

Accounting - AP/Vendor Payment Enhancements (14242) [Enhancement]

Last Modified on 01/25/2023 3:52 pm EST

The following tools have been updated to support AP/Vendor Payments.

- Accounts - Add/Edit Account
- Vendor Invoice Management
- Vendor/Rebate Payments

Accounts - Add/Edit Account

EDIT ACCOUNT

NAME	Example	STATUS	Active
NAME 2	vendor	DIVISION	
ADDRESS LINE 1	1234 Example Ln	SOURCE	Cold Call
ADDRESS LINE 2		ACCOUNT MANAGER	Navusoft
CITY/STATE/POSTAL CODE	Mason OH 45040	ACCOUNT CLASS	VENDOR
PHONE	(999) 999-9999	AUDITOR	
ATTN		WEBSITE	
BILLING PHONE	(999) 999-9999	LOGO	Select logo... BROWSE...
FAX	(999) 999-9999	OLD ID	
BILLING CONTACT 1			
BILLING CONTACT 2			
PARENT ACCOUNT			

Billing

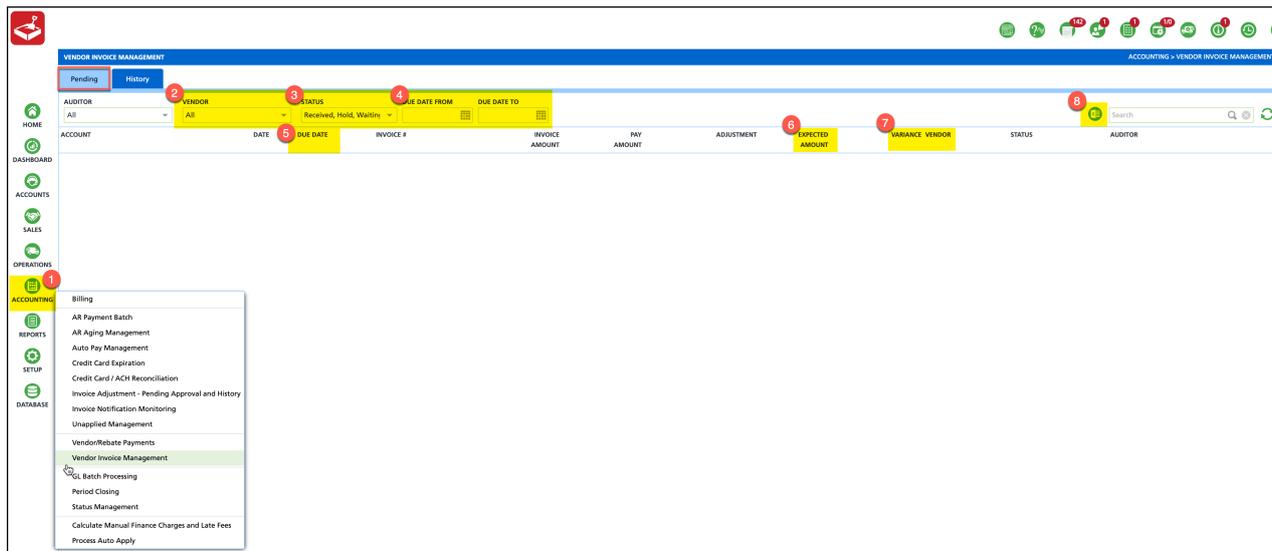
BILL GROUP	Vendor	BILL BY SITE	<input type="checkbox"/>	AUTO STATUS UPDATE	<input checked="" type="checkbox"/>
INVOICE BY EMAIL	No	APPLY FINANCE CHARGES	<input checked="" type="checkbox"/>		
TERM	Net 15	LIMIT		EXCLUDE FROM CREDIT CARD FEE	<input type="checkbox"/>
				EXCLUDE FROM PAST DUE NOTIFICATION	<input type="checkbox"/>

AP

DEFAULT PAYMENT METHOD	ACH	PAYEE NAME		1099	<input type="checkbox"/>
INSTRUCTIONS	This is paid by CC - Visa details on file				

1. Rebate Payment Type was renamed to Default Payment Method
2. Two new options were added to the Default Payment Method drop down field:
 - ACH
 - Account Payment Portal
3. The Instructions field has been expanded to support an increased amount of characters. Text added here displays in the AP Vendor/Rebate Payments screen.

Vendor Invoice Management



1. The **Vendor Invoice Management** tool has been relocated to display under the Accounting module.
2. A **Vendor** filter was added to the Pending screen and will list all possible vendors to any accounts displayed under the Variance Vendor column. Options include All or select one.
3. A **Status** filter was added to the Pending screen. Options include All or select one.
4. **Due Date From** and **Due Date To** fields were added to the Pending screen. Fields will default to blank setting to allow for all accounts to display upon open.
5. A Due Date column has been added to the Pending screen.
6. The **Expected Amount** column header has been updated to display without a leading '\$' in both tabs (Pending/History).
7. The Hauler column has been renamed to **Variance Vendor** in the Pending tab and **Vendor** in the History tab.
8. An **Excel Export** option has been added to the left of the Search field in the Pending tab.
9. The right click option "Create AP Batch for Vendor" has been removed from the History tab.
10. A Status column has been added so users can see what's approved, not approved, paid or not paid.

Vendor/Rebate Payments

Previously, this tool was called the AP Check Batch.

VENDOR/REBATE PAYMENTS											ACCOUNTING > VENDOR/REBATE PAYMENTS	
In Process											History	
											Search	
INVOICE	BATCH #	1	TYPE	2	METHOD	BANK ACCOUNT	DATE	STATUS	COUNT	PRINTED	POSTED	REMITTANCE
<input type="checkbox"/>	Vendor 1 Hauler 1 Sub	1024	Vendor/Rebate Payment Batch	Check	Clearwater 7993	10/31/2022	Close	0 (5 0.00)	0 (5 0.00)	0 (5 0.00)	0 (5 0.00)	
<input type="checkbox"/>	Vendor 1 Hauler 1 Sub	1025	Vendor/Rebate Payment Batch	Credit Card	Clearwater 7993	10/31/2022	Close	0 (5 0.00)	0 (5 0.00)	0 (5 0.00)	0 (5 0.00)	
<input type="checkbox"/>	Vendor 1 Hauler 1 Sub	1026	Vendor/Rebate Payment Batch	ACH	Clearwater 7993	10/31/2022	Close	0 (5 0.00)	0 (5 0.00)	0 (5 0.00)	0 (5 0.00)	
<input type="checkbox"/>	Vendor 1 Hauler 1 Sub	1027	Vendor/Rebate Payment Batch	Check	Clearwater 7993	11/30/2022	Close	0 (5 0.00)	0 (5 0.00)	0 (5 0.00)	0 (5 0.00)	
<input type="checkbox"/>	Vendor 1 Hauler 1 Sub	1028	Vendor/Rebate Payment Batch	Credit Card	Clearwater 7993	11/30/2022	Close	0 (5 0.00)	0 (5 0.00)	0 (5 0.00)	0 (5 0.00)	
<input type="checkbox"/>	Vendor 1 Hauler 1 Sub	1029	Vendor/Rebate Payment Batch	ACH	Clearwater 7993	11/30/2022	Close	0 (5 0.00)	0 (5 0.00)	0 (5 0.00)	0 (5 0.00)	
<input type="checkbox"/>	Vendor 1 Hauler 1 Sub	1030	Vendor/Rebate Payment Batch	Check	Clearwater 7993	10/31/2022	Close	2 (5 125.00)	2 (5 125.00)	2 (5 125.00)	2 (5 125.00)	
<input type="checkbox"/>	Vendor 1 Hauler 1 Sub	1033	Vendor/Rebate Payment Batch	Check	Clearwater 7993	11/10/2022	Open	3 (5 215.00)	1 (5 75.00)	0 (5 0.00)	0 (5 0.00)	
<input type="checkbox"/>	Vendor 1 Hauler 1 Sub	1034	Vendor/Rebate Payment Batch	ACH	Clearwater 7993	11/10/2022	Open	1 (5 100.00)	0 (5 0.00)	1 (5 0.00)	1 (5 0.00)	
<input type="checkbox"/>	Vendor 1 Hauler 1 Sub	1035	Vendor/Rebate Payment Batch	Check	Clearwater 7993	11/30/2022	Open	2 (5 150.00)	2 (5 150.00)	1 (5 75.00)	1 (5 75.00)	
<input checked="" type="checkbox"/>	Vendor 1 Hauler 1 Sub	1036	Vendor/Rebate Payment Batch	ACH	Clearwater 7993	11/30/2022	Open	1 (5 100.00)	0 (5 0.00)	0 (5 0.00)	0 (5 0.00)	

VENDOR											Search	
INVOICE #	AVAILABLE PREPAYMENTS	APPLIED PREPAYMENTS	3	TYPE	PROCESSING FEE	AMOUNT	REFERENCE / CHECK NBR	PRINTING STATUS	ITEMS	POSTED STATUS		
Example-ACH	\$41.61 \$ 100.00 11/15/2022		4	ACH vtd is setup in bank ac with payment	\$ 2.30	\$ 100.00	123456A	N/A	1	Not Posted		

Upper Grid

1. A Type column has been added to the screen to identify the batch type.
2. A Method column has been added to the screen and displays the payment method used.

Lower Grid

3. Type column - Includes the display of additional payment types ACH and Account Payment Portal.
4. Includes the display of AP instruction text under Type. Instructions are added/edited in the Instructions field of the Add/Edit Account screen.
5. Account column header has been renamed Vendor.