the method to be selected on a Payment Entry group when the current bank account is used.

Navigate to **Bank Account Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Bank Account

1. In the **Account** field, enter **100** and press **Tab**.
   The Main Checking Account details display.

2. From the **New** menu, select **New AP Payment Method**.
   The **Payment Methods > AP Payment Methods** sheet displays.

3. In the **Payment Method** field, select **XXX-Cash** (where XXX are your initials).

4. Click **Save**.

5. Exit Bank Account Maintenance.

Bank Fee Maintenance

Use **Bank Fee Maintenance** to define bank fee codes to accommodate fees deducted from a bank account to reflect a reconciled balance.

Example Create a code for a bank fee charged when processing a foreign currency cash receipt.

Since bank fees are often charged when you write or deposit a check, fee codes can be set up in both Accounts Payable and Accounts Receivable.

Bank fees are charged to a bank fee account defined in the GL control assigned to the selected bank in **Bank Account Maintenance**. The fee is applied when the bank account balance is affected. Sometimes, a company knows about a fee when they create the cash receipt and payment documents, and other times, they do not know until they receive the bank statement. However, the fee is applied when the cash account balance is affected.

Bank fee codes help you anticipate the types of fees the bank may charge you. Since each code can generate taxes, you can also define a tax associated with a bank fee. Once a bank fee is established, the Epicor application automatically calculates and records the fee.

Examples of bank fees include:

- Transfer fee
- ATM fee
- Insufficient unavailable funds fee
- Transfer redirection fee
- Monthly service fee
- Paper fee
- Point of sale fee

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Bank Fee
- Financial Management > Accounts Receivable > Setup > Bank Fee
- Financial Management > Cash Management > Setup > Bank Fee

Workshop - Create a Bank Fee Record

In this workshop, create a bank fee to add to a payment later in the course.

Enter a Bank Fee

Navigate to **Bank Fee Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Bank Fee

1. From the **New** menu, select **NewBankFee**.
2. In the **Bank Fee** field, enter **XXX** (where XXX are your initials).
3. In the **Description** field, enter **XXX Fee** (where XXX are your initials).
4. Click **Save**.

Add a GL Control to the Record

1. From the **New** menu, select **NewGLControl**.
   The **GL Control > Detail** sheet displays.

2. In the **Type** field, search for and select **Bank Fee**.
3. In the **Control** field, enter **FEE** and press **Tab**.
4. Click **Save**.
5. Exit Bank Fee Maintenance.

Bank Branch Code Maintenance

Use **Bank Branch Code Maintenance** to enter and maintain a list of bank branch codes. Bank branch codes are required in some countries to differentiate between the branches. An example for using bank branch codes is when branches are in locations that have different tax jurisdictions.

The bank branch code rules vary between countries. Those countries that use International Bank Account Numbers (IBAN), typically integrate the bank code into the prefix of the IBAN account numbers.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Bank/Branch Code
- Financial Management > Accounts Receivable > Setup > Bank/Branch Code
- Financial Management > Cash Management > Setup > Bank / Branch Code

AP Allocation Maintenance

Accounts payable (AP) allocations automatically distribute expense amounts across several general ledger (GL) accounts. The amounts are distributed based on definitions set on selected GL accounts. Use **AP Allocation Maintenance** to set up allocations.

You select AP allocations on specific AP Invoice lines. You can assign AP allocations to **Receipt Billing**, **Miscellaneous Invoice**, **Advanced Billing**, and **Unreceived Billing** lines if the **Inventory** interface option in **Company Configuration** is turned off. If the Inventory interface option is turned on, you can only apply allocations to Miscellaneous Invoice lines.

Define these allocations through a basis (for example, square feet, percentage, or number of employees). After you create general information for the AP allocation, assign the GL accounts to link to this allocation and assign **Allocation Units** to each selected GL account.

If you have two or more GL accounts for which you want to equally allocate expenses, enter **EQ** as the basis value. Assign identical **Allocation Units** to each selected GL account. For example, if you have three GL accounts, you can assign 250 allocation units on each account; the AP allocation then has 750 total units.

Tip To learn how to select AP allocations on invoice lines, refer to the **AP Invoice Entry – GL Analysis** topic in the Application Help.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Allocation

Workshop - Create an AP Allocation

Create an Accounts Payable (AP) allocation for your company's lease payment. The bill must be split between the three departments located on campus and should be divided based on the total square footage each department occupies.

Enter Allocation Details

Navigate to **AP Allocation Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Allocation

1. From the **New** menu, select **New Allocation**.
2. In the **Allocation ID** field, enter **XXXLease** (where XXX are your initials).
3. In the **Description** field, enter **XXXLease Payments** (where XXX are your initials).
4. In the **Basis** field, enter **SQFT**.
5. Click **Save**.

Add Allocation Lines

1. From the **New** menu, select **New Allocation Line**.
   A blank line displays in the **AP Allocation Lines** grid.
2. In the **G/L Account** field enter **6131-00-10**.
3. In the **Allocation Units** field, enter **15,000**.
4. Click **Save**.
5. From the **New** menu, select **New Allocation Line**.
6. In the **G/L Account** field of the new line enter **6131-00-30**
7. In the **Allocation Units** field, enter **10,000**.
8. Click **Save**.
9. From the **New** menu, select **New Allocation Line**.
10. In the **G/L Account** field of the new line enter **6131-00-50**.
11. In the **Allocation Units** field, enter **5,000**.
12. Click **Save**.
13. Exit AP Allocation Maintenance.

Purchasing Terms Maintenance

Use **Purchasing Terms Maintenance** to define terms that define the frequency, number of payments, and discounts that apply to supplier invoices.

Each purchasing terms code defines a time period and a schedule of discount percentage periods. To begin setting up the purchasing terms, select one of the following purchasing term code types:

- **Days**
- **Days of Month**
- **End of X Month(s) on Y Day(s)**

Each purchasing terms code can have one or multiple discount periods. Each discount period has a specific percentage that is valid for a specific span of time. Together, the discounts gradually reduce the percentages multiplied against invoices, based on how much time (months, days) has passed into the overall terms period.

Enter as many discount percentage periods as necessary.

Note also that the discounts have the same types as the term codes:

- **Days**
- **Days of Month**
- **End of X Month(s) on Y Day(s)**

You can select a default purchasing term for each supplier. The terms for that supplier apply to payments the company sends to the supplier. Optionally, payments can force application of the best discount associated with the term.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Purchasing Terms
- Material Management > Purchase Management > Setup > Purchasing Terms

Workshop - Create Purchasing Terms with a Discount

In this workshop, create purchasing terms with a discount for a supplier. Your company pays this supplier for receipts on the 15th day of each month. Per the agreement, your company receives a 2% discount on the order total when invoices are paid within 10 days of the invoice date.

Create a Purchasing Term

Navigate to **Purchasing Terms Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Purchasing Terms

1. From the **New** menu, select **New Purchasing Term**.
2. In the **Code** field, enter **XXX** (where XXX are your initials).
3. Enter, select, or verify the following information:

Field	Data
Description	XXX - Due 15th (where XXX are your initials)

Field	Data
Number of Payments	1
Terms Type	Day of Month
Due on Day	15

4. Click **Save**.

Add a Discount to a Purchasing Term

1. From the **New** menu, select **New Discount**.
2. Navigate to the **Discounts > Detail** sheet.
3. In the **Number Of Days** field, enter **10**.
4. In the **Discount Percent** field, enter **2.00**.
5. Click **Save**.
6. Remain in Purchasing Terms Maintenance for the next workshop.

Workshop - Create Purchasing Terms with Multiple Payments

In this workshop, create purchasing terms with multiple payments for a supplier. Your company pays this supplier on the 25th or each month.

Create a Purchasing Term with Multiple Payments

Navigate to **Purchasing Terms Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Purchasing Terms

1. From the **New** menu, select **New Purchasing Term**.
2. In the **Code** field, enter **XXXM** (where XXX are your initials).
3. Enter, select, or verify the following information:

Field	Data
Description	XXX - Due 25th for 12 Months (where XXX are your initials)
Number of Payments	12
Terms Type	End of X Month(s) on Y Day(s)
Number of Months	1
Due on Day	25

4. Click **Save**.

Adjust a Purchasing Term Payment Schedule

1. Navigate to the **Payment Schedule** sheet.
2. In the **Payment Schedule** grid, verify that 12 payments display. Note that the values in the **Percentage** column are 100 percent divided equally by the 12 payments.
3. From the **New** menu, select **New Payment Schedule**.
4. Review the payment schedule. Verify that 13 payments now display and that the **Percentage** column has adjusted for the new payment to 100 percent divided equally by 13 payments.
5. Click **Save**.
6. Exit Purchasing Terms Maintenance.

Recurring Cycle Maintenance

Use **Recurring Cycle Maintenance** to set up recurring cycles that define how recurring invoices will be generated and their billing cycles.

You can create a recurring cycle and attach it to a recurring source invoice. A recurring source invoice is an invoice that is also used as a template from which recurring invoices will be generated.

A cycle code is a collection of different settings that can be assigned to a recurring source invoice. The billing cycle of an invoice is defined within a specific cycle code and includes the frequency (how often) and duration (how long) the invoice will occur.

You can perform the following tasks in Recurring Cycle Maintenance:

- Create a new recurring cycle
- Modify a recurring cycle
- Inactivate a recurring cycle
- Delete a recurring cycle

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Recurring Cycle
- Financial Management > Accounts Receivable > Setup > Recurring Cycle

Workshop - Add a New Recurring Cycle

In this workshop, create a recurring cycle. The recurring cycle will be used in a later workshop to define how recurring invoices will be generated and their billing cycle

Navigate to **Recurring Cycle Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Recurring Cycle

1. Click **New**.
2. Enter the following cycle parameters:

Field	Value
Cycle Code	XXXAPMonth (where XXX are your initials)
Description	XXXAPMonth Recurrence (where XXX are your initials)
Module	AP
Interval	1
Modifier	Months
Billing Day	1
Duration	12

3. Click **Save**.
   Once you save a valid cycle code, it becomes available for selection on invoices.

   Note Once a recurring cycle code has been selected on a recurring source invoice, you will not be able to modify the settings on the **Billing Cycle** pane or delete the cycle.

4. Exit Recurring Cycle Maintenance.

Supplier Maintenance

Suppliers are businesses from which you purchase products and services. Use **Supplier Maintenance** to create supplier records. Supplier records are used in several programs and are critical when you create purchase orders and Accounts Payable (AP) Invoices.

Note This section of the course focuses only on the fields and sheets in Supplier Maintenance that are important to the Accounts Payable process. For additional information on Supplier Maintenance, refer to the Application Help.

Hold Payments

Select the **Hold Payments** check box to hold payments to a supplier. Select invoices can be held during invoice entry and cash disbursements can be held during payment entry.

Terms

A default terms code can optionally be defined on a supplier record. When selected, the code in this field defaults into the purchase orders and invoices for the supplier. A terms code is required for AP invoice entry and can be selected at that time.

Payment Reporting

Select the **Payment Reporting** check box if a supplier is required to report payments to a tax collection agency. The sum of the checks to the supplier for the tax year is used as the basis for calculating the taxable amount.

One Invoice Per Check

When selected, this check box indicates that this supplier only allows one invoice to be paid per each check. Used during **Payment Entry**, this option prevents you from selecting multiple invoices for payment on a single check.

Note This check box does not prevent you from creating multiple payments.

Important Most suppliers let you pay for several invoices on a single check, so you will usually not select this check box.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Supplier
- Financial Management > Multi-Site > Setup > Supplier
- Material Management > Inventory Management > Setup > Supplier
- Material Management > Purchase Contracts Management > Setup > Supplier
- Material Management > Purchase Management > Setup > Supplier
- Material Management > Supplier Relationship Management > Setup > Supplier
- Production Management > Job Management > Setup > Supplier
- Production Management > Quality Assurance > Setup > Supplier
- Service Management > Expense Management > Setup > Supplier
- Service Management > Time Management > Setup > Supplier

Address

Use the **Supplier > Address** sheet to enter the remit-to address for this supplier. You will send payments to this main address. If the supplier has different locations from where you purchase parts and services, use the **Purchase Points** sheet to enter the additional addresses for those locations.

Address Format

Use the **Supplier > Address Format** sheet to set up the appearance of the remit-to address for the supplier or the purchase point. This format prints out on purchase orders, AP invoices, and other reports associated with this supplier or purchase point. You select the fields to display and define the arrangement of how these fields print.

Before setting the address format, enter the address of the supplier on the **Supplier > Address** sheet or the address of the purchase point on the **Purchase Point > Detail** sheet.

Tip If you want your suppliers or purchase points from a specific country to use the same address format, you can specify this format on the country record in **Country Maintenance**. When you associate this supplier or purchase point with that country, the specified address format becomes the default. For additional information on country records, refer to the Application Help topic: **Country Maintenance**.

Tip To determine the address format, the application first looks for an address format on the purchase point record. If a format is not specified on the purchase point, the application checks the supplier record. If a format is not listed for the supplier, the application looks for an address format for the supplier's country. If a format is not specified for the country, it uses a default address format. This format does not display in the **Country** field.

Bank/Remit To

Use the **Bank/Remit To > Detail** sheet to define the pay-to location for the supplier. This can be a bank account or, if payment is not electronic, a company address. Once you set up a bank account for a supplier, it is available within **AP Payment Entry**. Payments for the supplier are sent to the defined location.

If the supplier uses multiple accounts at the same bank, enter a separate bank record for each account. The same principle applies for multiple remit to addresses. You can select the required bank or remit to during AP payment entry. The **Primary Bank/Remit To** enables you to set the default option for a supplier's payments when no other option is selected in a payment entry.

One bank/remit to record must be the Primary Bank/Remit To record. The first bank/remit to record you create for a supplier is automatically marked as the Primary Bank/Remit To. If you create additional bank/remit to records, you can make any one of them the Primary Bank/Remit To.

Note You cannot delete the Primary Bank/Remit To record if no other bank/remit to records exist for the supplier. If other bank/remit to records **do** exist, and you attempt to delete the primary bank/remit to, the system will first prompt you to select a different primary bank/remit to, before deletion is permitted.

If the payment method is electronic, a bank account is required.

To activate the electronic payment functionality, add a bank to the current supplier record and then select the **Electronic Payments** check box on the **Supplier > Detail** sheet.

Tax Exemptions

Use the **Tax Exemptions > Detail** sheet to define supplier specific exemptions.

If multiple exemptions have been specified for a document or line, the Epicor application uses the highest exemption. If more than one is considered to be highest, the application uses exemptions in the following order:

1. Supplier
2. Product
3. Tax Liability
4. Tax Type
5. Tax Exempt Code (the existing code that can be set manually)

Supplier Payment Report

Use the **Supplier Payment Report** to display payments to suppliers who are required to report payments to a tax collection agency. This report presents the required information for a designated year or time period that can be presented to the tax collection agency. The supplier must be designated as a reportable supplier in **Supplier Maintenance**.

Important When running this report, only suppliers with the **Payment Reporting** check box selected in their supplier record in Supplier Maintenance (Supplier > Detail) will be included in the report. For more information, read the Supplier Maintenance > Details topic.

Tip To generate a report for a one-time supplier, you must first create a supplier record for this company and select the Payment Reporting check box. To learn how to do this, read the Supplier Maintenance topics.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > Supplier Payment

Workshop - Create a Supplier Record

The purchasing manager, who typically adds new supplier records to the application, is out of the office today, but the Production department needs a quick turnaround on some supplies. As the accounts payable manager, you are given access to Supplier Maintenance to create a new record.

Enter the minimum amount of information necessary to provide the buyer with what is needed to create the purchase order. The rest of the information will be provided when the purchasing manager returns.

Enter a Supplier Record

Navigate to **Supplier Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

1. From the **New** menu, select **New Supplier**.
2. In the **Supplier** field, enter **XXX** (where XXX are your initials).
3. In the **Name** field, enter **XXX Supplier** (where XXX are your initials).
4. In the **Terms** field, select **XXX - Due 15th** (where XXX are your initials).
   Optionally, select **Net 30**.
5. Click **Save**.

Enter Supplier Address Information

1. Navigate to the **Supplier > Address** sheet.
2. Enter the **Address Information** of your choice.
3. Click **Save**.

Workshop - Enter Multiple Bank/Remit To Records for a Supplier

In this workshop, enter two bank/remit to options for a supplier. When you create invoices in a later workshop, you will select a different bank/remit to record in two invoices for the same supplier.

Enter Primary Bank/Remit To for a Supplier

1. Navigate to the **Supplier > Detail** sheet.
2. In the **Supplier** field, enter **Gecco**.
   The existing supplier's details display.
3. From the **New** menu, select **New Bank/Remit To**.
   The **Bank/Remit To > Detail** sheet displays.
4. In the **Bank/Remit To ID** field, enter **FirstBank**.
5. In the **Bank/Remit To Name** field, enter **The First Bank**.

6. In the **Payment Method** field, select **AP Electronic Payment**.

7. In the **Bank Account** field, enter an account number, for example, **123456789**.

8. Click the **Bank/Branch** button.
   The **Bank/Branch Search** window displays.

9. Click **Search**.
   Available bank branches display in the search results.

10. Select the **Albert Street** branch and click **OK**.

    Note The Bank/Branch is required if the **Validate Bank Branch ID** check box is selected in **Company Configuration**. (This field is located on the Modules > All Modules > Localization > Invoice Banking Reference sheet).

11. Verify that the **Primary Bank/Remit To** check box is selected.

12. Click **Save**.

Enter Alternative Bank/Remit To for an Existing Supplier

1. Repeat steps 3 through 10 from the previous task, to create another Bank/Remit To record, with the following details:

   Note Change the bank account and don't select the Primary Bank/Remit To check box.

Field	Value
Bank Remit/To ID	GeccoCHK
Bank/Remit To Name	Gecco Check Address
Payment Method	AP Physical Check
Pay to Information	*Enter suitable Pay To Name and Address details*

2. Click **Save**.

3. Remain in Supplier Maintenance.

Workshop - Create a Supplier Record for Deferred Expenses

Your company has signed a contract with a new supplier that will provide security services and will be paid for its services quarterly. You will defer these expenses and recognize them monthly.

Enter the information necessary to create AP invoices to be paid to this supplier.

Navigate to **Supplier Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

1. From the **New** menu, select **New Supplier**.

2. In the **Supplier** field, enter **XXX-SFG** (where XXX are your initials).
3. In the **Name** field, enter **XXX Safeguard Inc** (where XXX are your initials).
4. In the Supplier Information pane, in the **Group** field, select **Outside Vendor**.
5. Click **Save**.
6. Exit Supplier Maintenance.

Supplier Tracker

Use the **Supplier Tracker** to quickly display information about a selected supplier. This tracker displays information in the dashboard format and includes invoice and payment activity to date and purchase orders (POs) for a supplier.

Menu Path

Navigate to this program from the Main Menu:

- Executive Analysis > Trackers > Supplier Display
- Financial Management > Accounts Payable > General Operations > Supplier Display
- Material Management > Purchase Contracts Management > General Operations > Supplier Display
- Material Management > Purchase Management > General Operations > Supplier Display

Miscellaneous Charge/Credit Maintenance

Use **Purchasing Miscellaneous Charge/Credit Maintenance** to define charges or credits that apply to purchase orders. Select the general ledger controls that define the accounts to which the credits or charges post. Examples include freight charges and expediting fees.

Important These miscellaneous charges are not the same charges you set up in the **Order Management** or **Accounts Receivable** modules. You pay these charges to suppliers. Your customers pay the miscellaneous charges set up in the Order Management and Accounts Receivable modules.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Miscellaneous Charge/Credit
- Material Management > Purchase Management > Setup > Miscellaneous Charge/Credit
- Service Management > Expense Management > Setup > Miscellaneous Charge/Credit

Workshop - Create a Miscellaneous Credit

One of your long-time suppliers occasionally requests that someone pick up the goods directly from their warehouse. When this occurs, a miscellaneous **Pick Up** credit is added to the invoice. Create a miscellaneous credit record to use in this situation.

Create a Charge

Navigate to **Purchasing Miscellaneous Charge/Credit Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Miscellaneous Charge/Credit

1. From the **New** menu, select **New Charge**.
2. In the **Charge ID** field, enter **XXX** and **XXX - Pick Up Credit** (where XXX are your initials).
3. In the **Type** field, verify that **Amount** is selected.
4. Click **Save**.

Attach a GL Control

1. From the **New** menu, select **New GL Control**.
   The **GL Control > Detail** sheet displays.
2. In the **Type** field, search for and select **Misc Charge(Purchase)**.
3. In the **Control** field, search for and select **TRV**.
4. Click **Save** and exit Purchasing Miscellaneous Charge/Credit Maintenance.

Amortization Maintenance

Use **Amortization Maintenance** to define the duration of amortization, frequency of amortization periods, the recognition amount for each period, and to add an amortization code GL control.

Menu Path: Financial Management > Accounts Payable > Setup > Amortization Code

Workshop - Define Expense Amortization

In this workshop, create an amortization code for security expenses that should be amortized every quarter.

Navigate to **Amortization Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Amortization Code

1. From the **New** menu, select **New Amortization Code**.
2. In the **Code** field, enter **XXX-DE12_Actual** (where XXX are your initials).
3. In the **Description** field, enter **XXX DE 12 Actual Days** (where XXX are your initials).
4. In the **Scope** field, verify that **AP** displays.
5. Verify that the **Active** check box is selected.
6. In the **Fiscal Calendar** field, select **Main Fiscal Calendar**.
7. In the **Duration** field, enter **12**.
8. In the **Calculation Method** field, select **Actual Days**.
9. Click **Save**.
10. Remain in Amortization Maintenance.

Workshop - Add an Amortization Code GL Control

1. From the **New** menu, select **New Amortization Code GL Control**.
   The application displays the **GL Control > Detail** sheet.
2. Click the **Type** button and select the **Amortization** GL control type.
3. Click the **Control** button and select the **AC01** GL control.
4. Click **Save**.
5. Exit Amortization Maintenance.

Daily Accounts Payable Processing

This section of the Accounts Payable course focuses on Accounts Payable processes which may take place during a typical work day.

The following processes involving Accounts Payable are performed on a regular basis:

- AP Invoice Entry
- Payment Entry
- Apply Debit Memo / Prepayment
- Void Payment Entry
- AP Adjustment Entry

AP Invoice Entry

Supplier invoices are key components in the Purchase Order-to-Payment process. These Accounts Payable (AP) invoices record and track payments made against linked receipts, purchase orders, and other miscellaneous AP financial transactions.

In addition to invoices, you create debit memos in **AP Invoice Entry** to reduce payable balances.

AP Invoice Line Types

Each of the following AP invoice line types, along with other factors necessary to successfully create invoices and debit memos, are discussed in this portion of the course:

- Advanced Billing lines
- Receipt Billing lines
- Miscellaneous lines
- Job Miscellaneous lines
- Unreceived Billing lines

The following briefly describes items you encounter when an invoice or debit memo is created in AP Invoice Entry.

AP Invoice Groups

AP invoice groups collect invoices and post them to the same General Ledger (GL) fiscal period, at the same time. Until a group is posted, the GL is not updated. The actual group ID is irrelevant and can be used again as long as two groups with the same ID do not exist at the same time.

Invoices can be transferred between groups. This can be used to set aside problem invoices for later processing and transfer back to an unposted group once resolved.

Invoice Dates

The invoice date on the invoice header does not have to stay within the confines of the elected period for the group. The header period defaults from the group, but you can enter an invoice date outside that period when you add invoice details.

Important The default fiscal period on the invoice header does not automatically adjust to match the invoice date.

Example You create an invoice group and date it in Period 5. You add three invoices to the group, and one is dated outside of Period 5. You forget to change the default fiscal period and year on the invoice header to match that of the invoice date entered. Because of this, after the group is posted, an imbalance between the GL Report and the Aging Report exists.

Miscellaneous Charges/Credits

You can add miscellaneous charges or credits to an invoice line or header in AP Invoice Entry.

AP Partial Invoicing

You can enter more than once invoice against a receipt line. The non-invoiced quantity will be available for selection on future invoices and will be properly reflected on the AP Received Not Invoiced report.

Programs affected by AP partial invoicing include:

- **Company Configuration** - **Allow Multiple Invoicing of Receipts** check box and **Manual GRNI Clearing** tolerance fields available.
- **Legal Number Maintenance/Transaction Document Type** - Set up legal numbers for GRNI (Goods Received Not Invoiced) clearing system type.
- **AP Invoice Entry** - Enter more than one invoice against a receipt line and create manual or mass GRNI clearing documents.
- **AP Invoice Tracker** - Track partial invoices and clearing documents.
- **AP Posted Invoice Update** - View the final invoice status for GRNI clearing documents.
- **AP Received Not Invoiced Report** - Review the receipts which are not yet invoiced or invoiced partially.

Transfer Multiple AP Invoices

You can transfer multiple AP Invoices using the **Invoices > Transfer** Actions menu option in AP Invoice Entry. The **Transfer Invoices to Another Group** window displays where you can select a group of invoices to transfer to a current or new Group ID.

When the **Transfer Invoice** button is selected, all the invoices with the **Selected** check box selected are transferred to the selected group. You can modify the **Apply Date** on the grid for each individual invoice.

Hold Options

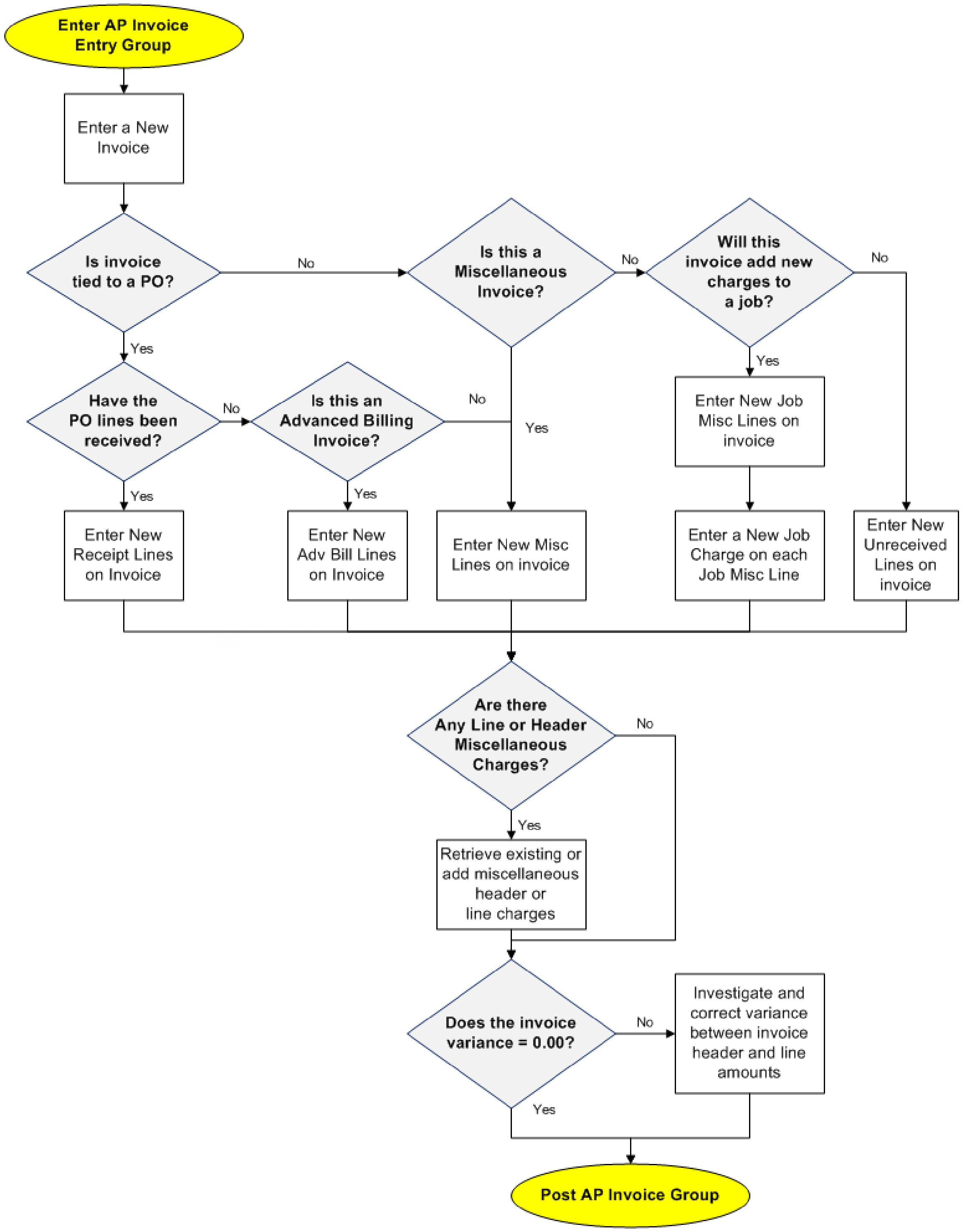
- **Hold Invoice** - Prior to posting a group, invoices can be placed on hold. If the **Hold Invoice** check box is selected, the invoice does not post to the GL, and the group remains open. The invoice remains in the group until it is taken off hold and posted.
- **Hold Payment** - An invoice can be placed on hold when it is initially vouchered or after it has been posted to the GL by selecting the **Hold Payment** check box. A group does not need to be created in order to place an invoice on hold or remove the hold status from an invoice.

Group Edit List

The **Group Edit List** is a detailed journal backup of what is posted to the GL. Once a group is posted to the GL, the Edit List cannot be reprinted. It is recommended that you print a hard or electronic copy of the Group Edit List prior to posting a group.

Posting Log

The **Posting Log** displays errors that occur during group posting. Once you correct the error and the group successfully posts, the message no longer displays.



Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > AP Invoice Entry
- Financial Management > Accounts Payable > General Operations > Invoice Entry - Approvals

Advance Billing Line Invoice

An Advance Billing Line Invoice:

- Is also known as a prepayment
- Is useful when a supplier requires a company to fully or partly pay specific purchase order (PO) lines, prior to release of the shipment
- Records a debit to the Advance Payment account and a credit to the AP Trade account when it is added to an AP invoice
- Automatically nets down the line amounts on a final receipt billing line invoice when it posts against PO lines
- Displays the purchase order prepayment balance amount on the Advance Payment Balance report

The Advance Payment Balance Report displays the advance payment amount posted, which line it is posted against, and the part quantities the posted amount covers.

For more information on the Advance Payment Balance Report, refer to the Application Help.

Workshop - Process an Advance Billing Line Invoice

This workshop demonstrates the effect of a prepayment when someone invoices a receipt for purchase order (PO) 4062.

Important Due to necessary database setup and specific data used to create an advanced billing line invoice (that is, PO 4062), this workshop can only be performed by one person on a shared database. If you are unable to complete this workshop, this does prohibit you from completing some of the workshops to follow.

If the PO used in this workshop (**4062**) is closed, you have the option to duplicate the PO. By duplicating the PO you are able to perform the functionality in this workshop as well as other workshops that follow. Review the **Duplicating PO Option** listed in the **Workshop Constraints** section of this course.

Enter an AP Invoice Group

Navigate to **AP Invoice Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > AP Invoice Entry

1. From the **New** menu, select **New Group**.
2. In the **Group** field, enter **XXX-1** (where XXX are your initials).
3. Click **Save**.

Enter Invoice Header Information

1. From the **New** menu, select **New Invoice**.
2. In the **Supplier** field, enter **ABE** and press **Tab**.
3. In the **Invoice** field, enter **XXX-1** (where XXX are your initials).
4. In the **Invoice Date** field, select today's date.
   If the horizon related message displays, click **OK**.

5. In the **Amount** field, enter **50.00**.

6. In the **Terms** field, accept the default value of **2/10 Net 30**.

7. Click **Save**.

Add an Advance Billing Line

1. From the **New** menu, select **New Adv Bill Line**.
   The **Lines > Detail** sheet displays.

2. In the **PO/Line** field, enter PO **4062**, Line **1** and press **Tab**.

3. In the **Ext Amount** field, enter **50.00**.

4. Click **Save**.

Review and Post the Invoice Group

1. From the **Actions** menu, select **Group > Print Group Edit List**.
   The **Invoice Entry - Group Edit List** window displays.

2. Click **Print Preview** to review the edit list.
   Note the GL Account Recap and review the distribution of debits and credits. Also review the Inter-Company Journal section.

3. Close the preview window and the Invoice Entry - Group Edit List window.

4. From the **Actions** menu, select **Group > Post**.
   The **AP Invoice Post Process** window displays.

5. Click **Submit**.

6. Close the AP Invoice Post Process window and minimize AP Invoice Entry.

Review the Balance of Advance Billing Amounts

Navigate to the **Advance Payment Balance Report**.

Menu Path: Financial Management > Accounts Payable > Reports > Advance Payment Balance

1. Accept the report defaults.

2. Click **Print Preview** and review the report.

3. Close the preview window and exit the Advanced Payment Balance Report.

Receipt Billing Line Invoice

To create a Receipt Billing Line invoice:

- Create a purchase order (PO) receipt to link to an invoice.
- Attach the received PO lines to a receipt billing line invoice through **AP Invoice Entry**.

As a result, these invoices record and track payment for the goods received.

Note Receipts are entered in **Receipt Entry**, located in the Shipping/Receiving module. Receipt Entry is discussed in more depth in the Purchase Management Course as well as in the Application Help.

The Received but not Invoiced Report:

- Displays purchase orders whose parts were shipped to a company that has yet to create an Accounts Payable (AP) invoice for received shipments.
- Illustrates receipts that arrive during a selected date range, which makes it a valuable tool to reconcile with the AP clearing general ledger account.

Workshop objectives for this section:

- Receive a PO with an advanced payment posted to it.
- Track a PO using the Purchase Order Tracker.
- Review the Received but not Invoiced Report to verify the PO was correctly received.
- Invoice a PO Receipt.
- Add a line miscellaneous charge to a receipt billing line invoice.
- Add a header discount to a receipt billing line invoice.

Workshop - Enter a PO Receipt

In this workshop, create a receipt to invoice against in a later workshop. Typically, this is not a function performed by accounts payable (AP) personnel.

Important Due to necessary database setup and specific data used to enter a PO receipt (that is, PO 4062), this workshop can only be performed by one person on a shared database.

Navigate to **Receipt Entry**.

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Important If you were unable to complete **Workshop - Process an Advanced Billing Line Invoice**, you will not be able to complete this workshop.

1. From the **New** menu, select **New Receipt**.
2. In the **PO** field, enter **4062** and press **Tab**.
3. In the **Packing Slip** field, enter the PO number.
4. From the **Actions** menu, select **Mass Receipt**.
   The **Mass Receipts** window displays.
5. Click **Select All**.
6. Click **Get All**.

7. Click **Receive All**.
8. Click **Process** and close the Mass Receipt window.
9. Click **Save**.
10. Verify that **Received All** check box is selected.
11. Click **Save**.
12. If a **Receipt is Compliant** message displays, click **OK**.
    The PO lines automatically transfer from the **Arrived Lines** sheet to the **Received Lines** sheet.
13. Exit Receipt Entry.

Workshop - Review the Received but not Invoiced Report

In this workshop, use the Received Not Invoiced report to display purchase orders of received parts.

Navigate to the **Received Not Invoiced** report.

Menu Path: Financial Management > Accounts Payable > Reports > Received Not Invoiced

Important If you were unable to complete **Workshop - Enter a PO Receipt**, you will not be able to complete this workshop. You have the option to print the report and review previously received POs that have not yet been invoiced. Results will vary.

1. In the **Receipt Date From** field, enter the first day of the current month.
2. In the **To** field, enter today's date.
3. In the **Sort By** field, accept the **By Supplier Name** default that displays.
   Tip Other choices are sorting **By Supplier ID** or **By PO**.
4. Click **Print Preview**.
   Preview the report, and verify that the PO received in the **Workshop - Enter a PO Receipt** displays.
5. Close the preview window and exit the Received Not Invoiced report.

Receipt Tracker

Use the **Receipt Tracker** to view information about transacted receipts. Details include the packing slip number, PO and line number quantities, shipment method, entry person, and date(s) received.

Menu Path

Navigate to this program from the Main Menu:

- Executive Analysis > Trackers > Receipt Tracker
- Financial Management > Accounts Payable > General Operations > Receipt Tracker
- Material Management > Purchase Contracts Management > General Operations > Receipt Tracker

- Material Management > Purchase Management > General Operations > Receipt Tracker
- Material Management > Shipping / Receiving > General Operations > Receipt Tracker

Workshop - Create a Receipt Billing Line Invoice and Add Miscellaneous Charges

Invoice a purchase order (PO) receipt and note the advance billing amount deduction. In addition, two miscellaneous items must be added to the receipt billing line invoice you create for the PO. The first item is actually a credit and must be attached to the invoice header, and the second item is a freight charge that is specific to **PO Line 2**. In this workshop, add these miscellaneous charges to the previously created invoice.

Important Due to necessary database setup and specific data used to invoice a PO (that is, PO 4062), this workshop can only be performed by one person on a shared database. If you were unable to complete **Workshop - Enter a PO Receipt**, you will not be able to complete this workshop.

Enter an AP Invoice Entry Group

Navigate to **AP Invoice Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > AP Invoice Entry

1. From the **New** menu, select **New Group**.
2. In the **Group** field, enter **XXX** (where XXX are your initials).
3. Click **Save**.

Enter Invoice Header Information

1. From the **New** menu, select **New Invoice**.
2. In the **Supplier** field, enter **ABE** and press **Tab**.
3. In the **Invoice** field, enter **XXX-2** (where XXX are your initials).
4. In the **Invoice Date** field, select today's date.
   if the horizon related message displays, click **OK**.
5. In the **Amount** field, enter **550.00**.
6. In the **Terms** field, accept the default value of **2/10 Net 30**.
7. Click **Save**.

Add Receipt Lines to an Invoice

1. From the **New** menu, select **New Receipt Line**.
   The **AP Invoice Add Receipt Billing Lines** window displays.
2. In the **PO** field, enter **4062** and press **Tab**.
3. Click the **Select All** button.

4. Click the **Create Lines** button.

   Note Allow time for this process to complete.

5. Navigate to the **Lines > Detail** sheet.
6. In the **Line Number** field, select **1**.

   Note that the $50.00 from the advance payment posted in the **Workshop - Process an Advance Billing Line Invoice** populates the **Less Adv. Pay** field.

7. Click **Save**.

Enter a Header Charge

1. From the **New** menu, select **New Header Charge**.
2. In the **Charge Code** field, select **XXX - Pick Up Credit** (where XXX are your initials).
   You may optionally use the **Freight In** charge code.
3. In the **Misc Amount** field, enter **-10.00**.
4. Click **Save**.

Add a Line Miscellaneous Charge

1. Navigate to the **Lines > Detail** sheet.
2. In the **Line Number** field, select line **2**.
3. From the **New** menu, select **New Line Charge**.

   The **Lines > Misc Charges > Misc Charges** sheet displays.

4. In the **Misc Charge** field, select **Freight In**.
5. In the **Charge Amount** field, enter **10.00**.
6. Click **Save**.
7. Navigate to the **Summary** sheet.
8. Verify the **Amount** and **Total** fields display the same value.

   If they don't, copy the value from the Total field and paste it to the Amount field.

9. Click **Save**.

Review and Post the Invoice Group

1. From the **Actions** menu, select **Group > Print Group Edit List**.

   The **Invoice Entry - Group Edit List** window displays.

2. Click **Print Preview** to review the edit list.

   Note the GL Account Recap and review the distribution of debits and credits.

3. Close the preview window and the Invoice Entry - Group Edit List window.

4. From the **Actions** menu, select **Group > Post**.

   The **AP Invoice Post Process** window displays.

5. Click **Submit**.

6. Close the AP Invoice Post Process window and minimize AP Invoice Entry.

Unreceived Billing Line Invoices

An unreceived billing line invoice should only be used when a payment is made against a shipment in transit from the supplier. This invoice line type records a credit to the Payables Accrual account and a debit to the AP Clearing account. When the goods are received, the subsequent purchase order receipt is created, crediting the AP Clearing account and leaving a zero balance. At that time, the material receipt and posted unreceived billing line invoice for the supplier both display in **Invoice/Receipt Match Maintenance**. There, each uninvoiced receipt line is matched with the invoice lines posted while the order was in transit.

Example A supplier is located in Japan and the ordered parts have been shipped by boat. It may be weeks before the product arrives at the facility; however, the supplier invoice has already arrived, and the FOB terms are factory. Once the goods are received, use Invoice/Receipt Match to match the invoice to the receipt.

This invoice line type is rarely used, so a workshop is not included in this course. If you are interested in learning more about these types of invoices, refer to the Application Help.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Invoice/Receipt Match

Miscellaneous and Job Miscellaneous Line Invoices

Typically, miscellaneous line invoices are created to account for miscellaneous expenses that are not linked to purchase order or job records. You can also define a miscellaneous line invoice as a recurring source invoice to use as a template for other recurring invoices.

Job miscellaneous line invoices are used to add new material lines to a job and additional on the fly job charges which may or may not have been planned for on the job.

Workshop - Create a Miscellaneous Invoice with an Allocation

In this workshop, create a miscellaneous invoice with an accounts payable (AP) allocation.

Enter an AP Invoice Entry Group

Navigate to **AP Invoice Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > AP Invoice Entry

1. From the **New** menu, select **New Group**.

2. In the **Group** field, enter **XXX-3** (where XXX are your initials).

3. Click **Save**.

Enter Invoice Header Information

1. From the **New** menu, select **New Invoice**.

2. In the **Supplier** field, enter **Gecco** and press **Tab**.

3. In the **Invoice** field, enter **XXX-3** (where XXX are your initials).

4. In the **Invoice Date** field, select today's date.
   If the horizon related message displays, click **OK**.

5. In the **Amount** field, enter **12,000.00**.

   Note By default the primary bank/remit to displays in the Bank/Remit To Id field.

6. In the **Bank/Remit To** field, select the alternative remit to: **Gecco Check Address**.

7. Click **Save**.

Add a Miscellaneous Line

1. From the **New** menu, select **New Misc Line**.
   The **Lines > Detail** sheet displays.

2. In the **Description** field, enter **Expense**.

3. In the **Ext Amount** field, enter **12000.00**.

4. Click **Save**.

Add an Allocation

1. Navigate to the **Lines > GL Analysis** sheet.

2. Click the **Allocation** button.
   The **Allocation Entry** window displays.

3. In the **Allocation** field, select **XXX Lease Payments** (where XXX are your initials).
   Optionally, select **Utilities**.

4. In the **Amount** field, enter **12,000.00**.

5. Click **OK**.

6. In the **G/L Distribution** grid, select the top line and click **Delete**.
   This step informs the Epicor application that you do not want any amount allocated to the default account.

7. To the **Delete this record?** message, click **Yes**.

8. Click **Save** and remain in AP Invoice Entry.

Workshop - Create a Miscellaneous Debit Memo

This workshop demonstrates how to create a miscellaneous debit memo.

Enter Debit Memo Header Information

1. From the **New** menu, select **New Debit Memo**.
   The **Summary** sheet displays.

2. Navigate to the **Header > Detail** sheet.

3. In the **Supplier** field, enter **ABCM** and press **Tab**.

4. In the **Invoice** field, enter **XXX-DM-1** (where XXX are you initials).

5. In the **Invoice Date** field, select the last day of the previous month.
   If the horizon related message displays, click **OK**.

6. In the **Amount** field, enter **125.00**.

7. Click **Save**.

Add a Debit Memo Line

1. From the **New** menu, select **New Misc Line**.

2. In the **Description** field, enter **Misc Debit Memo**.

3. In the **Ext Amount** field, enter **125.00**.

4. Click **Save**.

5. Navigate to the **Summary** sheet.

6. Verify the **Amount** and **Total** fields display the same value.
   If they don't, copy the value from the Total field and paste it to the Amount field.

7. Click **Save**.

Print a Debit Memo

1. From the **Actions** menu, select **Group > Print Debit Memo** or **Invoice > Print Debit Memo**.
   The **Print Group** or **Print Debit Memo** window displays.

2. Enter required report parameters.

3. Click **Print Preview**.

4. View the debit memo.

5. Close the Print Group or Print Debit Memo window.

Review and Post the Invoice Group

1. From the **Actions** menu, select **Group > Print Group Edit List**.
   The **Invoice Entry - Group Edit List** window displays.

2. Click **Print Preview** to review the edit list.
   Note the GL Account Recap and review the distribution of debits and credits.

3. Close the preview window and the Invoice Entry - Group Edit List window.

4. From the **Actions** menu, select **Group > Post**.
   The **AP Invoice Post Process** window displays.

5. Click **Submit**.

6. Close the AP Invoice Post Process window and minimize AP Invoice Entry.

Workshop - Create a Miscellaneous Invoice for a Job Charge

This workshop demonstrates how to create a miscellaneous invoice for a job charge. Add a miscellaneous charge to a newly created material line on a job.

Important Due to necessary database setup and specific data used to create a miscellaneous invoice for a job charge (specific job is used), this workshop can only be performed by one person on a shared database. If you are unable to complete this workshop, this does prohibit you from completing some of the workshops to follow.

If you are using a shared database, you have the option to create an additional miscellaneous invoice instead of the miscellaneous invoice for a job charge. Use the steps from the topic: **Add a Miscellaneous Line** in place of the topic: **Add a Job Miscellaneous Line**, and skip the topic: **Add a Job Charge**.

Verify Company Configuration

In order to complete the Add a Job Charge task within this workshop, verify the following company configuration.

Navigate to **Company Configuration**

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

1. Select the **Modules > Production > Job** sheet.

2. In the **Change Engineered Jobs** section, verify the **Prevent Changes** check box is clear.

3. Exit Company Configuration.

Enter an AP Invoice Entry Group

Navigate to **AP Invoice Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > AP Invoice Entry

1. From the **New** menu, select **New Group**.
2. In the **Group** field, enter **XXX-4** (where XXX are your initials).
3. Click **Save**.

Enter Invoice Header Information

1. From the **New** menu, select **New Invoice**.
   The **Header > Detail** sheet displays.
2. Click the **Supplier** button, and select **Gecco**.
3. In the **Invoice** field, enter **XXX-4** (where XXX are your initials).
4. In the **Invoice Date** field, select today's date.
   If the horizon related message displays, click **OK**.
5. In the **Amount** field, enter **1,000.00**.
6. In the **Terms** field, accept the default value of **2/10 Net 30**.
7. Click **Save**.

Add a Job Miscellaneous Line

1. From the **New** menu, select **New Job Misc Line**.
2. In the **Description** field, enter **Design Fee**.
3. In the **UOM** field next to **Supplier Quantity**, select **EA**.
4. In the **Ext Amount** field, enter **1,000.00**.
5. Click **Save**.

Add a Job Charge

1. From the **New** menu, select **New Job Charge**.
2. In the **Job Number** field, enter **2031** and press **Tab**.
3. Click the **Add Job Misc Charge** button.
   A job window displays.

4. In the **Part/Rev** field, enter **Consulting**.
5. In the **Desc** field, enter **Design Fee**.
6. Select the **Misc Charge** check box.
7. In the **Misc Charge** field, select **Additional Job Fees**.
8. In the **Operation** field, verify **10** displays.
9. In the **Unit Cost** field, enter **1,000**.
10. Click **OK**.
    The Job window closes.
11. Click **Save** and remain in AP Invoice Entry.

Review and Post the Invoice Group

1. From the **Actions** menu, select **Group > Print Group Edit List**.
   The **Invoice Entry - Group Edit List** window displays.
2. Click **Print Preview** to review the edit list.
   Note the GL Account Recap and review the distribution of debits and credits.
3. Close the preview window and the Invoice Entry - Group Edit List window.
4. From the **Actions** menu, select **Group > Post**.
   The **AP Invoice Post Process** window displays.
5. Click **Submit**.
6. Close the AP Invoice Post Process window and minimize AP Invoice Entry.

Supplier Statements Report

Use the **Supplier Statement Report** to review invoice transactions and balances up to a specific cut-off date for a supplier. You can then send the Statement of Account to suppliers for confirmation and agreement.

You can also filter the report by supplier and/or supplier group.

The report displays the following details:

Header:

- Company name and address
- Page number
- Company Phone and Fax #

Body:

- Supplier ID, Name, and Address
- Invoice

- Type
- Invoice Date
- Due Date
- PO/Ref
- Amount
- Balance

Totals: Total Balance per Currency

Menu Path: Financial Management > Accounts Payable > Reports > Supplier Statement

Workshop - View Supplier Statement Report

In this workshop, view the supplier statement report for two suppliers.

Navigate to the **Supplier Statement Report** application.

Menu Path: Financial Management > Accounts Payable > Reports > Supplier Statement

1. In the **Invoice Date Cut-off** field, enter the last day of the current month.
2. In the **Message** field, type any message you would like to see displayed on your report.
3. Navigate to the **Filter > Supplier** sheet.
4. Click the **Supplier** button and search for and select **AB Electronics** and **Gecco Steel**.
   The report will only display reports for these two suppliers.
5. Click **Print Preview**.
   Review the transactions for each of the two supplier pages.
6. Close the preview window and exit the Supplier Statement report.

Recurring Invoices

If you have invoices for the same product and services which occur on a specific schedule, you can use the Recurring Invoices functionality in AP Invoice Entry to re-create them automatically based on specified parameters. You do not have to manually create such invoices.

Important Recurring invoices are only allowed for AP invoices with miscellaneous lines.

To use recurring invoices, you need to:

1. Define a recurring cycle in Recurring Cycle Maintenance.
2. Flag an invoice as a recurring source invoice and assign a cycle.
3. Use the Generate Recurring Invoices process to generate recurring invoices based on the recurring source invoice.

Workshop - Create a Recurring Source AP Invoice

In this workshop, create an AP invoice and designate it as a recurring source invoice. You will use this invoice as a template to generate AP recurring invoices.

Navigate to **AP Invoice Entry**

Menu Path: Financial Management > Accounts Payable > General Operations > AP Invoice Entry

1. From the **New** menu, select **New Group**.
   The **Group > Detail** sheet displays.
2. In the **Group** field, enter **XXX-5** (where XXX are your initials).
3. Click **Save**.
4. From the **New** menu, select **New Invoice**.
5. In the **Supplier** field enter **Ageless** and press **Tab**.
6. In the **Invoice** field, enter **XXX-5** (where XXX are your initials).
7. In the **Invoice Date** field, select today's date.
   If the horizon related message displays, click **OK**.
8. In the **Amount** field, enter **36,000.00**.
9. Select the **Recurring** check box at the bottom of the form.
10. In the **Cycle Code** field, select **XXXAPMonthRecurrence** (where XXX are your initials).
    The details from the recurring cycle you selected are pulled into the invoice.

    Tip You can use **Posted Invoice Update** to change the recurring parameters of a posted invoice.
11. Click **Save**.

Add a Miscellaneous Line

1. From the **New** menu, select **New Misc Line**.
   The **Lines > Detail** sheet displays.
2. In the **Description** field, enter **Services**.
3. In the **Ext Amount** field, enter **36,000.00**.
4. Click **Save**.
5. Navigate to the **Header > Recurring Invoices** sheet.
6. Note that the details from the selected recurring cycle are displayed.

Review and Post the Invoice Group

1. From the **Actions** menu, select **Group > Print Group Edit List**.
   The **Invoice Entry - Group Edit List** window displays.
2. Click **Print Preview** to review the edit list.
   Note the GL Account Recap and review the distribution of debits and credits.
3. Close the preview window and the Invoice Entry - Group Edit List window.
4. From the **Actions** menu, select **Group > Post**.
   The **AP Invoice Post Process** window displays.
5. Click **Submit**.
6. Close the AP Invoice Post Process window and remain in AP Invoice Entry.

Workshop - Create a Single Recurring AP Invoice

In this workshop, create a recurring AP invoice based on the recurring source invoice you created in the previous workshop.

1. From the **New** menu, select **New Group**.
   The **Group > Detail** sheet displays.
2. In the **Group** field, enter **XXX-6** (where XXX are your initials).
3. In the **Apply Date** field, select the first day of the next month.
   If the horizon related message displays, click **OK**.
4. Click **Save**.
5. From the **Actions** menu, select **Get > Get Recurring Invoices**.
   The **Get Recurring Invoices** window displays. Here you can filter for which suppliers and from which cycles you want to generate invoices.
6. Click **Cycle Codes** and search for and select **XXXAPMonthRecurrence** (where XXX are your initials).
7. Click **Manual Selection** to select from a list of recurring source invoices available.
8. Select the Recurring Source AP invoice created in the previous workshop and click **OK**.
9. Click **Yes** in the confirmation window to the message that displays.
10. Click **OK**.
11. Minimize AP Invoice Entry.

A new invoice is created from the selected recurring source invoice. Each new invoice is a copy of the recurring source invoice, including comments, charges, commissions, GL accounts, and other information.

Tip If necessary, you can change the data that pulls from the recurring source invoice into the recurring invoice. If the **Copy Latest Invoice** option is selected on the recurring source invoice, the details will be copied from the latest posted recurring invoice for that recurring series of the recurring source invoice.

Workshop - Generate Recurring AP Invoices

In this workshop use the Generate Recurring Invoices process to generate AP recurring invoices. This process is useful if you have a high volume of recurring invoices.

Navigate to **Generate Recurring Invoices**.

Menu Path: Financial Management > Accounts Payable > General Operations > Generate Recurring AP Invoices

1. Verify that **Now** displays in the **Schedule** field.
2. In the **As of Date** field, enter the first day of the month, three months from today.
3. In the **Group ID** field, enter **XXX-2** (where XXX are your initials) field.
4. Click the **Process** button.
5. Exit Generate Recurring Invoices.

Retrieve Generated Invoices

In this workshop task, retrieve the AP recurring invoices you generated.

1. Maximize **AP Invoice Entry**.
2. Click the **Group** button and search for and select the group you created running the **Generate Recurring Invoice** process.
   Hint: XXX-R where XXX are your initials.
3. Review the invoices you generated that display in the **Invoices** grid.
4. Exit AP Invoice Entry.

A/P Expense Distribution Report

The **A/P Expense Distribution Report** displays the General Ledger purchase journal transactions that occurred during a selected period or date range. These transactions display in order by Account, Supplier, and then Invoice Date.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > Expense Distribution

GL Distribution Report

The **GL Distribution Report** prints GL transactions created in the Epicor application and is used as an audit of GL transactions created in each module. The report can be filtered for a specific fiscal period or date range.

The GL Distribution Report can display transactions for sales, cash receipts, purchases, cash disbursements, adjustments, payroll, bank transactions, unmatched logged invoices, or a combination of these transaction types.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > G/L Distribution
- Financial Management > Accounts Receivable > Reports > G/L Distribution
- Financial Management > Payroll > Reports > G/L Distribution

AP Invoice Tracker

Use the **AP Invoice Tracker** to review information about posted invoices. This includes information such as header and line item information, payment activity, and GL distribution of values for an invoice.

You can also use AP Invoice Tracker to track recurring AP invoices. The **Header – Recurring** sheet displays the recurring invoice information that you added in AP Invoice Entry. Click the **Retrieve** button to:

- Retrieve invoices that were generated for the selected recurring source invoice.
- View the total value that was invoiced for the recurring series.
- View the latest posted invoice from the series and the next invoice date.

The required information is displayed under the **Recurring Invoices** grid.

The AP Invoice Tracker is loosely based on AP Invoice Entry and contains supplemental sheets not found in that program. You cannot add or update records in a tracker.

Menu Path

Navigate to this program from the Main Menu:

- Executive Analysis > Trackers > AP Invoice Tracker
- Financial Management > Accounts Payable > General Operations > AP Invoice Tracker

Payment Entry

Use **AP Payment Entry** to create, print, and post invoice payments, manual payments, miscellaneous payments, and prepayments.

Group

Use the **Group** sheet to create and edit check groups. A check group assigns default values, like the **Bank Account** and the **Payment Date**, that are used as the default values for all payments within the group.

Definition

Check Group - Transactions that occur during the same time period and are ready for editing, printing, and posting. Groups are sometimes referred to as batches. A Check Group assigns a default bank account and payment date for all the payments in the group.

AP Payment Entry has an **Auto Retrieve Payments** Actions menu option to auto retrieve the payments of a group. Alternately, you can use the **Select Group Payments** button from the Group sheet to select payments, if you do not have the Auto Retrieve Payments option set.

Select Invoices

From the **Actions** menu select **Select Invoices** to quickly generate payments for invoices due. This program searches the open invoices and selects invoice records that match the criteria you define.

After you run this program, the **Invoice Payment Selection** window displays. Use this window to select a specific invoice against which you want to pay by highlighting it, or by using the **Ctrl key**. To choose all the invoices, click the **Select All** button.

Tip You can add a **Select** column with check boxes displayed for individual selection of invoices to the Invoice Payment Selection window. This may be useful if you typically select large numbers of individual invoices. This column is currently hidden, but can be displayed through personalization of the Invoice Payment Selection program.

Note that if the payment method selected on the **Group** sheet is an electronic interface type, only invoices that have suppliers with bank information are selected through this process. The payment method selected for the invoice displays within the Invoice Payment Selection window.

Note **Debit Memos** are always selected for payment, and cannot be filtered through the criteria you define. If this creates a negative check, you need to delete the records that cause this amount before you process the payments.

Exchange Rate at Payment Entry

You can enter an exchange rate at payment entry. AP Payment Entry allows a manual change of the exchange rate and the amount paid in the bank currency.

The basis of this functionality is to enter payment information that defines the paid amount in a foreign currency and the currency of the bank. This information is entered into the application as the bank's specified exchange rate at the time of payment. You have the ability to adjust the amount in the bank currency.

Note Because you enter the payment entry after the payment occurs, this functionality applies to manual payments only.

AP Prepayments

The AP prepayments functionality exists to cover minimal requirements based on Russian legislation and business practices. Typically you receive prepayments through a contract agreement when sales orders are not available.

AP prepayments are not subject to tax.

You create a prepayment by entering the name of the supplier, adding a miscellaneous payment, and selecting the **Pre-Payment** check box. Then, enter the amount of the prepayment, the prepayment general ledger account, and additional reference information you need.

Use **Apply Debit Memo / Prepayment** to match prepayments with regular AP invoices. The routine is a mirror of the **Apply Credit Memo** routine in the Accounts Receivable module. Use **Void Payment Entry** to void a prepayment.

Process Payments

From the **Actions** menu, select **Process Payments** to print checks or create electronic payment files for payments within the current group.

You can either only print checks or generate a bank export file. The options available on this program depend on the payment method selected on the **Group** sheet.

If the payment method is for electronic payments, you must select the **Bank Export File** used to receive the payment information. Each payment automatically has a Remittance Advice Number printed on it. For electronic payment processing the following options are available:

- **Print** - Assigns payment numbers, generates electronic file, and prints remittance advice, all at once.
- **Generate Only** - Assigns payment numbers and generates an electronic file.
- **Preview** - Previews remittance advice, once either the Print or Generate Only process is complete.

If the payment method is for manual checks, the checks are printed in alphabetical order by **Supplier Name**. If there is not room to print out the invoices being paid to a supplier, the payment is split and a second check is automatically generated.

You can also reprint checks if an error occurs. To do this, select the Process Payments command again; **Restart Process Payments** displays. Use this program to reprint the checks correctly.

Important You cannot change check records after they are printed. If there is an error, you need to delete the check. To print checks, you must have security access to Process Payments. For information on how security is assigned, refer to the **Security** topics in the Application Help.

Print Remittance Advice

From the **Actions** menu, select **Print Remittance Advice** to print a remittance advice form for each payment in the group. The prerequisite for running this command is that each payment must have a payment number. For electronic payments and check payments, you might need to run the Process Payments command first, and then print remittance advice. For manual payments, you can skip printing remittance advice and still be able to post a payment.

Legal Numbers

Some countries require use of unique identifiers (or legal numbers) for transactions. These identifiers have controls to prevent gaps in sequence and provide an additional tracking method. You can define multiple legal numbers for the same transaction type.

Use **Legal Number Maintenance** to define how legal numbers are set up for documents, such as invoices and payments.

Use the **Legal Numbers** sub-menu of the **Actions** menu of Payment Entry to assign and void legal numbers for AP payments.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Payment Entry
- Financial Management > Cash Management > General Operations > Payment Entry

Payment Proposal Report

Use the **Payment Proposal Report** to display AP invoices that need to be paid up to a selected due date.

This report displays its amount in the base currency selected for the current company. One line prints for each invoice due on or before the selected Due Date. The current total due on the invoice displays on this line. The report is sorted by the Due Date value on each AP invoice.

You can also use the report to display invoices with discounts available and display the value of discounts based on the proposed payment date.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > Payment Proposal
- Financial Management > Cash Management > Reports > Payment Proposal Report

Workshop - Enter Payments Using the Select Invoices Option

Several invoices have been processed, and it is now necessary to process payments for them. In this workshop, use the Select Invoices option to select invoices created in the invoicing workshops.

Important Due to necessary database setup and specific data used to select invoices for specific payments, this workshop can only be performed by one person on a shared database. If you have not posted invoices for suppliers AB Electronics and Gecco Steel in the prior workshops, you will not be able to complete this workshop.

Enter a Payment Group

Navigate to **AP Payment Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

1. From the **New** menu, select **New Group**.
2. In the **Group** field, enter **XXX-P** (where XXX are your initials).
3. In the **Bank Account** field, select **Main Checking Account**.
4. Accept the other defaults.
5. Click **Save**.

Select Invoices for Payment

1. From the **Actions** menu, select **Select Invoices**.
   The **Select Invoices** window displays.
2. In the **Due Date** field, select a date one month from today.
3. Select the **Consider Discount Dates** check box.
4. Select the **Include Invoice without Payment Method** check box.

5. Click **OK**.
   The **Invoice Payment Selection** window displays. The different Bank/Remit To details for the Gecco invoices display in the grid.

6. Select the invoices you created in prior workshops for suppliers **AB Electronics (ABE)** and **Gecco Steel (Gecco)** by clicking the **Selected** check box next to those invoices.
   Note that the **Selected** field calculates as you select or clear the check boxes.

7. Click **OK**.
   In the **Current Payments in Process** grid, multiple payments are created for Gecco, due to the different Bank/Remit To details.

8. Click **Save** and remain in this payment entry group for the next workshop.

Workshop - Pay a Single Invoice and Add a Bank Fee

In this workshop, select a single invoice to pay, and add a bank fee to that invoice.

Important Due to necessary database setup and specific data used to pay a specific invoice, a portion of this workshop can only be performed by one person on a shared database.

If you are using a shared database, you are able to complete the topic, **Add a Bank Fee** if you first complete **steps 1-3** in the topic, **Pay a Single Invoice**.

Pay a Single Invoice

Verify that you are still in the payment entry group you created in the **Workshop - Enter Payments Using the Select Invoices Option**.

1. Navigate to the **Payment > Header** sheet.
2. From the **New** menu, select **New Payment**.
3. In the **Supplier** field, enter **Ageless** and press **Tab**.
4. In the **Currency** field, verify **United States Dollar** displays.
   If it doesn't, select it and click **Save**.
5. From the **New** menu, select **New Invoice Payment**.
6. Navigate to the **Payment > Invoice Detail > Detail** sheet.
7. In the **Invoice** field, enter **4675** and press **Tab**.
8. In the **Gross Value** field, enter **50.00**.
   Verify the **Invoice Value** and **Gross Value** match.
9. Click **Save**.

Add a Bank Fee

1. From the **New** menu, select **New Bank Fee**.

The **Payment > Bank Fee** sheet displays.

2. In the **Bank Fee** field, enter **XXX** (where XXX are your initials) and press **Tab**.
   Optionally, select **Overdraft**.

3. In the **Bank Fee Amount** field, enter **10.00**.

4. Click **Save** and remain in this payment entry group for the next workshop.

Workshop - Enter an AP Prepayment

In this workshop, enter, process, and post an Accounts Payable (AP) Prepayment.

Enter a Prepayment

1. From the **New** menu, select **New Payment**.
   The **Payment > Header** sheet displays.

2. In the **Supplier** field, enter **ADELPHI** and press **Tab**.

3. Navigate to the **Payment > Misc Detail** sheet.

4. From the **New** menu, select **New Misc Payment**.

5. Above the **Payment Amount** field, select the **Pre-Payment** check box.
   The other fields in the **References** pane enable and the **Expense Account** fields become the **Pre-Payment Account** fields.

6. In the **Payment Amount** field, enter **100.00**.

7. Click **Save**.

Note The default **Pre-Payment Account** is **2000-00-00**. As soon as you select the **Pre-Payment** check box, not only does the **Expense Account** field become the **Pre-Payment Account** field, but the default account automatically updates to **2000-00-00**. In this workshop, the default values are accepted.

Workshop - Process, Review and Post Payments

In this workshop, process, review, and post the payments added to the Payment Entry Group in the previous workshops.

Verify that you are still in the payment entry group you created in the **Workshop - Enter Payments Using the Select Invoices Option**.

1. Navigate to the **Group > Group** sheet.

2. From the **Actions** menu, select **Process Payments**.
   The **Process Payments** window displays.

3. Click **Print**.

Important You must select a printer in order to print. If a printer is not available, consider printing to a document writer.

4. Close the Process Payments window.
5. From the **Actions** menu, select **Print Group Edit List**.
   The **Payment Entry Group - Edit List Report** window displays.
6. Click **Print Preview**.
7. Review and close the edit list and exit the Payment Entry Group - Edit List Report window.
8. From the **Actions** menu, select **Post**.

   The **Before continuing with the post verify your checks have actually finish printing and that the computer printed check number matches the check forms preprinted number. OK to post Group?** message displays.
9. To the message, click **Yes**.

   The **AP Payment Post Process** window displays.
10. Click **Submit** and close the AP Payment Post Process window.
11. Remain in AP Payment Entry for the next workshop.

Workshop - Enter a Manual Miscellaneous Payment

You wrote a manual (physical) check for $100.00 to pay for office supplies to a supplier who does not exist in Supplier Maintenance. In this workshop, select a payment method on the entry group that specifies checks added to this group are manual payments. You do not have to print the payment because the check was previously hand-written.

Note You are able to pay a one-time supplier (a supplier that does not exist in Supplier Maintenance) in AP Payment Entry.

Enter a Payment Group

Verify you are in **AP Payment Entry**.

1. From the **New** menu, select **New Group**.
2. In the **Group** field, enter **XXX-2** (where XXX are your initials).
3. In the **Bank Account** field, select **Main Checking Account**.
4. In the **Payment Method** field, select **AP Physical Check**.
5. Accept the other defaults.
6. Click **Save**.

Enter a Manual Miscellaneous Payment

1. Navigate to the **Payment > Header** sheet.
2. From the **New** menu, select **New Payment**.
3. In the **Name** field, enter **XXX-Office Supplies** (where XXX are your initials).
4. In the **Payment** field, enter **XXXX** (where XXXX are the last 4 digits of your phone number) and click **Save**.
5. Navigate to the **Payment > Misc Detail** sheet.
6. From the **New** menu, select **New Misc Payment**.
7. In the **Payment Amount** field, enter **100.00**.
8. In the **Description** field, enter **Office Supplies**.
9. Click **Save**.
10. In the **Account** field, right click and select **Open With > General Ledger Search**.
    The **GL Account Search** window displays.
11. In the **Natural Accounts Starting At** field, enter **8100** and click **Search**.
12. In the **Search Results** grid, select the **8100-00-00** GL Account and click **OK**.
13. Click **Save**.

Print Remittance Advice

1. From the **Actions** menu, select **Print Remittance Advice**.
   The **Remittance Advice** window displays.
2. On the **Selection** sheet, review report parameters.
3. Click the **Print Preview** button to preview the report on your screen before printing.
4. Close the Remittance Advice window.

Post the Manual Payment

1. Navigate to the **Group > Group** sheet and review the manual payment.
2. From the **Actions** menu, select **Post**.
   The **Before continuing with the post verify your checks have actually finished printing and that the computer printed check number matches the check forms preprinted number. OK to post Group?** message displays.
3. To the message, click **Yes**.
   The **AP Payment Post Process** window displays.

4. Click **Submit**.

5. Close the AP Payment Post Process window and exit AP Payment Entry.

Workshop - Review the Check Register

Review the Check Register Report to view the posted payments.

Navigate to the **Check Register Report**.

Menu Path: Financial Management > Accounts Payable > Reports > Check Register

1. In the **Begin Date** field, select today's date.

2. In the **End Date** field, select today's date.

3. Navigate to the **Filter** sheet.

4. Click the **Bank Account** button and search for and select **Main Checking Account**.

5. Click **Print Preview**.

6. Review and close the report.

7. Exit the Check Register Report.

Discount Analysis Report

Use the **Discount Analysis Report** to display the discount amounts a company receives if invoices are paid by a specific date. This report calculates and displays the best date on which customers should pay each invoice. You can filter this report by customer and by invoice.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > Discount Analysis

Payment Tracker

Use the **Payment Tracker** to display information about check records in the dashboard format. This includes information such as the check number, amount, and fiscal year and period in which it was posted. You cannot add or edit records in this tracker.

Menu Path

Navigate to this program from the Main Menu:

- Executive Analysis > Trackers > Payment Tracker
- Financial Management > Accounts Payable > General Operations > Payment Tracker
- Financial Management > Cash Management > General Operations > Payment Tracker

Apply Debit Memo / Prepayment

Use **Apply Debit Memo / Prepayment** to match prepayments and debit memos with regular AP invoices. The routine is a mirror of the **Apply Credit Memo** routine in the Accounts Receivable module.

You can apply prepayments and debit memos against one or multiple invoices but can only select invoices created for the supplier listed on the debit memo/prepayment.

Important Before you can apply a debit memo or prepayment within this program, you must post the debit memo/prepayment to the general ledger (GL) via AP Invoice Entry or AP Payment Entry.

On the Summary sheet in Apply Debit Memo / Prepayment, select the document with which you want to work and define the amount from the debit memo/prepayment to apply. Use the Detail sheet to select which invoices will receive the debit amount. Lastly, apply the debit memo amount using the command available from the Actions menu.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Apply Debit Memo / Prepayment

Workshop - Apply a Prepayment

Apply the prepayment you posted in the Workshop - Enter an AP Prepayment.

Navigate to **Apply Debit Memo / Prepayment**.

Menu Path: Financial Management > Accounts Payable > General Operations > Apply Debit Memo / Prepayment

Important Due to necessary database setup and specific data used to complete the apply prepayment feature, this workshop can only be performed by one person on a shared database. If invoice number 10004 is unavailable for selection in step 6, you are not able to complete this workshop as written.

To complete this workshop, you must perform one of the following options:

- Contact your system administrator to refresh your demonstration database. After the refresh, complete the Workshop - Enter an AP Prepayment prior to completing this workshop.
- Skip this workshop and move forward with the course.
- Enter and post an AP Miscellaneous Line invoice for supplier, ADELPHI. Use any invoice number you want and then substitute that invoice number for 10004 in this workshop. For instructions on how to enter and post an AP Miscellaneous Line invoice, refer to the Application Help.

1. From the **New** menu, select **New Debit Memo/Correction Invoice**.
2. In the **Invoice** field, search for and select the prepayment you created in the Workshop - Enter an AP Prepayment.

   The invoice number consists of the Supplier ID, Fiscal Year, Fiscal Period, and Prepayment number (for example: ADELPHI-2016-3-001).
3. Click **Save**.
4. Navigate to the **Detail** sheet.
5. From the **New** menu, select **New Invoice**.

6. In the **Invoice** field, search for and select invoice number **10004**.
7. Click **Save**.
8. Navigate to the **Summary** sheet.
   Invoice **10004** displays in the **Applied Invoices** grid.
9. From the **Actions** menu, select **Apply Debit Memo/Correction Invoice**.
10. Exit Apply Debit Memo / Prepayment.

Void Payment Entry

Void Payment Entry allows you to cancel unreconciled payments. You can cancel payments for both regular suppliers (ones with a record in Supplier Maintenance) and one-time suppliers. You can also void prepayments and reverse the prepayment transactions.

Important You can only cancel posted payments.

You can void a specific check on the **Detail** sheet or multiple checks on the **List** sheet for rows with the **Select** check box and the **Void Date** selected. For more information on how to void multiple checks, refer to the List topic.

No group is used to void payments; the GL updates once you click the **Void** button.

A voided transaction affects the original GL account numbers for the payment; however, the amount is reversed. If the original payment was for an invoice, AP is credited and the invoice begins aging again as of the original invoice date. If the invoice should never be paid, you can use **AP Adjustment Entry** to write it off, or create an offsetting debit memo in **AP Invoice Entry**.

Petty cash payments are not available for selection in the Void Payment Entry program, as they are not subject to the void payment process.

Important Carefully consider the void date because this date determines the period to which the transaction posts. Ensure the void date you enter is equal to or later than the date of the original transaction.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Void Payment Entry
- Financial Management > Accounts Payable > General Operations > Void Payment Entry with doc-link
- Financial Management > Cash Management > General Operations > Void AP Payment Entry

Workshop - Void a Payment

Two checks were posted for the same purchase. One was posted against the invoice and has already cleared the bank. The other was created as a miscellaneous payment. The duplicate check was never sent out to the supplier because the mistake was caught in time. In this workshop, void the duplicate payment.

Navigate to **Void Payment Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > Void Payment Entry

Note Due to necessary database setup, and specific data used to void an invoice, this workshop can only be performed by one person on a shared database.

You have the option to search for and select a different check number to void. Results will vary.

1. Click **Search** (binoculars icon).
   The **Void Payment Search** window displays.
2. Click **Search** and select check number **10186**.
3. In the **Apply Date** field, select today's date.
   This void affects the current fiscal year, even though the payment is dated in a prior year. The year the payment is dated is not affected. It is up to your company and accountant to decide how to proceed in a situation like this.
4. Click **Void**.
   The **Are you sure?** message displays.
5. To the message, click **Yes**.
6. Exit Void Payment Entry.

AP Adjustment Entry

Use **AP Adjustment Entry** to change amounts for an open invoice or debit memo. You can increase or decrease the invoice balance. You can also apply a prorated taxable adjustment to all taxes for an AP invoice, as part of your adjustment.

To apply a prorated taxable adjustment to all taxes when you create an AP invoice adjustment, select the **Taxable Adjustment** check box. The default is for the check box to be clear and for taxes not to be adjusted. The adjustment amount will be prorated to reduce the tax amount. The tax adjustment will be posted to a corresponding Tax account and the offset will be posted to an Invoice Adjustment account.

When adjusting an AP invoice, you must select the book and GL account to which you want the adjustment to post. You can add as many adjustments as necessary against each invoice. No group is required to adjust an invoice value; the GL updates as soon you save the adjustment record.

Transactions made against the selected invoice or debit memo display in the **Transactions Applied To This Invoice** grid. You cannot edit these fields.

Before you adjust an invoice, understand the following:

- You cannot increase an invoice balance above its original invoice amount. If an additional amount is necessary, you must create a new invoice for the difference.
- If you adjust an invoice balance down to $0.00, that invoice closes. Once an invoice is closed, it is no longer available for adjustment.
- Use discretion when you adjust an invoice amount. The original invoice could be linked to a purchase order, which makes reconciliation difficult due to fluctuating invoice totals.
- Taxable adjustments are not allowed for invoices with payment timing taxes, withholding taxes, and non-deductible taxes.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Adjustment
- Financial Management > Accounts Payable > General Operations > Adjustment with doc-link

Workshop - Adjust an Open Invoice

Navigate to **AP Adjustment Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > Adjustment

Important Due to necessary database setup and specific data used to adjust an invoice, this workshop can only be performed by one person on a shared database.

You have the option to search for and select a different invoice number to adjust. Results will vary.

1. In the **Supplier** field, enter **HADES** and press **Tab**.
2. In the **Invoice** field, search for and select the invoice number **HADES816**.
3. In the **Adjustment** field, enter **-875.00**.
4. In the **GL Account** field, right click and select **Open With > General Ledger Search**.
   The **GL Account Search** window displays.
5. In the **Natural Accounts Starting At** field, enter **2500** and click **Search**.
6. In the **Search Results** grid, select account **2500-00-00** and click **OK**.
7. Click **Save**.
8. Exit AP Adjustment Entry.

Specialized Accounts Payable Processing

This section of the Accounts Payable course focuses on Accounts Payable processes which take place either monthly or outside of a typical daily AP routine.

The following specialized accounts payable processes discussed in this section are as follows:

- Bank Adjustment Entry
- Bank Funds Transfer
- Bank Statement Processing
- Legal Number
- Tax Setup
- Logged AP Invoice Entry
- Logged Invoice Approve and Void Entry
- Late Costs and Allocations
- Deferred Expenses
- 1099 Processing

Bank Adjustment Entry

Use **Bank Adjustment Entry** to modify an amount against a specific bank account.

Transactions you enter can only affect bank amounts that do not have sales tax requirements. Bank adjustments are posted with a group methodology, and as soon as they post, the Bank Fee and Cash general ledger (GL) accounts associated with the GL controls for that bank account are affected.

You first make bank adjustments by creating an adjustment group and selecting a specific bank within this group. The group contains the adjustments you will make to the account at this bank within the group's fiscal year and period. Once you define the group, you can create as many adjustments to the bank account as necessary. You can also use a **Bank Fee** code to calculate taxes for the adjustment.

Tip You can enter your adjustment directly on the **Summary** sheet within the **Adjustments** grid. You can also use the **Adjustment** sheet; this sheet breaks the adjustment details into separate fields.

After you enter adjustments, review them by printing a **Group Edit List**. Then post adjustments to the Cash account and Bank Fee account assigned to the GL controls for the bank account. Both options are located on the **Actions** menu.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Bank Adjustment Entry
- Financial Management > Cash Management > General Operations > Bank Adjustment Entry

Workshop - Adjust a Bank Account Balance

Decrease the balance of your Main Checking Account by $10.00. This is a negative adjustment, so it debits the Bank Fee account context and credits the Cash account context selected on the GL controls for the Main Checking Account.

Enter a Bank Adjustment

Navigate to **Bank Adjustment Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Adjustment Entry

1. From the **New** menu, select **New Group**.
2. In the **Group ID** field, enter **XXX** (where XXX are your initials).
3. In the **Bank** field, select **Main Checking Account**.
4. Click **Save**.
5. Navigate to the **Adjustment** sheet.
6. From the **New** menu, select **New Adjustment**.
7. In the **Reference** field, enter **XXX** (where XXX are your initials).
8. In the **Amount** field, enter **-10.00**.
9. Click **Save**.

Print the Group Edit List

1. From the **Actions** menu, select **Print Group Edit List**.
   The **Bank Adjustment - Edit List** window displays.
2. Click **Print Preview**.
3. Review the group edit list.
4. Close the edit list and the Bank Adjustment - Edit List window.

Post the Adjustment Group

1. From the **Actions** menu, select **Post**.
   The **Bank Adjustment Post Process** window displays.
2. Click **Submit**.
3. Close the Bank Adjustment Post Process window and exit Bank Adjustment Entry.

Bank Funds Transfer

Use **Bank Funds Transfer** to move amounts between bank accounts. If the bank accounts use different currencies, the Epicor application by default uses the **Exchange Rate** for that currency to calculate the transferred amount.

However, you can determine the calculation method used for different currencies by selecting a method from the **Currency Exchange Difference** field in **Company Configuration**. The choices are:

- Always use default rates
- Use explicit transfer amount or use default rates
- Use explicit transfer amount or use source amount

As part of the transfer process within the application, general ledger (GL) account entries are automatically created.

Bank transfers create four GL transactions:

- Credit the **Transfer From** Cash account for the bank
- Debit the **Transfer From** Transfer (clearing) account for the bank
- Credit the **Transfer To** Transfer (clearing) account for the bank
- Debit the **Transfer To** Cash account for the bank

The first two GL transactions made as a result of a bank transfer use the journal code linked with the **Transfer From** GL controls for the bank; the last two transactions use the journal code linked with the **Transfer To** GL controls for the bank. This helps ensure that both journals balance.

Example

Journal	Line	Account	Debit	Credit
BK01	1	1000-00-00 Cash Account (From)		100.00
BK01	2	1010-00-00 Transfer Account (From)	100.00	
BK02	1	1010-00-00 Transfer Account (To)		100.00
BK02	2	1100-00-00 Cash Account (To)	100.00	

Important To transfer funds, both bank accounts must be set up in your database. To learn how to create bank accounts, refer to the **Bank Account Maintenance** topic in the Application Help.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Bank Funds Transfer
- Financial Management > Cash Management > General Operations > Bank Funds Transfer

Workshop - Transfer Bank Funds

In this workshop, transfer funds from your checking account to your savings account.

Navigate to **Bank Funds Transfer**.

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Funds Transfer

1. Click **New**.
2. In the **Transfer From** pane, in the **Bank** field, select **Main Checking Account**.

   This should automatically populate the **Current Balance** field for the bank. The current balance pulls in from the Balance sheet in Bank Account Maintenance, not from the general ledger Cash account balance.
3. In the **Amount** field, enter **50.00** and press **Tab**.

   This should automatically populate the **New Balance** field for the Transfer From bank, and the **Amount** and **New Balance** fields for the Transfer To bank.
4. In the **Transfer To** pane, in the **Bank** field, select **Payroll Checking Account**.
5. Click **Transfer**.
   The **Bank Funds Transfer Process** window displays.
6. Click **Submit** and close the Bank Funds Transfer Process window.
7. Exit Bank Funds Transfer.

Bank Statement Processing

Bank Statement Processing allows you to create a new bank statement either via import of electronic statement files from the bank into the Epicor application or via manual entry of new bank statements and statement lines, review the information, search for Epicor transactions available for matching, or create new transactions. It is possible to perform bank reconciliation in automatic (using reconciliation algorithm) and manual (matching the transactions to statement lines) modes.

The main functions of Bank Statement Processing include the following:

- Import of an electronic bank statement or manual creation of a new statement.
- Automatic matching of statement lines to unmatched transactions. Line status icons help you to quickly review the results of automatic matching.
- Manual matching of statement lines to unmatched transactions.
- Quick ("one-click") manual matching of existing transactions to the statement lines.
- Quick search of partners by a partner name (identifier) during reconciliation.
- Automatic creation of new transactions.

- Manual creation of new transactions.
- Posting new transactions to a current bank account and general ledger (GL) accounts specified in the GL controls attached to the bank account.

The bank statement lists the activity in the bank account as well as the balance in the bank account. The bank usually mails a bank statement to the company. The company does a bank reconciliation - it verifies the amounts on the bank statement are consistent with the amounts in the company's account and vice versa. In most cases you handle statements imported from the bank. However, sometimes you may want to create a new statement.

It is possible to create new transactions manually if there are no existing transactions which can be matched to a line. From the statement line type field, you can start up a program which creates the transaction and populates its fields using the line information.

Tip If you are interested in learning more about Bank Statement Processing in the Epicor ERP application, refer to the Bank Statement Processing course, which provides detailed workshops.

Legal Number Maintenance

Use **Legal Number Maintenance** to set up legal numbers for documents, such as invoices, payments, and deferred expense transactions.

Some countries require use of unique identifiers (or legal numbers) for transactions. These identifiers have controls to prevent gaps in sequence and provide an additional tracking method.

To generate legal numbers for a transaction, the following information is required:

- At least one of the required transaction type defined in **Transaction Document Type Maintenance**. One must have a selected **Default for System Transaction** check box.
- At least one legal number configuration for the transaction type defined in **Legal Number Maintenance**. The transaction document type must be selected.

Legal numbers are used to identify all transactions created during deferred expense recognition, which helps to reconcile expenses later on.

Menu Path: Financial Management > Accounts Payable > Setup > Legal Number

Workshop - Verify Transaction Document Type

In this workshop, verify the Deferred Expense transaction document type that will be assigned to the legal number configuration.

Navigate to **Transaction Document Type Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Legal Number

1. Click the **Document Type...** button.
   A Transaction Document Type Search window displays.
2. Click **Search**. In the **Search Results** list, select the **DE** transaction document type and click **OK**.
3. Verify that the **Default for System Transaction** check box is selected.
4. Exit Transaction Document Type Maintenance.

Workshop - Create a Legal Number Record for Deferred Expenses

In this workshop, set up the parameters of legal numbers that will be assigned to deferred expense transactions in GL journals.

Create a Legal Number Record

Navigate to **Legal Number Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Legal Number

1. From the **New** menu, select **New Legal Number**.
2. In the **Legal Number** field, enter **XXX-DE** (where XXX are your initials).
3. In the **Description** field, enter **XXX Deferred Expenses** (where XXX are your initials).
4. In the **Number Type** field, select **Deferred Expenses**.
5. In the **Generation Type** field, select **Automatic**.
6. In the **Generate On** field, verify **Post** displays.
7. In the **Prefix Type** section, select **User Defined** in the **Type** field.
8. In the **Default Prefix** field, enter **DE**.
9. Click **Save**.

Update Legal Number Format

In this workshop task, you will review and update the deferred expense legal number format.

1. Navigate to the **Format** sheet.
2. In the **Available Elements** list, select **Fiscal Period** and click the right arrow.
   Fiscal Period moves to the Selected Elements list.
3. In the **Available Elements** list, select **Separator[3]** and click the right arrow.
   Separator[3] moves to the **Selected Elements** list.
4. In the **Selected Elements** list, select **Separator[3]** and click the up arrow to move it below the **Fiscal Year Suffix** element.
5. Select **Fiscal Period** and click the up arrow to move it below the **Separator[3**] element.
6. Verify a sample of the legal number in the **Formatted Legal Number Sample** field.

   The formatted legal number is **YYYY-PP-DE-12345678**, where **YYYY** is the fiscal year, **PP** is the fiscal period, **DE** is the prefix and **12345678** is the sequence.
7. Click **Save**.

Add a Default Sequence and Assign Transaction Document Type

1. Navigate to the **Default Sequence** sheet.
2. From the **New** menu, select **New Default Sequence**.
3. In the **Transaction** field, enter the current fiscal year.
4. In the **Period** field, enter the first fiscal period of the fiscal year.
5. In the **Start Sequence** field, enter **1**.
6. In the **End Sequence** field, enter **6**.
7. Click **Save**.
8. Navigate to the **Document Type** sheet.
9. From the **Available Document Type** list, select **Deferred Expense** and move to the **Assigned Document Type** list by clicking the blue right arrow.
10. Click **Save**.
11. Exit Legal Number Maintenance.

Tax Setup

Use this section of the course to review tax maintenance programs to help with tax setup.

Reference the following five tax maintenance programs:

- Tax Type Maintenance
- Tax Liability Maintenance
- Product Tax Category Maintenance
- Tax Jurisdiction Maintenance
- Tax Authority Maintenance

Tax information is government mandated and someone who is familiar with the taxation guidelines for your company should enter this information into the Epicor application.

Note If you are interested in learning more about Tax Process and EpicorTax Connect in the Epicor application, refer to the Tax Engine and Tax Connect courses. These courses provide workshops that detail setting up the Epicor application to use the tax process.

Tax Type Maintenance

Use **Tax Type Maintenance** to specify different tax types and tax rate codes your company needs to support sales and purchase processes.

Each tax type is set up with different attributes such as a calculation algorithm, collection method, time of recognition, tax rates, and other accounting information. The tax type can have multiple rates but one is the default rate. This rate is used unless a different rate is specified elsewhere.

Specific products can be exempt from certain tax types. Use product tax categories to divide taxes into groups that apply to different products. On the **Rates > Exempt** sheet in this program, select which categories should not have the current tax calculated against their orders.

Tax types are assigned to individual tax liabilities. Tax liabilities define geographic areas, and each tax code selected identifies individual taxes collected within that area. Each customer record can have a tax liability assigned, which defines the taxes calculated against the orders and invoices for that customer.

Tax Connect

Use Tax Type Maintenance to assign specific GL Controls to the tax type records that are automatically created by **Tax Connect** when tax calculations for transactions occur. When you use Tax Connect, it automatically creates the necessary tax type records needed to complete tax calculations for your transactions. You can change GL controls that were defaulted from **Company Maintenance**, but tax types do not need to be manually created.

Tip Tax Connect-created tax types display a checkmark in the **Tax Connect Calculation** check box. The first few characters of their Tax IDs are defaulted in from the **Tax ID Prefix** field located on the **Modules > Finance > Tax Interface** sheet of Company Maintenance for the applicable Epicor company when tax types are automatically created. This helps to differentiate them from tax types you may have manually created using the internal Epicor tax engine in the past for the purpose of calculating sales taxes, before purchasing and implementing the Tax Connect module.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Tax Type
- Financial Management > Accounts Receivable > Setup > Tax Type
- Material Management > Purchase Management > Setup > Tax Type
- Sales Management > Order Management > Setup > Tax Type
- Sales Management > Quote Management > Setup > Tax Type

Use Tax / Self-Assessment Tax

In Tax Type Maintenance, configure both use tax and self-assessment tax types.

Use Tax

Use Tax is a type of excise taxation that exists in the United States. This tax is assessed due to a purchase of a product by a resident of the state issuing the tax. Use tax is strictly to account for usage, storage or consumption of goods in that state (not for resale), regardless of where the purchase took place.

Example A resident of Massachusetts, which has a six and a quarter percent **sales and use tax** on certain goods and services, purchases non-exempt goods or services in New Hampshire for use, storage or other consumption in Massachusetts. Under New Hampshire law, the New Hampshire supplier collects no sales taxes on the goods but the purchaser/user must still pay six and a quarter percent of the sales price directly to the Department of Revenue in Massachusetts as a use tax. If the same goods are purchased in a U.S.

state that does collect sales tax for such goods at time of purchase, then whatever taxes were paid by the purchaser to that state can be deducted (as a tax credit) from the six and a quarter percent owed for subsequent use, storage or consumption in Massachusetts.

In the Epicor application, enter a **Self-Assessment** collection method to record use tax.

Self-Assessment Tax

Not all use tax derives from sales transactions. There are also internal transactions a company might initiate that will trigger use tax consequences.

The tax payer must calculate tax amount due on relevant transactions (sometimes called reversed charge). This can apply on purchases, such as the VAT on intra European Union (EU) purchases where the purchaser is liable to determine and report VAT to the tax authorities.

Example ABC Furniture Company buys its inventory tax-free with a resale certificate, then charges sales tax to its customers. But if this company removes furniture from inventory for use in the retail store by its sales staff, it has triggered a tax incident: use tax is due on the converted inventory that is being used, not sold.

Self-Assessment tax can also apply on sales, such as income taxes where a supplier is authorized to retain the income tax due on the settlements they receive from their customer.

In the Epicor application, enter a **Self-Assessment** collection method to record self-assessment tax. Enter a **Self-Assessment, dual entry** collection method to create both input and output tax transactions for EU purchases.

Use the **Use Tax Report** to track self-assessment and use tax transactions.

Tax Liability Maintenance

Use **Tax Liability Maintenance** to enter tax liability records. A tax liability represents taxes a company handles when they trade with customers and suppliers. This can be taxes liable due to both your company's tax status or the tax status of the customer or supplier.

The Epicor ERP application allows you to assign a list of tax types to each tax liability code. A tax type can contain rules that control which level to calculate the tax (line or total) and can apply exemptions available for the tax.

Define what location controls the liability. Use **Customer Maintenance** or **Supplier Maintenance** to attach a default tax liability code to the customer or supplier bill to and ship to addresses. The tax liability and the product tax category (which represents what has been sold or purchased) combination determines the final taxes and rates for the transaction.

Note Tax liability is optional in the Epicor application. If used, records in Customer Maintenance can be associated with the appropriate tax region.

Tax Liability Default

When you create an AP invoice for a receipt line, an unreceived line, or an advanced billing line in **AP Invoice Entry**, the Tax Liability field defaults from the purchase order's Header > Tax record.

Withholding Taxes for Tax Inclusive Pricing

You can add withholding taxes to an AP invoice and Purchase Order when the Tax Liability is marked as Tax Inclusive. The withholding tax can be added for the AP Invoice or Purchase Order Header only. This is common business for many countries.

When the Tax Liability is marked as Tax Inclusive Pricing, the Withholding tax type cannot be added for the Tax Liability which is marked as **Used in AR**. It is valid only for **Used In AP**. Withholding tax included in the Tax Liability is calculated on the AP invoice / Purchase Order Header level.

Tax Connect

For those who have purchased **Epicor Tax Connect Use Tax (UT)**, use Tax liability Maintenance to create Use Tax calculation-capable Tax Liability codes for assignment to your suppliers to automatically enable Use Tax calculations for AP invoices. Epicor Tax Connect UT allows self-assessed consumer use taxes to be calculated for AP invoices. Tax Liability codes are optional for **Epicor Tax Connect Sales Tax (ST)**, which calculates sales taxes for your customers' sales orders and for their AR invoices and credit memos.

Note Although Tax Liability codes are not needed for Epicor Tax Connect ST to calculate sales taxes for customer transactions, they can be used to prevent non-US and non-Canadian transactions from being communicated to AvaTax®, such as for international transactions for which taxes should not be calculated and which do not need to be included on sales tax returns.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Tax Liability
- Financial Management > Accounts Receivable > Setup > Tax Liability
- Material Management > Purchase Management > Setup > Tax Liability
- Sales Management > Order Management > Setup > Tax Liability
- Sales Management > Quote Management > Setup > Tax Liability

Product Tax Category Maintenance

Use **Product Tax Category Maintenance** to classify different products and services based on taxes. In case a group of products uses a specific rate (not the default rate selected for the tax type), this rate can be assigned to the product tax category.

Note If a Product Tax Category is defined as the default, then tax calculations performed on invoice lines without a Product Category will use the default category to identify the relevant taxes and rates.

Tax Connect

Use Product Tax Category Maintenance to create tax categories (equivalent to AvaTax's® Tax Codes) for assignment to parts and charges, as needed, to cause the desired tax outcomes to occur.

Note If a Product Tax Category is defined as the default (select the Default check box on the Detail sheet of Product Tax Category Maintenance), the Epicor application uses this instead of the Default Tax Category assigned in Company Configuration, for transaction lines which reference parts that do not have a Tax Category defined in **Part Maintenance**.

An exception is: Sales order lines for parts which have a Product Group specified in Part Maintenance; if the part does not have a Tax Category defined but its Product Group does, Epicor uses the Product Group's Tax Category in preference to others. This exception does not apply to miscellaneous AR invoices and credit memos which are not created from sales order shipments.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Product Tax Category
- Financial Management > Accounts Receivable > Setup > Product Tax Category
- Material Management > Purchase Management > Setup > Product Tax Category
- Sales Management > Order Management > Setup > Product Tax Category

Tax Jurisdiction Maintenance

Use **Tax Jurisdiction Maintenance** to enter special tax codes that define jurisdictions (authorities) in which you report taxes.

Tax jurisdictions are the governance or authority that grants the power to tax a particular tax type. Associate each jurisdiction you define with at least one tax type in **Tax Type Maintenance**.

Tax jurisdictions examples include:

- Counties
- Districts
- Cities

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Tax Jurisdiction
- Financial Management > Accounts Receivable > Setup > Tax Jurisdiction
- Material Management > Purchase Management > Setup > Tax Jurisdiction
- Sales Management > Order Management > Setup > Tax Jurisdiction

Tax Authority Maintenance

Use **Tax Authority Maintenance** to add, edit, and delete the codes that define taxes for external companies. This program is available if your company links to an external financial system.

Tax Authority Maintenance is a component of the taxation matrix within the Epicor application. Use Tax Authority Maintenance to organize data during accounts payable (AP) invoice entry for tax reporting purposes.

Use Supplier Maintenance to assign tax authority codes to a supplier record.

Note Some countries require additional separation for tax reporting within areas of their country. This is based on a table of tax authorities. This field is then compared against supplier records for transfer to external tax packages.

Tip Use tax authority codes only when financial integration with other applications is necessary.

Tax authorities are optional within the Epicor application. If used, records in Supplier Maintenance can be associated with the appropriate tax authority.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Tax Authority
- Financial Management > Accounts Receivable > Setup > Tax Authority
- Material Management > Purchase Management > Setup > Tax Authority
- Sales Management > Order Management > Setup > Tax Authority

Tax Reconciliation Report

The **Tax Reconciliation Report** verifies and matches the figures in your tax reports against the source documents and general ledger (GL) postings. This includes any tax movements from AR and AP transactions, taxable bank adjustments and fees, and GL journals with tax entries.

You can also select an option to display only transaction lines with differences, if any should occur, in the sub-ledger journals section of the report.

The Tax Reconciliation Report displays the taxes along with the corresponding GL transactions. You can verify that transactions, such as the following, are in agreement or easily see differences:

- AP or AR invoices taxes
- Apply debit memo taxes
- Apply credit memo taxes
- AP logged invoice taxes
- AP or AR invoice taxable adjustments
- Multi GL journal tax transactions
- Single GL journal tax transactions
- AP Payment taxes
- Cash Receipt taxes
- AP or AR Payment Instrument taxes
- Bank Fee taxes

Note **S** displays next to the **Difference** column in the report for tax records which are summarized into one GL journal line (i.e. have the same journal code, journal number, and line number).

For example, if you have the **Summarization** option selected in **GL Transaction Type Maintenance** for AR Invoice posting, AR Invoice Line taxes will be summarized into one journal.

Depending on the report style you select, you can print a standard Tax Reconciliation Report or generate a revenue and expense report where the postings for AR and AP invoices are listed with tax details such as tax liability, tax type, tax code, and percentage so that it would help in tax audits.

Use the **Selection** sheet to select the report parameters. Use the **Filter** sheet(s) to select the specific records to include on the report. For more information, refer to the Filters Overview topic in the Application Help.

Important For more information on how to review the status of a report you print, preview, or generate, refer to the System Monitor Overview topic in the Application Help.

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > Tax Reconciliation
- Financial Management > Accounts Receivable > Reports > Tax Reconciliation

Workshop - Create an AP Invoice and View in the Report

In this workshop, create a miscellaneous invoice in **AP Invoice Entry** and then review the transaction in the **Tax Reconciliation Report**.

Create an AP Invoice

Navigate to **AP Invoice Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > AP Invoice Entry

1. From the **New** menu, select **New Group**.
2. In the **Group** field, enter **XXX-AP** (where XXX are your initials).
3. Accept the other defaults.
4. Click **Save**.
5. From the **New** menu, select **New Invoice**.
   The **Header > Detail** sheet displays.
6. In the **Supplier** field, enter **ABE** and press **Tab**.
7. In the **Invoice** field, enter **XXXAP-1** (where XXX are your initials).
8. In the **Invoice Date** field, select today's date.
   if the horizon related message displays, click **OK**.
9. In the **Description** field, enter **TestAP**.
10. In the **Amount** field, enter **516.28**.
11. Navigate to the **Header > Tax** sheet.
12. Verify that the **Tax Liability** field displays **All Taxes**.
13. From the **New** menu, select **New Misc Line**.
14. In the **Description** field, verify or enter **TestAP**.
15. In the **Tax Category** field, select **Products**.
16. In the **Ext Amount** field, enter **500.00**.
17. Click **Save**.
18. Navigate to the **Header > Detail** sheet.
19. Select the **Ready to Calculate** check box.
20. Click **Save**.
21. Review the tax calculated in the **Invoice Summary** pane.

22. Navigate to the **Lines > Tax > Detail** sheet.
    No taxes calculate at the line level.

23. Minimize AP Invoice Entry.

24. Navigate to the **Company Configuration**.

    Menu Path: System Setup > Company/Site Maintenance > Company Configuration.

25. Navigate to the **Modules > All Modules > Taxes > Detail** sheet.
    In the **Tax Calculating and Reporting** pane, select the **PO/AP Tax Reported at Line Level** check box.

    Note This check box indicates that taxes are calculated for AP Invoices at the line level. In Purchase Order Entry, taxes are calculated for each release separately, considering both the product Tax Category and tax exemptions.

    For more information, refer to the Application Help.

26. Click **Save** and exit Company Configuration.

27. Maximize **AP Invoice Entry**.

28. On the **Standard** toolbar, click **Refresh**.

29. From the **Actions** menu, select **Group > Calculate All Taxes**.

30. On the **Lines > Tax > Detail** sheet, verify the calculated taxes now display.

31. Navigate to the **Summary** sheet.

32. Verify the **Total** and **Amount** fields match.
    If they don't, change the value in the Amount field based on the value that displays in the Total field.

33. From the **Actions** menu, select **Group > Print Group Edit List**.

34. Click **Print Preview**.

35. Review tax amounts and accounts and close the preview window.

36. From the **Actions** menu, select **Group > Post**.
    The **AP Invoice Post Process** window displays.

37. Click **Submit**.

38. Close the AP Invoice Post Process window and Exit AP Invoice Entry.

View the Results in the Tax Reconciliation Report

After completing the previous workshop steps, view your results in the Tax Reconciliation Report.

Navigate to the **Tax Reconciliation Report**.

Menu Path: Financial Management > Accounts Payable > Reports > Tax Reconciliation

1. Verify that the current **Fiscal Year** displays.

2. In the **Starting Period** and **Ending Period** fields, enter the current period.
3. In the **Report Style** field, select **Standard - SSRS** to print a standard report.
   Extended - SSRS prints an extended report with tax details such as tax liability, tax type, tax code, and percentage.
4. Accept the report defaults that display.
5. Click the **Print Preview** icon.
   The Tax Reconciliation Report displays.
6. Review the tax transactions created from the previous workshop.
7. Close the report window and exit Tax Reconciliation Report.

Workshop - Create General Ledger to Tax Account

In this workshop, create a journal entry to tax account and then review the transaction in the **Tax Reconciliation Report**.

Enter a GL Journal

Create a journal with taxable journal lines.

Navigate to **GL Journal Entry**

Menu Path: Financial Management > General Ledger > General Operations > Journal Entry

1. From the **New** menu, select **New Group**.
2. In the **Group ID** field, enter **XXX-J** (where XXX are your initials).
3. From the **New** menu, select **New Journal**.
   The **Journal > Header** sheet displays.
4. In the **Description** field, enter **XXX-J Header** (where XXX are your initials).
5. From the **New** menu, select **New Journal Line**.
   Fields enable on the **Detail** sheet below.
6. In the **G/L Account** field, enter **1100-00-00** and click **Save**.
7. Click in the **Debit** field, and enter **306.00**.
8. Click **Save**.
9. From the **New** menu, select **New Journal Line**.
10. In the **G/L Account** field, enter **4000-00-00** and click **Save**.
11. Click in the **Credit** field and enter **300.00**.
12. Click **Save**.

13. From the **New** menu, select **New Journal Line**.
14. In the **G/L Account** field, enter **2400-00-00** and click **Save**.
15. Click in the **Credit** field and enter **6.00**.
16. Click **Save**.
17. From the **Actions** menu, select **Post**.
18. Answer **Yes** to the **Are you Sure?** message that displays.
19. Click **OK**.
    A message displays saying the Transaction is posted to the GL.
20. Exit GL Journal Entry.

View the Tax Results in the Tax Reconciliation Report

After completing the previous workshop steps, view your results in the Tax Reconciliation Report.

Navigate to the **Tax Reconciliation Report**.
Menu Path: Financial Management > Accounts Payable > Reports > Tax Reconciliation

1. Verify that the current **Fiscal Year** displays.
2. In the **Starting Period** and **Ending Period** fields enter the current period.
   Note the **Start** and **End** fields display the first day and last day of the period.
3. Accept the report defaults that display.
4. Click the **Print Preview** icon.
   The Tax Reconciliation Report displays.
5. Review the report and notice the manual journal to tax account displays in the **Unlinked Journal** section.
6. Close the report window and the Tax Reconciliation Report.

Logged AP Invoice Entry

Use **Logged AP Invoice Entry** to record and post invoices to suspense accounts until they are approved and you are ready to pay them. You can still provide information to your accounting system about accounts payable (AP) invoices that remain on hold.

While waiting for management approval, Logged AP Invoice Entry allows you to post the invoice to a supplier account and post the net amount of the invoice to one or more logged invoice suspense accounts (Payables Suspense, Expense Suspense, or Tax Suspense). The invoice displays on the aging list but not on the invoices due for payment list.

You can use **Logged Invoice Approve and Void Entry** to approve a logged invoice or debit memo after it posts.

To enable settlement discount calculation for debit memos, select the **Enable terms on debit memos** check box in the Company Maintenance program (Modules - Finance - Accounts Payable). If a debit memo is linked to a purchase order, the application uses purchasing terms from this purchase order. Otherwise it uses supplier's purchasing terms.

Once a logged invoice is approved, you can match it to an AP invoice which automatically debits the appropriate expense account(s) and credits the appropriate invoice logging suspense account(s). The invoice status then changes from a logged invoice to an authorized for payment invoice in AP.

You can run a **Logged Invoice Suspense Balance Report** to list outstanding logged invoice suspense balances as part of your month end procedures.

The logged invoice posting process allows you to determine some accounting options which could affect your general ledger. Define these options in **Company Configuration** on the **Modules > Finance > Accounts Payable** sheet in the **Accounting Option** field. Invoice logging options include the following:

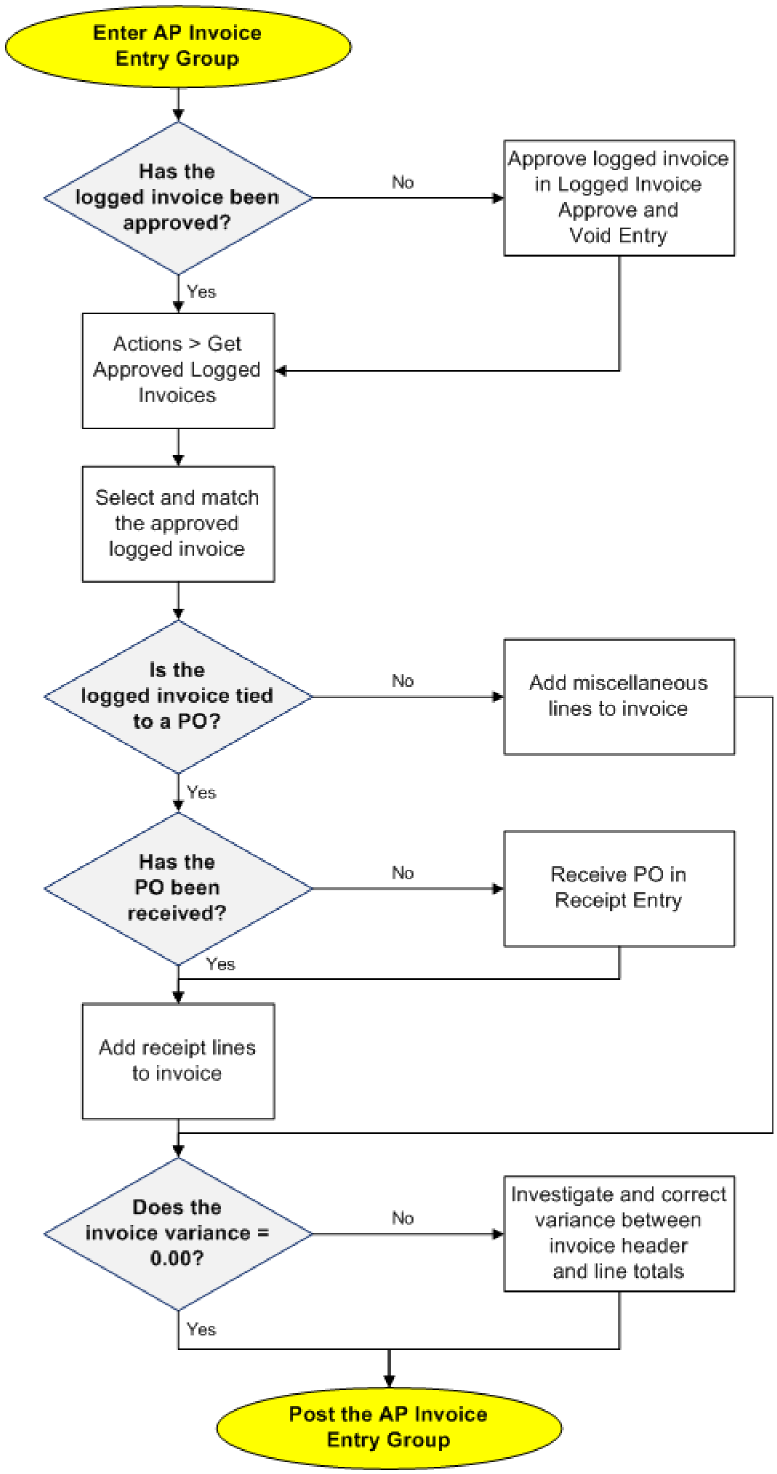
- **Authorization Tracking** - This results when you create invoices solely for authorization. The posting of invoices has no effect on the general ledger.
- **Account for Taxes** - This results in payables and tax accounts being booked directly. Expenses are booked to suspense accounts.
- **Book All to a Suspense Account** - This results in payables, tax, and expenses being booked to the corresponding suspense account.

You can void a logged invoice that has not been matched within **Logged Invoice Approve and Void Entry**. You must provide a reason for the void. Once voided, the logged invoice is cleared from AP, GL, and AP tax tables.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Logged Invoice Entry


Enter AP Invoice Entry Group
Has the logged invoice been approved?
No
Approve logged invoice in Logged Invoice Approve and Void Entry
Yes
Actions > Get Approved Logged Invoices
Select and match the approved logged invoice
Is the logged invoice tied to a PO?
No
Add miscellaneous lines to invoice
Yes
Has the PO been received?
No
Receive PO in Receipt Entry
Yes
Add receipt lines to invoice
Does the invoice variance = 0.00?
No
Investigate and correct variance between invoice header and line totals
Yes
Post the AP Invoice Entry Group

Workshop - Post a Logged AP Invoice

In this workshop, enter and post a logged accounts payable (AP) invoice.

Add a Logged Invoice Group

Navigate to **Logged AP Invoice Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > Logged Invoice Entry

1. From the **New** menu, select **New Logged Invoice Group**.
2. In the **Group** field, enter **XXX** (where XXX are your initials).
3. Click **Save**.

Enter a Logged Invoice

1. From the **New** menu, select **New Logged Invoice**.
2. In the **Supplier** field, enter **AGELESS** and press **Tab**.
3. In the **Invoice** field, enter **XXX-Log-1** (where XXX are your initials).
4. In the **Invoice Date** field, select today's date.
5. In the **Amount** field, enter **100.00**.
   If the horizon related message displays, click **OK**.
6. Click **Save**.

Post the Logged Invoice

1. From the **Actions** menu, select **Group > Post**.
   The **Logged AP Invoice Post Process** window displays.
2. Click **Submit**.
3. Close the Logged AP Invoice Post Process window.
4. Exit Logged AP Invoice Entry.

Logged Invoices Suspense Balance Report

The **Logged Invoice Suspense Balance Report** lists logged invoices that reconcile the logged invoice suspense accounts. It is good practice to run this report as part of your month end procedure.

This report can either be generated by fiscal period or by a specific cut off date and be sorted by supplier or invoice.

The report shows the balance of the logged invoice suspense account and lists the logged invoices charged to the suspense account. Voided logged invoices will not display on the report.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > Logged Invoice Suspense Balance

Logged AP Invoice Tracker

The **Logged AP Invoice Tracker** displays information from its corresponding entry program in the dashboard format. A dashboard gives you current information and processes so you can more efficiently perform your tasks. You cannot add or edit records in a tracker.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Logged Invoice Tracker

Late Costs and Allocations

In AP Invoice Entry, use the **3rd Party Late Cost** sheet to specify late landed costs from third-party suppliers and allocate them to received goods.

Landed costs are additional, unallocated expenses you must include with the cost of purchased materials. Commonly, the total cost of a landed shipment includes the purchase price, freight, insurance, and other costs up to the port of destination that cannot be handled through labor or burden calculations. In some instances, it may also include the customs duties and other taxes levied on the shipment.

In some countries, it is common for simple domestic receipts to have freight charges added from a third-party supplier. Since costing has to be done on the basis of actual received invoice documents and not by adding an estimated charge, this means that many receipts need to use this feature to add a freight charge at a later time.

You can enter the receipt to which the charge applies and store this information, then the Landed cost selection picks up the flagged items for this receipt and enables a search for un-matched late costs from other suppliers.

The final allocation is visible from the late cost invoice, and the source is visible when tracking the cost for the corresponding receipt and through into the costing layer. A costing layer inquiry provides the full audit trail of where the cost came from -- so this may include the supplier invoice, plus multiple duties/charges and late costs.

Example You enter a purchase order (PO) for 2 different items, **Line 1** (Qty 20, Unit Cost: $10.00) and **Line 2** (Qty 10, Unit Cost: $30.00). The PO total is $500.00. One week later you receive the purchased items, so you process the AP invoice as well as the supplier payment. Then you receive a third party invoice from your freight supplier for $50.00 to cover the cost of freight. You enter another AP invoice for your freight supplier and use the Late Cost feature to link it to the previously entered invoice covering the purchase order. Once you select the Charge Code, you then allocate/disburse the cost of $50.00 among the two lines. This invoice must be then processed to update the receipt. At the end, the cost layer for the FIFO parts shows a unit cost of $11.00 for the Line 1 item and $33.00 for the Line 2 item.

The process of specifying late landed costs from third-party suppliers and allocating them is as follows:

- Search for and select an invoice.
- From the New menu, select New Late Cost to create a late landed costs record.
- In the Late Cost Lines grid, select a charge code to be used during allocation and a type to define if the miscellaneous charge is calculated as a flat amount or is calculated as a percentage of the extended price.
- Select a supplier and, if necessary, enter information in the fields that are enabled for data entry.

- Click Add to Allocation Grid to display only received lines available for allocation and select the lines.
- Click the Allocate Cost button to recalculate allocations. Cost is allocated between selected lines (unselected lines are ignored) in proportion to line value according to disburse method. The application displays the Allocated Amount.

Note If you are interested in learning more about Landed Cost, refer to the Landed Cost courses. These courses provide workshops that detail setting up the Epicor application to use the Landed Cost process.

Logged Invoice Approve and Void Entry

Use **Logged Invoice Approve and Void Entry** to approve or void a posted logged invoice. You can also approve or void a logged debit memo.

Once a logged invoice is approved, you can match it to an AP invoice in **AP Invoice Entry** which automatically debits the appropriate expense account and credits one or more of the logged invoice suspense accounts (Payables Suspense, Expense Suspense, or Tax Suspense). The status of the invoice changes from a logged invoice to a matched AP invoice that is authorized for payment after it posts. Use **Company Configuration** to define the logged invoice accounting option which determines how the GL is affected by logged invoice transactions.

- If you select the **Authorization Tracking** option, the AP Invoice posts as usual.
- If you select the **Account for Taxes** option, the appropriate expense account is automatically debited and the Payables Suspense account is credited.
- If you select the **Book All to a Suspense Account** option, the appropriate payables account is credited and the appropriate tax and expense accounts are debited. Also, the Payables Suspense account is debited and the Suspense Expense and Tax Suspense accounts are credited.

If a logged invoice is voided, it is cleared from AP, GL, and AP tax tables.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Logged Invoice Approve and Void Entry

Workshop - Approve and Void Logged AP Invoices

In this workshop, approve and void logged AP invoices.

Important Due to necessary database setup and specific data used to void a logged invoice, half of this workshop can only be performed by one person on a shared database.

If you are using a shared database, you may be unable to complete the **Void a Logged Invoice** task in this workshop.

No other workshops are affected if you do not complete the Void a Logged Invoice task in this workshop.

Approve a Logged AP Invoice

Navigate to **Logged Invoice Approve and Void Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > Logged Invoice Approve and Void Entry

1. In the **Invoice** field, enter **XXX-Log-1** (where XXX are your initials) and press **Tab**.

2. In the **Approval** pane, select the **Approved** check box.
   The **Approved By** and **Date** fields populate with your user name and today's date.

3. Click **Save**.
   The **Approved** indicator displays.

4. Click **Clear**.

Void a Logged AP Invoice

1. In the **Invoice** field, search for and select logged invoice, number **Age-log-12**.

2. In the **Void** pane, in the **Reason** field, enter **Training**.

3. Click the **Void** button.
   The **Confirm Void Logged Invoice** window displays.

4. To the message, click **OK**.
   The **Logged AP Invoice Void Post Process** window displays.

5. Click **Submit**.

6. Close the Logged AP Invoice Void Post Process window and exit Logged Invoice Approve and Void Entry.

Workshop - Get Approved Logged Invoices

After you approve a logged invoice it is available to match to an Accounts Payable (AP) invoice in AP Invoice Entry. In this workshop, match the logged invoice you approved in the Workshop - Approve and Void Logged AP Invoices, to a new AP Invoice.

Enter an AP Invoice Group

Navigate to **AP Invoice Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > AP Invoice Entry

1. From the **New** menu, select **New Group**.

2. In the **Group** field, enter **XXX4** (where XXX are your initials).

3. Click **Save**.

Get Approved Logged Invoices

1. From the **Actions** menu, select **Get > Get Approved Logged Invoices**.
   The **Get Approved Logged Invoices** window displays.

2. From the **Approved Logged Invoices** grid, locate logged invoice **XXX-Log-1** (where XXX are your initials), and select the **Select** check box for that row.

3. Click **Match**.

The Get Approved Logged Invoices window closes and an AP invoice displays in the **Invoices** grid.

4. Click **Save**.
   The invoice displays a variance. This is because you have not added a single line to the AP invoice yet, but the matched logged invoice already brought in the invoice amount.

Add Line to a Matched AP Invoice

1. Navigate to the matched invoice's **Header > Detail** sheet.
   The **Matched** indicator displays.
2. From the **New** menu, select **New Misc Line**.
   The **Lines > Detail** sheet displays.
3. In the **Part** field, enter **1032FW** and press **Tab**.
4. In the **Supplier Qty** field, enter **1000**.
5. In the **Unit Cost** field, enter **0.10**.
6. Click **Save**.

Preview the Group Edit List

1. From the **Actions** menu, select **Group > Print Group Edit List**.
   The **Invoice Entry - Group Edit List** window displays.
2. Click **Print Preview**.
3. Once the edit list displays, review its **GL Account Recap** section.
   From the GL Account Recap, you can see that once this invoice posts, the suspense account entries from when you posted the logged invoice are reversed, the payables account is credited, and the expense account is debited.
4. Close the edit list and the Invoice Entry - Group Edit List window.

Post the Matched Invoice

1. From the **Actions** menu, select **Group > Post**.
   The **AP Invoice Post Process** window displays.
2. Click **Submit**.
3. Close the AP Invoice Post Process window and exit AP Invoice Entry.

Deferred Expenses

Your organization may often receive AP invoices from suppliers, which will need to be apportioned over one or more fiscal periods. You can apportion these costs into the periods where these will be recognized using a single AP entry process. Epicor ERP will then create the journal entries to ensure that the portion of the costs is posted into the correct period.

Epicor's Deferred Expense Accounting functionality consists of the following setup and processing:

- Setup
  - Supplier Maintenance
  - Amortization Maintenance
  - Legal Number Maintenance
- Processing
  - Create AP invoices with deferred expenses in AP Invoice Entry
  - Recognize deferred expenses
- Reports
  - AP Expense Distribution Report
  - Deferred Expense Amortization Forecast Report
  - Deferred Expense Reconciliation Report

AP Invoice Entry

Use **AP Invoice Entry** to indicate deferred expenses for selected AP invoice lines. Use the **Deferred Expense** group of fields to set up parameters of deferred expense accounting. Use the **Lines > Amortization** sheet to select an amortization code and create an amortization schedule for the invoice line.

Workshop - Create an AP Invoice with Deferred Expense

Create an AP invoice to pay quarterly security costs that are to be amortized every month depending on the number of days in the period. In this workshop, create an AP invoice, add an amortization schedule, and post the invoice.

Note To be able to complete this workshop, you have to complete **Workshop - Define Expense Amortization**.

Enter an AP Invoice Entry Group

Navigate to **AP Invoice Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > AP Invoice Entry

1. From the **New** menu, select **New Group**.
2. In the **Group** field, enter **DE_XXX** (where XXX are your initials).
3. Click **Save**.

Enter Invoice Header Information

1. From the **New** menu, select **New Invoice**.
2. In the **Supplier** field, enter **XXX-SFG** and press **Tab**.
   Optionally, select **ABCM**.
3. In the **Invoice** field, enter **XXX-001** (where XXX are your initials).
4. In the **Invoice Date** field, select today's date.
   If the horizon related message displays, click **OK**.
5. In the **Amount** field, enter **12,000.00**.
6. In the **Terms** field, select **1/10 Net 30**.
7. Click **Save**.

Add a Miscellaneous Line with Deferred Expense

1. From the **New** menu, select **New Misc Line**.
   The **Lines > Detail** sheet displays.
2. In the **Description** field, enter **Security Expense**.
3. In the **Ext Amount** field, enter **12,000.00**.
4. Select the **Defer** check box.
5. In the **Amortization Code** field, select **XXX DE 12 Actual Days** (where XXX are your initials)
6. Click **Save**.

Create an Amortization Schedule

1. Navigate to the **Lines > Amortization** sheet.
2. In the **Deferred Expense** section, verify the deferred expense parameters.
3. Click the **Get Default** button to populate the deferred expense GL account with the default value.
4. Click the **Create** button.
   The application creates an amortization schedule in the **Expense Amortization Schedule** grid.
5. Click **Save**.

Change Amortization Schedule Details

This workshop is optional, it demonstrates operations that you can perform with an amortization schedule. You can change amortization schedules according to your needs, for example, change the start and end dates, add or remove amortization lines, and change amounts or amortization percent.

1. Click the **Delete** button to remove the amortization schedule.
   The fields in the Deferred Expense group become available.
2. In the **Start Date** field, click the down arrow and select the first date of the current year.
3. In the **End Date** field, click the down arrow and select the last date of the current year.
4. Click **Save**.
5. Click the **Create** button to add a new amortization schedule.
6. In the first **Amount** column of the Expense Amortization Schedule grid, enter **1,000.00**.
7. If a message displays, click **OK**.
   The application recalculates the **Amortization Percent** based on the new amount you have entered. The **Remaining** field in the Total group now shows the amount that has not been distributed.
8. Click the **Autocomplete** button to distribute the amount.
   The application adds the remaining amount to the last line of the amortization schedule.
9. Select the first line in the schedule and click the **Delete** button on the standard toolbar.
   The application deletes the line and places the line amount into the **Remaining** field.
10. Click the **Autocomplete** button to add this amount to the last schedule line.
11. Click the **Delete** button to delete the entire schedule.
12. Click the **Create** button to create the schedule once again.
13. Click **Save**.

Review and Post the Invoice Group

1. From the **Actions** menu, select **Group > Print Group Edit List**.
   The **Invoice Entry - Group Edit List** window displays.
2. Click **Print Preview** to review the edit list.
   The edit list includes a deferred expense amortization code and the **Expense Account** section that lists all expense accounts where deferred expenses are posted. Note the **GL Account Recap** and review the distribution of debits and credits.
3. Close the preview window and the Invoice Entry - Group Edit List window.
4. From the **Actions** menu, select **Group > Post**.

The **AP Invoice Post Process** window displays.

5. Click **Submit**.

6. Close the AP Invoice Post Process window and exit AP Invoice Entry.

Deferred Expense Recognition

A deferred expense is an asset that represents a prepayment of future expenses that have not yet been incurred. This is an expense that your company has actually paid, but not recognized as an expense for the period when payment is made. You initially record payment as an asset that will be recognized as an expense in a future period after the goods or services for the payment are received.

In cash accounting, expenses are recognized when cash is paid.

Workshop - Assign a Legal Number to Deferred Expense

To be able to complete this workshop, you have to complete **Workshop - Create a Legal Number Record for Deferred Expenses**.

Navigate to **Deferred Expense Recognition.**

Menu Path: Financial Management > Accounts Payable > General Operations > Deferred Expense Recognition

1. In the **As of Date** field, select the last day of the next month.

2. In the **Document Type** field, select **Deferred Expenses**.

3. In the **Scope** field, select **AP**.

4. From the **Actions** menu, select the **Get Amortization** command.
   The application displays the amortization schedule lines in the Amortization List grid.

5. In the grid, select an amortization line.

6. From the **Actions** menu, select **Legal Numbers > Assign Legal Numbers**.
   The legal number assigned to the selected line is displayed in the **Legal Number** field in the Expense Recognition group of fields.

Workshop - Recognize Deferred Expenses

1. In the **Amortization List** grid, review the amortization lines to be recognized.

2. Click **Submit** on the Standard toolbar.

3. Exit Deferred Expense Recognition.

AP Expense Distribution Report

Use the **AP Expense Distribution Report** to display the General Ledger purchase journal transactions including transactions posted to deferred expense accounts. This report is helpful when you reconcile expense distribution.

In the Report Options field group, select the **Include Deferred Expenses** check box. The report displays the account you set up for deferred expenses and the account totals.

Menu Path: Financial Management > Accounts Payable > Reports > Expense Distribution

Deferred Expense Amortization Forecast Report

Use the **Deferred Expense Amortization Forecast Report** to display a forecast of deferred expense recognition for AP invoice miscellaneous lines.

Each report contains four columns or buckets (for example, 12/31/2015, 01/31/2016, 02/29/2016, and 03/31/2016) and a column that shows amounts not included into the first four buckets and related to future periods. You can view the amount to be recognized for each of the four columns and the **Later** amount that reflects the total deferred expense to be recognized in future periods. At the end of the report, you can view the **Expense Distribution** section printed on a separate page. The distribution of expenses is printed in base currency. This section displays a GL account and description, prior unposted amount, bucket 1 date, bucket 2 date, bucket 3 date, bucket 4 date, a later amount, and a period total.

Menu Path: Financial Management > Accounts Payable > Reports > Deferred Expense Forecast

Workshop - Run the Deferred Expense Amortization Forecast Report

Navigate to **Deferred Expense Amortization Forecast Report**.

Menu Path: Financial Management > Accounts Payable > Reports > Deferred Expense Forecast

1. Navigate to the **Filter > Supplier** sheet.
2. Click the **Supplier** button and select **XXX-SFG** (where XXX are your initials).
3. Navigate to the **Filter > Amortization Code** sheet.
4. Click the **Amortization Code** button and select **XXX-DE12_Actual** (where XXX are your initials).
5. Accept all other defaults.
6. Click **Print Preview**.
7. Review the report to see the forecast. Navigate to the last report page to view the **Expense Distribution** section.
8. Close the report and exit Deferred Expense Amortization Forecast Report.

Deferred Expense Reconciliation Report

Use the **Deferred Expense Reconciliation Report** to review discrepancies between expenses that should be posted at a specified date and the actual date when the expense is recognized. The report is based on full GL accounts.

The report retrieves the following data:

- Transactions found and matched in the ledger (GL) and sub-ledgers (AP and GL), with or without the difference in deferred expense accounts
- Transactions marked as posted in sub-ledgers, but not found in GL
- Transactions that are posted to deferred expense accounts in GL, but not found in sub-ledgers

Menu Path: Financial Management > Accounts Payable > Reports > Deferred Expense Reconciliation

1099 Processing and Reporting

The Internal Revenue Service (IRS) requires businesses to file a list of 1099 forms to report certain payments made to individuals and/or organizations. Epicor provides six predefined 1099 forms: 1099-MISC (Miscellaneous Income for the years prior to 20202), 1099-DIV (Dividends Income), 1099-INT (Interest Income), 1099-K (Payment Card and Third Party Network Transactions), 1099-NEC (Non-Employee Compensation), and 1099-MISC_20 (Miscellaneous Income Year 2020). This course describes the 1099 functions for 1099-Misc form. Whether a payment is reportable on Form 1099-Misc depends upon the payment amount, payment type and the supplier's business entity type. In order to facilitate the tax reporting process and provide a way to fulfill IRS regulations, 1099 functionality is available in the Epicor ERP application with a United States CSF license. This functionality includes 1099-Misc form setup, processing, and reporting.

Important The 1099 reporting functionality is only available with a United States CSF license.

Epicor's 1099 reporting functionality typically consists of the following setup and processing:

- 1099 Setup
  - Company - Localization and Payee's Information
  - Run the 1099 Conversion Program
  - Set up Electronic Interface for US 1099 Forms Export
  - 1099 Form Type Maintenance
  - 1099 Box Number Maintenance
  - 1099 Code Maintenance
  - 1099 Supplier Maintenance
- 1099 Processing
  - Create invoices and assign 1099 codes to invoice lines
  - Pay 1099 supplier invoices
  - Generate the 1099 report
  - Create any adjustments and rerun
  - Print 1099 forms or export electronically

1099 Company Settings

Use **Company Configuration** to set up company tax information required for 1099 forms.

In Epicor Administration Console, enable United_States_of_America CSF for the corresponding company to allow access to the 1099 menu items in your application. Completing the default settings on the **1099 Reporting** sheet, such as the payer's federal tax reporting registration number (TIN) and address, saves time when processing 1099 forms.

Workshop - Update Company Settings

In this workshop, set up the United States CSF license for 1099 functionality for Company EPIC03 and the company tax information required for 1099 and 1096 forms.

Navigate to **Company Configuration**.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

1. Navigate to the **Modules > All Modules > Localization > Detail** sheet.
2. Verify that the **Localization** field, displays **UNITED STATES**.
   This allows access to the 1099 menus and functionality.
3. Navigate to the **Modules > All Modules > Taxes > 1099 Reporting** sheet.
   Epicor Education or the company designated for this training should display as the current company.
4. Verify that a number displays in the **TIN** field and that the current year displays in the **Year** field.
5. Make the following entries:

Field	Value
Name Control	444
Office Code	333
Transmitter Control Code	222

6. Make an entry in the **Phone** field if not already there.
7. For generation of 1096 form, make entries in the following fields:

Field	Value
Contact Person	Enter any name
E-mail	Enter any e-mail address
Fax	Enter any fax number

8. Click **Save**.
9. Exit Company Configuration.

1099 Conversion US Process

Use the **1099 Conversion US** process to run the 1099 conversion required for appropriate United States CSF setup.

Run this conversion process while you are setting up your 1099 functionality, prior to creating any new box numbers or using any 1099 functionality. The conversion process creates system 1099 form types: 1099-MISC (for the years prior to 2020), 1099-DIV, 1099-INT, 1099-NEC, 1099-MISC_20 (a 1099-MISC form for 2020) and boxes and codes for these forms. The process can be run in two modes: **Report Only** (creates a log file with actions that will be performed) or **Report and Update** (creates a log file, updates entities, and lists actions that were performed). In both cases, a log file is created and stored in <Server Data Directory>\Companies\<Company ID>\Log\<User ID>.

1099-MISC

The conversion process creates boxes and codes for the 1099-Misc form and sets the **System** flag for the boxes and codes it creates, so automatic updates of the 1099-Misc form can be received. After the conversion, the 1099-MISC form type is set as default.

The Tax Payer ID (TIN) and Company name, address and phone are copied over from the Company Federal ID and Company information.

Box 7

The 1099 code for Box 7 (Nonemployee Compensation) is created by the conversion and is then linked to the Supplier records that have the 1099 option set. Supplier TIN is copied over from Supplier Tax ID. TIN Type is set based on TIN/Supplier Tax ID format:

- EIN if TIN matches XX-XXXXXXX format
- SSNs, ITINs, and ATINs if TIN matches XXX-XX-XXXX format
- Unknown if it does not match these above

AP invoices are updated with the 1099-MISC form type and the Box07 code only for suppliers with the 1099 option set and a blank Code1099. So, as a result of conversion, they get the Box07 code and the 1099-MISC code type.

For the tax year you input, the conversion will update all invoice lines and positive Misc. Payments for 1099 Suppliers with a 1099 code for Box 7. This allows an easy switch to new 1099 functionality, if you already had some payments or invoices created for your current tax year.

Note You can run the conversion in the Report Only mode to preview the results for Box 7.

Box 3

In order to facilitate FATCA reporting, the conversion also automatically creates the 1099 code for Box 3 (Other Income).

1099-DIV

The 1099-DIV form reports the ordinary dividends, total capital gains, qualified dividends, non-taxable distributions, federal income tax withheld, foreign tax paid, and foreign source income from each investment account held by a fund company.

The conversion process creates the boxes for the 1099-DIV form and sets the **System** flag for the boxes it creates.

1099-INT

The conversion process creates boxes for the 1099-INT form and sets the **System** flag for the boxes it creates, so automatic updates of the 1099-INT form can be received.

The conversion process creates the boxes for the 1099-INT form and sets the **System** flag for the boxes it creates.

1099-K

The conversion process creates boxes for the 1099-K form and sets the **System** flag for the boxes it creates, so automatic updates of the 1099-K form can be received.

The conversion process creates the boxes for the 1099-K form and sets the **System** flag for the boxes it creates.

1099-NEC

The conversion process creates boxes for the 1099-NEC form and sets the **System** flag for the boxes it creates, so automatic updates of the 1099-NEC form can be received.

The conversion process creates the boxes for the 1099-NEC form and sets the **System** flag for the boxes it creates.

1099-MISC_20

The conversion process creates boxes for the 1099-MISC_20 form and sets the **System** flag for the boxes it creates, so automatic updates of the 1099-MISC_20 form can be received.

The conversion process creates the boxes for the 1099-MISC_20 form and sets the **System** flag for the boxes it creates.

Menu Path: System Management > Rebuild Processes > Finance > 1099 Conversion US

Workshop - Run the 1099 Conversion US Program

Navigate to the **Create initial data for US 1099 Reporting**.

Menu Path: System Management > Rebuild Processes > Finance > 1099 Conversion US

1. In the **Options** section, select **Report and Update**.
2. In the **Tax Year** field, enter the year you want for 1099 processing (for example, **2014**).
   This year becomes the default for 1099 processing.
3. In the **Log File Name** field, accept the default file name or change to a new name.
4. Click the **Generate Only** icon.
5. To the warning message that displays, click **Yes**.
6. Exit Create initial data for US 1099 Reporting.

The conversion process creates boxes and codes for 1099-Misc (or Miscellaneous Income), 1099-DIV (Dividends) forms, and 1099-INT (Interest Income) forms and sets the **System** flag for the boxes and codes it creates. Automatic updates of the 1099-Misc, 1099-DIV, 1099-INT, 1099-K, 1099-NEC, and 1099-MISC_20 forms will be received. These boxes cannot be deleted, but can be updated.

The log file for US 1099 conversion is stored in <Server Data Directory>\Companies\<Company ID>\Log\<User ID>.

Electronic Interface Maintenance

Use **Electronic Interface Maintenance** to set up interfaces for the electronic export of 1099 report files, export of TIN validation, and import of TIN validation results.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Electronic Interface
- Financial Management > Accounts Receivable > Setup > Electronic Interface

Workshop - Set Up an Electronic Interface for Export of 1099 Forms

Navigate to **Electronic Interface Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

1. From the **New** menu, select **New Interface**.
2. In the **Interface name** field, enter a new interface name.
3. In the **Type** field, select **Export US 1099 Forms**.
4. Click the **Program** button and select **Erp\EI\Export1099Process > Export1099Process.cs**.
5. Click **OK**.
6. In the **Description** field, enter a description.
7. Click **Save**.
8. Exit Electronic Interface Maintenance.

Workshop - Set Up an Electronic Interface for TIN Validation Export

Navigate to **Electronic Interface Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

1. From the **New** menu, select **New Interface**.
2. In the **Interface name** field, enter **TIN Validation Export**.
3. In the **Type** field, select **US TIN Validation Export**.
4. In the **Program Category** field, select **Default**.
5. Click the **Program** button and select **TINValidation_US_Export\TINValidation_US_Export.cs**.
6. Click **OK**.
7. In the **Description** field, enter **TIN Validation Export**.
8. Click **Save**.

9. Remain in Electronic Interface Maintenance.

Workshop - Set Up an Electronic Interface for TIN Validation Results Import

Navigate to **Electronic Interface Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

1. From the **New** menu, select **New Interface**.
2. In the **Interface name** field, enter **TIN Validation Results Import**.
3. In the **Type** field, select **US TIN Validation Import**.
4. In the **Program Category** field, select **Default**.
5. Click the **Program** button and select **TINValidation_US_Import\TINValidation_US_Import.cs**.
6. Click **OK**.
7. In the **Description** field, enter **TIN Validation Results Import**.
8. Click **Save**.
9. Exit Electronic Interface Maintenance.

1099 Form Type Maintenance

Use **1099 Form Type Maintenance** to create and maintain 1099 form types that you use for setting up 1099 boxes and codes.

For the purpose of this course, you do not need to create a new form type, as the conversion program has already added the required form types.

Menu Path: Financial Management > Accounts Payable > Setup > 1099 Form Type Entry US

Workshop - Review 1099 Form Types

Navigate to **1099 Form Type Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > 1099 Form Type Entry US

1. Click the **1099 Form Type** button.
2. In the **1099 Form Type Search** window that displays, click **Search** and select all values.
3. Click **OK**.
4. Navigate to the **List** sheet and review all records.
   Note that **1099-MISC** is marked as **Default**.
5. Exit 1099 Form Type Maintenance.

1099 Box Number Maintenance

You can define the 1099 boxes for each 1099 form that your company sends to the IRS. Use **1099 Box Number Maintenance** to define a number, description, and electronic code. You can also add a comment that appears on the 1099 form for that box number.

For the purpose of this course, you do not need to create new box numbers, as the conversion program has already added the required box numbers.

Menu Path: Financial Management > Accounts Payable > Setup > 1099 Box Number US

Workshop - Review 1099 Boxes

In this workshop, review 1099 box numbers, which the **1099 Conversion US** process created for the 1099 forms.

Note A System flag is set for 1099 boxes. They cannot be deleted, but can be updated.

Navigate to **1099 Box Number Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > 1099 Box Number US

1. In the **1099 Form Type** field, select **Miscellaneous Income**.
2. Click the **1099 Box Number** button and search and select all items.
3. Review the 1099 boxes created by the conversion program, including **Box 03 - Other Income** and **Box 07 - Nonemployee Compensation**.
4. Click the **Clear** button and click **Yes**.
5. Repeat steps 1 through 4 to review boxes for the **Dividends and Distributions** and **Interest Income** form types.
6. Exit 1099 Box Number Maintenance.

1099 Code Maintenance

Use **1099 Code Maintenance** to create 1099 codes to allow the tracking and reporting of amounts paid per box. 1099 codes can be assigned to invoice lines or can be used as a default to 1099 reportable suppliers.

For the purpose of this course, you do not need to create new codes, as the conversion program has already added the required codes.

Menu Path: Financial Management > Accounts Payable > Setup > 1099 Code US

Workshop - Review 1099 Codes

In this workshop, review 1099 codes added by the conversion program for the Miscellaneous Income, Dividends and Distributions, and Interest Income form types.

Navigate to **1099 Code Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > 1099 Code US

1. In the **1099 Form Type** field, select **Miscellaneous Income**.

2. Click the **1099 Code** button and in the **1099 Code Search** window that displays, click **Search**.
3. Click **Select All** and click **OK**.
4. Review the codes for the **Miscellaneous Income** form type.
5. Click the **Clear** button and click **Yes**.
6. Repeat steps 1 through 4 to review the codes added by the conversion program for the **Dividends and Distributions** and **Interest Income** form types.
7. Exit 1099 Code Maintenance.

1099 Supplier

Use **Supplier Maintenance** to set up a supplier for 1099 processing. From the **Supplier > USA** sheet in Supplier Maintenance you can set up a default 1099 code and federal tax reporting registration number (TIN).

The same TIN can be used for multiple suppliers. 1099 amounts are summarized for suppliers with the same TIN.

Use the **Supplier > USA** sheet of Supplier Maintenance to specify Foreign Account Tax Compliance Act (FATCA) reporting by selecting the **FATCA** check box. The **Account Number** defaults from the Supplier ID, but you can change it if necessary (for example, to specify a United States or foreign financial institution (FFI) account). This information defaults to various forms during 1099 processing.

The 1099 Code and FATCA related fields are also displayed on the **Supplier > USA** sheet in **Supplier Tracker** and **Supplier Display**.

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Workshop - Set Up a 1099 Supplier

In this workshop, define a supplier's 1099 information. Set up a default 1099 code and federal tax reporting registration number (TIN). Also, set up this supplier for Foreign Account Tax Compliance Act (FATCA) reporting.

Navigate to **Supplier Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

1. From the **New** button select **New Supplier**.
2. In the **Supplier** field, enter **XXXNew** (where XXX are your initials).
3. In the **Name** field, enter **XXXNew Electronics** (where XXX are your initials).
4. Navigate to the **Supplier > Address** sheet and enter address information for your supplier.
5. Navigate to the **Supplier > USA** sheet.
6. Select the **1099's Supplier** check box.
7. Click the **1099 Type** button and select **1099-MISC**.
8. Click the **1099 Code** button and select **Box07**.
   This is now the default.
9. From the **Type and TIN** drop-down list, select **EIN**.

10. In the text field next to the **Type and TIN** field, enter **12-3456789**.

11. In the **Account Number** field, enter any account number. This will be the account number used in FATCA reporting.

12. Select the **FATCA** check box to designate the supplier for FATCA reporting.

13. Click **Save**.

14. Exit Supplier Maintenance.

Workshop - Create Invoice and Payment

In this workshop, create an invoice for a 1099 supplier with three lines. One line will be linked to the Box07 code, another line will be linked to the Box01 code, and the third line will be linked to Box03 code. Then, pay this invoice.

Create a Supplier Invoice

Navigate to **AP Invoice Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > AP Invoice Entry

1. From the **New** menu, select **New Group**.
   The **Group > Details** sheet displays.

2. In the **Group** field, enter **XXX** (where XXX are your initials).

3. Click **Save**.

4. From the **New** menu, select **New Invoice**.

5. In the **Supplier** field enter **XXXNew** (where XXX are your initials) and press **Tab**.

6. In the **Invoice** field, enter **XXX-1** (where XXX are your initials).

7. In the **Invoice Date** field, select today's date.
   If the horizon related message displays, click **OK**.

8. In the **Description** field, enter any description, (for example, **Miscellaneous Testing**).

9. In the **Amount** field, enter **3,120.00**.

10. In the **Terms** field, select **Net 30**.

11. From the **New** menu, select **New Misc Line**.

12. In the **Description** field, enter **MiscTest1**.

13. Navigate to the **Lines > USA** sheet.

14. In the **1099 Type** field, verify that **1099-MISC** displays and in the **1099 Code** field, verify that **Box07** displays.

15. Navigate to the **Lines > Detail** sheet, and in the **Ext Amount** field, enter **1,000.00**.

16. Click **Save**.
17. From the **New** menu, select **New Misc Line**.
18. In the **Description** field, enter **MiscTest2**.
19. Navigate to the **Lines > USA** sheet, click the **1099 Code** button and select **Box01**.
20. Navigate to the **Lines > Detail** sheet and in the **Ext Amount** field, enter **920.00**.
21. Click **Save**.
22. From the **New** menu, select **New Misc Line**.
23. In the **Description** field, enter **MiscTest3**.
24. Navigate to the **Lines > USA** sheet, click the **1099 Code** button and select **Box03**.
25. Navigate to the **Lines > Detail** sheet and in the **Ext Amount** field, enter **1,200.00**.
26. Click **Save**.

Create a 1099 Exempt Line

Create an AP invoice line exempt from 1099 reporting.

1. From the **New** menu, select **New Misc Line**.
2. In the **Description** field, enter **1099 Exempt**.
3. Navigate to the **Lines > USA** sheet.
4. Clear any entry from the **1099 Code** field.
5. Navigate to the **Lines > Detail** sheet and in the **Ext Amount** field, enter **200.00**.
6. Click **Save**.

Post the Supplier Invoice

1. From the **Actions** menu, select **Group > Post**.
   The **AP Invoice Post Process** window displays.
2. Click **Submit**.
3. Close the AP Invoice Post Process window and exit AP Invoice Entry.

   Tip You can adjust 1099 codes for posted invoices using the **Posted Invoice Update** form.

Create a Supplier Payment

Navigate to **Payment Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

1. From the **New** menu, select **New Group**.
2. In the **Group** field, enter **XXX-P** (where XXX are your initials).
3. From the **Bank Account** field, select **Main Checking Account**.
4. In the **Payment Method** field, verify or select **AP Physical Check**.
5. Click **Save**.
6. From the **New** menu, select **New Payment**.
7. Enter **XXXNew** (where XXX are your initials) in the **Supplier** field and enter **3** in the **Payment** field.
8. From the **New** menu, select **New Invoice Payment**.
9. Navigate to **Payment > Invoice Detail** sheet.
10. Click the **Invoice** button and select the invoice you created in an earlier workshop.
    Pay the full amount without a discount.
11. From the **Actions** menu, select **Post**.
12. To the message that displays, click **Yes**.
    The **AP Payment Post Process** window displays.
13. Click **Submit**.
14. Close the AP Payment Post Process window and exit AP Payment Entry.

Workshop - Set Up Suppliers for TIN Validation

In this workshop, set up three 1099 suppliers that you will use for export of TIN validation and import of TIN validation results.

Navigate to **Supplier Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

1. Click the **Supplier** button and select **USA Supplier S500**.
2. Navigate to the **Supplier > USA** sheet.
3. Select the **1099's Supplier** check box.
4. Click the **1099 Type** button and select the **1099-MISC** type.
5. Click the **1099 Code** button and select the **Box01** code.

6. In the **Type and TIN** drop-down list, select **SSN,ITINs,ATINs** and enter TIN **123-45-6789**.

7. In the **Account Number** field, enter **S500**.

8. Click **Save**.

9. Repeat steps 1 through 8 to update the following suppliers.

Field	Value
Supplier	S501
Name	USA Supplier S501
1099's Supplier	Selected
1099 Type	1099-MISC
1099 Code	Box01
Type and TIN	EIN
TIN	12-9876543
Account Number	S501

Field	Value
Supplier	S502
Name	USA Supplier S502
1099's Supplier	Selected
1099 Type	1099-MISC
1099 Code	Box02
Type and TIN	<Unknown>
TIN	38-1928375
Account Number	S502

TIN Validation

The United States CSF includes the ability to prepare 1099 information returns for the U.S. Internal Revenue Service (IRS).These forms identify the payee and payment recipient through their federal identification number that can be an EIN, TIN, or SSN. The IRS offers a TIN Matching service that can validate in batches up to 100,000 TIN and name combinations through submission of a text file.

Use the **TIN Validation** program to export TINs into a flat file for bulk validation through a TIN validation service provided by IRS. To perform TIN validation export:

1. In the **TIN Validation** program, define a batch of suppliers that need their TINs validated.

2. Print or preview a list of suppliers to ensure that the data is correct.

3. Export the data into a flat file.

4. Log onto the IRS Web service and upload the file for validation. Note the tracking number.

5. In the **TIN Validation** program, enter the tracking number for reference and mark the record as Submitted.

Use the **TIN Validation Results Maintenance** program to import the file with results of TIN validation received from the Web service. Each import of validation results can be linked to a previously entered TIN validation. To perform TIN validation results import:

1. In the **TIN Validation Results Maintenance** program, select a file to be imported.
2. (Optional) Look up a previously entered TIN validation and link it to the current import.
3. Perform data import. The application will update the supplier records according to the data in the response file. If there is a linked TIN validation record, its status is updated with an indication that validation results are received.
4. If necessary, print or preview a **TIN Validation Results Report** and review it to ensure no further action is required.

Note For the purpose of this course, you need to create a response file in the *.csv format to import instead of an actual response file received from IRS.

Menu Path: Financial Management > Accounts Payable > Setup > TIN Validation US

Menu Path: Financial Management > Accounts Payable > Setup > TIN Validation Results US

Workshop - Export TIN Validation

In this workshop, create a TIN validation file, print the TIN Validation report, and export the TIN validation.

Create a TIN Validation File

Navigate to **TIN Validation**.

Menu Path: Financial Management > Accounts Payable > Setup > TIN Validation US

1. Click the **New** button.
2. In the **Code** field, enter **XXX01** where **XXX** are your initials.
3. In the **Description** field, enter **XXX TIN Validation**, where **XXX** are your initials.
4. In the **Electronic Interface** field, select **TIN Validation Export**.
5. Click the **Export File** button and browse to a folder on the local computer where you want to save the validation file. Enter a file name and click **Save**.
6. Navigate to the **Filter** sheet and click the **Supplier** button.
7. In the search window that displays, select **S500**, **S501**, and **S502**. Click **OK**.
8. Click **Save**.
9. Remain in TIN Validation.

Print the TIN Validation Report

1. Click the **Print** button.

The **TIN Validation Print** window displays.

2. Click **Print Preview**.
3. Review the report on your screen.
4. Close the TIN Validation Print window.

Export TIN Validation

1. Click the **Export** button.
   The **Export File Generation** window displays. It shows the total number of TINs exported.
2. Click **OK**.
   The validation status on the **Detail** sheet changes to **Exported**.
3. Review the export file.
   The export file is attached to the validation record.

Workshop - Import TIN Validation Results

In this workshop, create a sample response file, create a TIN validation results file, import the response file, and print TIN validation results.

Create a Response File

A response file has the following format: `TIN TYPE; TIN NUMBER; NAME; ACCOUNT NUMBER (OPTIONAL); RESPONSE CODE`. For the purpose of this course, you have to manually create a sample response file to import into Epicor ERP.

1. Open Microsoft Excel.
2. Create an *.csv file with the following information.

	A	B	C	D	E
1	2;123-45-6789;USA Supplier 500;S500;0				
2	1;12-9876543;USA Supplier 501-01;S501;0				
3	3;38-1928375;USA Supplier 502;S502;7				
4					

3. Save the file to your local computer and note the file name and path.

Create a TIN Validation Results File

Navigate to **TIN Validation Results Maintenance**.

Menu Path: Financial Management **>** Accounts Payable **>** Setup **>** TIN Validation Results US

1. Click the **New** button.
2. In the **Code** field, enter **XXX02** where **XXX** are your initials.

3. In the **Description** field, enter **XXX TIN Validation Results**, where **XXX** are your initials.

4. In the **Electronic Interface** field, select **TIN Validation Results Import**.

5. Click the **Import File** button and browse to the response file with TIN Validation results you created in the **Create a Response File** workshop. Click **Open**.

6. Click **Save**.

7. Remain in TIN Validation Results Maintenance.

Import a Response File

1. On the **Detail** sheet, click the **Import Validation Results** button.
   When the file is imported, the **Import Summary** field displays the import results.

2. Click **Save**.

3. Remain in TIN Validation Results Maintenance.

Print TIN Validation Results

1. On the **Detail** sheet, click the **Print** button.
   The **TIN Validation Print** window displays.

2. Accept the default values and click the **Print Preview** button.

3. Review the TIN Validation Results Report.

4. Exit TIN Validation Results Maintenance.

1099 Processing

Use the 1099 processing workflow to review detailed 1099 information for current and previous years, generate 1099 forms, print 1099 reports, and for electronic file generation.

Note For suppliers set for 1099 Foreign Account Tax Compliance Act (FATCA) reporting, FATCA results will be reflected during 1099 processing.

Use the following programs for 1099 processing:

- **1099 Report**
- **1099 Generation**
- **1099 Export**

1099 Report

The 1099 report includes a FATCA column and displays a **Y** when a supplier is set up for Foreign Account Tax Compliance Act (FATCA) reporting and an **N** when the supplier is not set up for FATCA reporting.

Tip If FATCA payments made during the corresponding year do not reach the minimum threshold amount or if no payments were made, the 1099-Misc form will show 0.00 for Box 3 on the report.

The Report Mode options are:

- **Already Generated Forms** - Prints out information from existing 1099 forms.
- **Simulate New Forms** - Simulates and prints new 1099 forms only. It works as a preview of the New Forms 1099 Generation process, where forms will be calculated for display, but will not be submitted into the database.
- **Simulate Corrected Form** - Simulates and prints new corrected 1099 forms only. It works as a preview of the Corrected Forms 1099 Generation process, where corrected forms are calculated for display, but will not be submitted into the database. When a supplier has the 1099 option selected, the Account Number is automatically populated with the Supplier ID.
- **Display Recalculated Forms** - Simulates and prints forms, which needed recalculations. It works as a preview of the Recalculate Existing Forms 1099 Generation process for forms which haven't been submitted yet. Forms are recalculated for display purpose and will not be submitted into the database.

Menu Path: Financial Management **>** Accounts Payable **>** General Operations **>** 1099 Report US

1099 Generation

Use the 1099 Generation for 1099 form generation. Miscellaneous Payments with a 1099 code defined are included in the calculations of the reportable amounts.

Tip If FATCA payments made during the corresponding year do not reach the minimum threshold amount or if no payments were made, the 1099-Misc form will show 0.00 for Box 3 on the report.

For 1099 Generation, you can select one of the following generation modes:

- **New Forms** - Generates 1099's for suppliers who do not have them.
- **Corrected Forms** - Generates corrected 1099 forms when newly calculated amounts do not match original submitted form.
- **Regenerate All Forms** - Generates all new 1099 forms for the year by deleting existing forms and regenerating them from scratch.
- **Recalculate Existing Forms** - Calculates box totals without affecting other adjustments made to supplier information.

Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Generation US

1099 Export

Generates an export file for electronic submission to the IRS.

Menu Path: Financial Management **>** Accounts Payable **>** General Operations **>** 1099 Export US

Workshop - Generate a New Form

In this workshop, generate and preview a new 1099 form.

For the purposes of this workshop, you will need the **1099 Generation** and **1099 Report** programs.

1. Navigate to **1099 Generation**.

   Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Generation US

2. Verify the following:
   - The current year displays in the **Tax Year** field;
   - **Miscellaneous Invoice** is selected in the **1099 Form Type** field;

3. Minimize 1099 Generation.
4. Navigate to **1099 Report**.

   Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Report US
5. Verify the current year displays in the **Year** field.
6. In the **1099 Form Type** field, select **Miscellaneous Income**.
7. From the **Generation Mode** field, select **Simulate New Forms**.
8. Click **Print Preview**.
9. View the 1099 report and review the transactions for **XXXNew Electronics**.
10. Close the report and exit 1099 Report.
11. Maximize 1099 Generation.
    Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Generation US
12. Verify **New Forms** is selected in the **Generation Mode** field.
13. Click **Generate**.
14. Exit 1099 Generation.
15. Navigate to **1099 Report**.

    Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Report US
16. In the **Report Mode** field, verify **Already Generated Forms** displays.
17. Select the **Details** check box.
18. Click **Print Preview**.
19. View the 1099 report and review the transactions for **XXXNew Electronics**.
20. Close the 1099 Report window and exit 1099 Report.

Workshop - Submit 1099 Form Electronically

In this workshop, use the **1099 Export** program to generate export file for electronic submission to IRS.

1. Navigate to **1099 Export**.
   Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Export US
2. Verify the current year displays in the **Year** field.
3. Verify **Miscellaneous Income** displays in the **1099 Form Type** field.
4. In the **Electronic Interface** field, select the interface you created previously in **Workshop - Set Up an Electronic Interface for Export of 1099 Forms**.

5. From the **File Type** drop-down list, select **Test**.
6. Click **Export File** to select a different path if needed and enter the file name.
7. Click **Save**.
8. In the **Contact Name** field, enter your name.
9. In the **Contact Email Address** field, enter your email address.
10. Click **Submit**.
11. Exit 1099 Export.
12. Review the file generated by the process.

Workshop - Review the Generated Form and Mark Submitted

In this workshop, review the generated form in **1099 Form Maintenance**.

Navigate to **1099 Form Maintenance**.
Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Form Entry US

1. Verify that **Miscellaneous Income** displays in the **1099 Form Type** field.
2. Click the **Form ID** search button, click **Search** and then click **OK**.
3. Review the 1099 form generated for **XXXNew Electronics**.
4. Select the **Submitted** check box.

   Note The Submitted check box indicates that the form was submitted to the IRS.

5. Click **Save**.
6. Exit 1099 Form Maintenance.

Workshop - Create an Adjustment

In this workshop, make an adjustment to the form.

Navigate to **1099 Adjustments Entry**.

Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Adjustment Entry US

1. Verify that **Miscellaneous Income** displays in the **Form Type** field.
2. Click **New**.
3. Verify the current year displays in the **Year** field.
4. Enter **XXXNew** (where XXX are your initials) in the **Supplier** field and click **Tab**.
5. In the **Amount** field enter **50.00**.

6. Verify that the **Box07** displays in the **1099 Code** field.
7. In the **Reason** field, enter **Approved adjustment**.
8. Click **Save**.
9. Exit 1099 Adjustments Entry.

Workshop - Create a Corrected Form

In ths workshop, create a corrected 1099 form after creating your adjustment.

1. Navigate to **1099 Report**.
   Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Report US
2. From the **Report Mode** drop-down list, select **Simulate Corrected Forms**.
3. Select the **Details** check box.
4. Click **Print Preview**.
5. View the 1099 report and review the adjustment for **XXXNew Electronics**.
6. Exit the report and close the Print Preview window.
7. Navigate to **1099 Generation**.
   Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Generation US
8. From the **Generation Mode** field, select **Corrected Forms**.
9. Click **Generate**.
10. Close 1099 Generation.

Workshop - Review the Corrected Form

In this workshop, review the generated form in **1099 Form Maintenance**.

Navigate to 1099 Form Maintenance.

Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Form Entry US

1. Verify that **Miscellaneous Income** displays in the **Form Type** field.
2. Click the **Form ID** search button, click **Search**, and then click **OK**.
3. Review the new corrected 1099 form generated for **XXXNew Electronics**.
4. Exit 1099 Form Maintenance.

Print 1099 Forms

Use **Print 1099 Forms** to print 1099-Misc, 1099-DIV, 1099-INT, 1099-K, 1099-NEC, and 1099-MISC_20 forms using a preprinted format.

Two following report styles are available:

- Standard US - 1099-MISC 2015-SSRS
- Standard US - 1099-DIV 2017-SSRS
- Standard US - 1099-INT 2017-SSRS
- Standard US - 1099-K 2018-SSRS
- Standard US - 1099-MISC 2020-SSRS
- Standard US - 1099-NEC-SSRS

You can use the **New Forms and Corrections only** option to only print new and corrected forms. Only one 1099 Form Type can be printed at a time.

Filtering by supplier is provided as well as sorting by either supplier code or supplier name. You can also print forms according to their status. For example, you can print only forms which have not been printed yet, only forms previously printed, or all forms.

Important When printing 1099 forms, be sure to select the **Actual Size** option on the Print screen to ensure the form is aligned properly.

Menu Path: Financial Management > Accounts Payable > Reports > Print 1099 Forms US

Workshop - Print the 1099-Misc Form

The 1099 report is usually printed on preprinted forms. In this workshop, preview the report. When you print the form, be sure the **Actual Size** option is selected on the Print screen to align properly.

Navigate to **Print 1099 Forms**.

Menu Path: Financial Management > Accounts Payable > Reports > Print 1099 Forms US

1. In the **Tax Year** field, verify the current year displays.
2. In the **1099 Form Type** field, verify that **Miscellaneous Income** displays.
3. Navigate to the **Filters > Supplier State** sheet.
4. Click **Supplier State** to select **California**.
5. Navigate back to **Report Options** and verify the **Supplier State** field includes the updated information.
6. From the **File** menu, select **Print Preview**.
   The **Report - Print 1099 Forms US** window displays.
7. In the **Report Style** field, select **Standard US - 1099-MISC 2015-SSRS** report style.
8. Click the **Print Preview** button.
9. View the 1099 report.
10. Close the report window and exit Print 1099 Forms.

Print 1096 Form

Using the United States CSF, you can prepare 1099 Information Returns for the U.S. Internal Revenue Service. These forms can be submitted electronically or on paper. When submitted on paper, the 1099 forms must be accompanied by a 1096 Form Annual Summary and Transmittal of U.S. Information Returns. It summarizes the type and number of forms being submitted, the amount of federal tax withholding, and the total amount of the payments being reported on the included forms.

Use the Print 1096 Form report program to print a 1096 form in a pre-printed format. A separate 1096 form is required with the submission of each type of 1099 form (1099-MISC, 1099-DIV, 1099-INT, 1099-K, 1099-NEC or any user-defined form).

Menu Path: Financial Management > Accounts Payable > Reports > Print 1096 Form US

Workshop - Print the 1096 Form

Navigate to **Print 1096 Form**.

Menu Path: Financial Management > Accounts Payable > Reports > Print 1096 Form US

1. In the **Tax Year** field, verify that the current tax year displays.
2. In the **1099 Form Type** field, select **Miscellaneous Income**.
3. Click the **Print Preview** button.
   The **Report-USPrint1096Form** window displays.
4. In the **Report Style** field, verify that the **Standard US 1096 2017-SSRS** report style displays.
5. Specify other report options.
6. On the Main toolbar, click the **Print Preview** button to preview the report on your screen.

Conclusion

Congratulations! You have completed the Accounts Payable course.

Appendix

The Accounts Payable Course appendix contains a copy of the Epicor ERP Accounts Payable Transaction Hierarchy.

The Epicor ERP Accounts Payable Transaction Hierarchy assumes your company uses an unmodified version of the **Standard** posting rules delivered with the Epicor application. If you use the **Extended** posting rules, or if you need information regarding an AP transaction that is not listed on this hierarchy, refer to **GL Transaction Type Maintenance** to review the operation details.

Epicor ERP Accounts Payable Transaction Hierarchy

This hierarchy is a summary of common general ledger (GL) transactions posted from within the Accounts Payable (AP) module.

Important This hierarchy assumes your company uses an unmodified version of the **Standard** posting rules delivered with the Epicor application. If you use the **Extended** posting rules, or if you need information regarding an AP transaction that is not listed on this hierarchy, refer to **GL Transaction Type Maintenance** to review the posting rule operation details.

AP Invoice Entry - Add Invoice

Transaction/Program	Function	Debit	Credit
AP Invoice Entry - Add Invoice **Important:** The AP Account GL Control can always be changed in AP Invoice Entry.			
	Add Receipt Billing Line	**Clearing Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config 3. Inventory, COS and WIP GL Control - Company Config	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Less Advanced Payment	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Advanced Payment Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config

Transaction/Program	Function	Debit	Credit
	Add Advanced Billing Line	**Advanced Payment Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Add Job Miscellaneous Line **Note:** Price variances are ADJ-PUR inventory transactions.	**Clearing Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config 3. Inventory, COS and WIP GL Control - Company Config	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Add Unreceived Billing Line	**Clearing Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config 3. Inventory, COS and WIP GL Control - Company Config	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Add Miscellaneous Line	**Expense Account** 1. Part GL Control - Part 2. Part Class GL Control - Part Class 3. Supplier GL Control - Supplier 4. AP Account GL Control - Supplier 5. AP Account GL Control - Company Config	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Add Header Miscellaneous Charge	**Expense Account** 1. Miscellaneous Charge GL Control - miscellaneous Charge/Credit 2. AP Account GL Control - Supplier	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Add Line Miscellaneous Charge		
	No Purchase Order	**Expense Account**	**Payables Account**

Transaction/Program	Function	Debit	Credit
	Note: Transaction is seen on AP Invoice Edit List.	1. Miscellaneous Charge(Purchase) GL Control - Purchasing Miscellaneous Charge 2. AP Account GL Control - Supplier	1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Purchase to the job (PUR-MFG) **Note:** Transaction is seen on Inventory/WIP Reconciliation Report.	**WIP Material (or WIP Subcontract) Account** 1. Product Group (Part, Job) 2. Inventory, COS and WIP GL Control - Company Config	**Clearing Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config 3. Inventory, COS and WIP GL Control - Company Config
	Purchase to inventory (PUR-STK) **Note:** Transaction is seen on Inventory/WIP Reconciliation Report.	**Variance Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Clearing Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config 3. Inventory, COS and WIP GL Control - Company Config
	Purchase to other (PUR-UKN) **Note:** Transaction is seen on Inventory/WIP Reconciliation Report.	**Account selected on PO Line Release**	**Clearing Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config 3. Inventory, COS and WIP GL Control - Company Config
	Taxes	**AP Tax Accrual** 1. Tax GL Control - Tax Type	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config

AP Invoice Entry - Add Debit Memo

Transaction/Program	Function	Debit	Credit
AP Invoice Entry - Add Debit Memo **Important:** You can always change the AP Account GL Control in Debit Memo Entry.			
	Add Miscellaneous Line	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Expense Account** 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config 5. Part Class GL Control - Part Class
	Add Advanced Billing Line	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Advanced Payment Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Add Header Miscellaneous Charge	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Expense Account** 1. Miscellaneous Charge GL Control - Miscellaneous Charge/Credit 2. AP Account GL Control - Supplier
	Add Line Miscellaneous Charge		
	No Purchase Order **Note:** Transaction is seen on AP Invoice Edit List.	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Expense Account** 1. Miscellaneous Charge(Purchase) GL Control - Purchasing Miscellaneous Charge 2. AP Account GL Control - Supplier

Transaction/Program	Function	Debit	Credit
	Purchase to the job (PUR-MFG) **Note:** Transaction is seen on Inventory/WIP Reconciliation Report.	**Clearing Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config 3. Inventory, COS and WIP GL Control - Company Config	**WIP Material (or WIP Subcontract) Account** 1. Product Group (Part, Job) 2. Inventory, COS and WIP GL Control - Company Config
	Purchase to inventory (PUR-STK) **Note:** Transaction is seen on Inventory/WIP Reconciliation Report.	**Clearing Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config 3. Inventory, COS and WIP GL Control - Company Config	**Variance Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Purchase to other (PUR-UKN) **Note:** Transaction is seen on Inventory/WIP Reconciliation Report.	**Clearing Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config 3. Inventory, COS and WIP GL Control - Company Config	**Account selected on PO Line Release**
	Taxes	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**AP Tax Accrual** 1. Tax GL Control - Tax Type

AP Invoice Entry - Get DMR Debit Memos

Transaction/Program	Function	Debit	Credit
AP Invoice Entry - Get DMR Debit Memos			
	Get Debit Memos from DMR Processing	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Reason Code - DMR** **Expense Account** 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config

Invoice/Receipt Match Maintenance

Transaction/Program	Function	Debit	Credit
Invoice/Receipt Match Maintenance			
	Match Unreceived Invoice Lines to Unmatched PO Receipt Lines **Note:** A transaction is created only if there is a variance between the PO receipt amount and invoice amount. That transaction can be either a debit or a credit and displays on the Inventory/WIP Reconciliation Report.		
	Purchase to the Job (PUR-MFG)	**Clearing Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config 3. Inventory, COS and WIP GL Control - Company Config	**WIP Material (or WIP Subcontract) Account** 1. Product Group (Part, Job) 2. Inventory, COS and WIP GL Control - Company Config
	Purchase to Inventory (PUR-STK)	**Clearing Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config 3. Inventory, COS and WIP GL Control - Company Config	**Variance Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Purchase to Other (PUR-UKN)	**Clearing Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config 3. Inventory, COS and WIP GL Control - Company Config	**Account selected on PO Line Release**

Logged AP Invoice Entry

Transaction/Program	Function	Debit	Credit
Logged AP Invoice Entry **Note** You can always change the AP Account GL Control in Logged AP Invoice Entry.			
	Add a Logged Invoice **Important** In Company Configuration, the accounting option is set to **Book All to Suspense Accounts**.	**Expense Suspense Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Payables Suspense Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Add Logged Invoice Tax	**Tax Suspense Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Payables Suspense Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Add a Logged Debit Memo	**Payables Suspense Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Expense Suspense Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Add a Logged Invoice **Important** In Company Configuration, the accounting option is set to **Account for Taxes**.	**Expense Suspense Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Add Logged Invoice Tax	**AP Tax Accrual** 1. Tax GL Control - Tax Type	**Payables Account** 1. AP Account GL Control - Supplier

Transaction/Program	Function	Debit	Credit
			2. AP Account GL Control - Company Config
	Add a Logged Debit Memo	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Expense Suspense Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
	Add a Logged Invoice, Logged Invoice Tax, or Logged Debit Memo **Important** In Company Configuration, the accounting option is set to **Authorization Tracking**.	Posting has no affect on the general ledger.	Posting has no affect on the general ledger.

AP Invoice Entry - Get Approved Logged Invoices

Transaction/Program	Function	Debit	Credit
AP Invoice Entry - Get Approved Logged Invoices **Note** You always have the option to change the AP Account GL Control at the time of AP Invoice Entry. **Important** To complete this transaction, a logged invoice must first be approved in **Logged Invoice Approve and Void Entry**.			
	Match Approved Logged Invoices to AP Invoices (Actions menu > Get > Approved Logged Invoices) **Important: Accounting Option** field in Company Configuration is set to **Book All to Suspense Accounts**. **Note:** Creates two sets of transactions.	**Expense Account** 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
		Payables Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config	**Expense Suspense Account** 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config

Transaction/Program	Function	Debit	Credit
	Tax on Matched AP Invoice *Assumes tax was added at the time of Logged Invoice Entry* **Note:** Creates two sets of transactions.	**AP Tax Accrual** 1. Tax GL Control - Tax Type	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
		Payables Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config	**Tax Suspense Account** 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config
	Match Approved Logged Invoices to AP Invoices (Actions menu > Get > Approved Logged Invoices) **Important:** In Company Configuration, the accounting option is set to **Account for Taxes**.	**Expense Account** 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config	**Expense Suspense Account** 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config

AP Invoice Entry - Get Approved Logged Invoices (Debit Memo)

Transaction/Program	Function	Debit	Credit
AP Invoice Entry - Get Approved Logged Invoices (Debit Memo) **Important** To complete this transaction, a logged debit memo must first be approved in **Logged Invoice Approve and Void Entry**.			
	Match Approved Logged Debit Memos to AP Debit Memos (Actions menu > Get > Approved Logged Invoices) **Important:** In Company Configuration, the accounting option is set to **Book All to Suspense Accounts**. **Note:** Creates two sets of transactions.	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config	**Expense Account** 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config
		Expense Suspense Account 1. AP Account GL Control - Approved Logged Debit Memo 2. AP Account GL Control - Logged Debit Memo 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config	**Payables Suspense Account** 1. AP Account GL Control - Approved Logged Debit Memo 2. AP Account GL Control - Logged Debit Memo 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config
	Tax on Matched AP Debit Memo	**Payables Account** 1. AP Account GL Control - Supplier	**AP Tax Accrual** 1. Tax GL Control - Tax Type

Transaction/Program	Function	Debit	Credit
	Assumes tax was added at the time of Logged Debit Memo Entry. **Note:** Creates two sets of transactions.	2. AP Account GL Control - Company Config	
		Tax Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config	**Payables Suspense Account** 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config
	Match Approved Logged Debit Memos to AP Debit Memos (Actions menu > Get > Approved Logged Invoices) **Important:** In Company Configuration, the accounting option is set to **Account for Taxes**.	**Expense Suspense Account** 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config	**Expense Account** 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config

Logged Invoice Approve and Void Entry

Transaction/Program	Function	Debit	Credit
Logged Invoice Approve and Void Entry			
	Approve a Logged Invoice or Debit Memo **Important**: In Company Configuration, the accounting option is set to **Authorization Tracking**.	**Expense Account** 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config	**Suspense Account** 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config
	Approve a Logged Invoice or Debit Memo **Important**: In Company Configuration, the accounting option is set to **Account for Taxes**.	**Expense Account** 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config	**Payables Suspense Account** 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config
	Approve a Logged Invoice or Debit Memo **Important**: In Company Configuration, the accounting option is set to **Book All to a Suspense Account**.	**Expense Account** 1. Tax GL Control - Tax Type 2. AP Account GL Control - Supplier 3. AP Account GL Control - Company Config	**Payables Account** 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Config
		Payables Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice	**Expense Account** 1. Tax GL Control - Tax Type 2. AP Account GL Control - Supplier

Transaction/Program	Function	Debit	Credit
		3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Config	3. AP Account GL Control - Company Config
	Void a Logged Invoice or Debit Memo	Logged Invoice/Debit Memo transactions are cleared from AP, GL, and AP Tax tables.	Logged Invoice/Debit Memo transactions are cleared from AP, GL, and AP Tax tables.

AP Adjustment Entry

Transaction/Program	Function	Debit	Credit
AP Adjustment Entry			
	Increase or Decrease an Open Invoice Amount	**Payables Account** 1. AP Account GL Control assigned to posted invoice	**Enter Account Number**
	Increase or Decrease an Open Debit Memo Amount	**Enter Account Number**	**Payables Account** 1. AP Account GL Control assigned to posted invoice

AP Payment Entry

Transaction/Program	Function	Debit	Credit
AP Payment Entry			
	Select Invoices for Payment	**Payables Account** 1. AP Account GL Control assigned to the posted AP invoice	**Cash Account** 1. Bank GL Control - Bank Account **Note:** If the **Reconciled AP Balance** check box is selected on the bank record in Bank Account Maintenance, this transaction credits the **Pending Cash Account** defined in the Bank GL Control instead of the Cash Account.
	Payment Discount (Set on Invoice) **Note:** Payment discounts are not taken for miscellaneous charges.	**Payables Account** 1. AP Account GL Control assigned to the posted AP invoice	**Payment Discount Account** 1. AP Account GL Control assigned to the posted AP invoice
	Payment Discount Reduces Tax (Populates the **Payment Discount Treatment** field in Tax Type Maintenance)	**Payment Discount Account** 1. AP Account GL Control assigned to the posted AP invoice	**AP Tax Accrual** 1. Tax GL Control - Tax Type
	Terms Discount Reduces Tax (Populates the **Payment Discount Treatment** field in Tax Type Maintenance)	**Payment Discount Account** 1. AP Account GL Control assigned to the posted AP invoice	**AP Tax Accrual** 1. Tax GL Control - Tax Type
	Add Miscellaneous Payment	**Expense Account** 1. Account selected on Payment > Misc Detail sheet	**Cash Account** 1. Bank GL Control - Bank Account **Note:** In Bank Account Maintenance, if the **Reconciled AP Balance** check box is selected on the bank record, this transaction credits the **Pending Cash Account** defined in the Bank GL Control instead of the Cash Account.
	Add Bank Fee	**Bank Fee Account**	**Cash Account** 1. Bank GL Control - Bank Account

Transaction/Program	Function	Debit	Credit
		1. Bank Fee GL Control - Bank Fee 2. Option to change account on the Payment > Bank Fee sheet)	**Note:** If the **Reconciled AP Balance** check box is selected on the bank record in Bank Account Maintenance, this transaction credits the **Pending Cash Account** defined in the Bank GL Control instead of the Cash Account.

Void Payment Entry

Transaction/Program	Function	Debit	Credit
Void Payment Entry			
	Void an outstanding payment	**Payables Account** 1. AP Account GL Control - Posted Invoice	**Cash Account** 1. Bank GL Control - Posted Check

Payment Instrument (PI) Payable Entry

Transaction/Program	Function	Debit	Credit
Payment Instrument (PI) Payable Entry			
	AP PI Payment	**PI Payable Account** 1. Payment Instrument GL Control assigned to the Payment Instrument Payable	**Payables Account** 1. AP Account GL Control assigned to the invoice to which you are applying the Payment Instrument Payable

Bank Adjustment Entry

Transaction/Program	Function	Debit	Credit
Bank Adjustment Entry **Important** Transaction is reversed when you enter a negative adjustment amount.			
	Adjust a Bank Account	**Cash Account** 1. Bank GL Control - Bank Account	**Enter Account Number**

Bank Funds Transfer

Transaction/Program	Function	Debit	Credit
Bank Funds Transfer			
	Transfer funds from one bank account to another. **Important:** Creates two sets of transactions. **Note**: Results of a bank transfer use the journal code linked with the Transfer From GL controls for the bank.	**Transfer Account** 1. Bank GL Control on the transfer **From** Bank Account	**Cash Account** 1. Bank GL Control on the transfer **From** Bank Account
	Note: This transaction uses the journal code linked with the Transfer To GL controls for the bank.	**Cash Account** 1. Bank GL Control on the transfer **To** Bank Account	**Transfer Account** 1. Bank GL Control on the transfer **To** Bank Account

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