

Accounts Payable Control File

In most Eagle for Windows modules, a Control File and Constants must be set up to define how an application will behave in order to serve your business needs.

In general, the Control File defines the default behavior of the Accounts Payable application.

However, you'll still have the flexibility to address other business scenarios that may arise while you are managing your vendor relationships.

In this module, you'll learn how to populate the different fields in the AP control file so that they suit your business needs.

Keep in mind that, although we're reviewing the control file first, it's a good idea to view the other Accounts Payable lessons and complete any required setup for those items before you actually configure the control file.

Particular attention needs to be paid to setting up Bank Codes and the Chart of Accounts in the General Ledger.

The Accounts Payable Control maintenance function is also known as the ACON file.

This record must be set up when you first start using Accounts Payable and it rarely needs to be reviewed after the initial set up.

It's important to note that if you are using multi-directories in your Accounts Payable then this record must be completed for Each of the AP directories.

Topics

- AP Control File

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Let's open the ACON file and get started.

To do this, click the Accounts Payable menu and then select Set-up.

First up are the AP periods, otherwise known as aging buckets.

Similar to Accounts Receivable aging buckets, AP buckets are used to age your outstanding AP liability.

The buckets will show what invoices are current, and what invoices are past due.

The buckets will help you plan your AP payments and better manage your cash flow.

First, you must decide the number of days in each period.

The application allows you to have up to 4 separate aging buckets.

It's normal practice to set your first bucket - which is also your Current bucket—to 30 days.

Then, the second bucket would be 60 days, the third 90 days, and the last one 120 days.

However, not all businesses follow the same scheme, so be sure to set up the buckets' descriptions and number of days in such a way that they correspond to your current business practices.

Next is the Federal ID field.

Here you'll select F from the drop-down to indicate that the next field – Federal ID Number will represent your Tax-Id number.

This field will be referenced when printing forms from the Accounts payable application.

If your business operates in Canada, these fields are not required.

Before setting up the Reconcile Checks field, you need to decide if you will reconcile the checks written using the Accounts Payable module.

If you answer Yes, then you will have access to a list of all the checks processed via the AP application, whether they were written manually or via the computer.

This is somewhat of an old flag, however.

Epicor released an application called Bank Reconciliation a few years back that allows for a more comprehensive reconciliation of not only AP checks, but also deposits, withdrawals, and any manual entries as well.

With that said, if you have not switched to using Bank Reconciliation, the Check Reconciliation Function IS still available.

You can use these two functions simultaneously, so setting this field to Yes will not preclude you from using the Bank Reconciliation application.

In a later module, we will address how Bank Reconciliation works.

Now let's look at the Use Job Numbers field.

This must be set to Yes if you want the ability to track expenses by Job.

You do not have to use Jobs for every invoice; however, having this field set to Yes allows you to use Job expense tracking whenever it makes business sense for you.

The next field – Last Voucher Number Used – is used by the system to automatically assign unique identification numbers to the vouchers created to pay vendor invoices.

If you are new to AP, then enter the beginning voucher number here.

This number will increment by 1 every time a new voucher is created in the system.

This is a numeric six-digit field.

If you are using multiple AP directories, it is recommended that you use a different sequence for each of the directories.

For example, you might start with 100000 for AP directory 1 and 200000 for AP directory 2.

The Keep vendor file audit trail? is no longer an active function in Eagle for Windows, although it is still accessible in Legacy Eagle, so you should set this field to No.

Instead, you'll use Option ID 805 to define how you want to track Vendor changes.

The next field – Last G/L interface date – is a system-maintained field so it never needs to be manually modified.

It is updated every time the Accounts Payable module posts transactions to the General Ledger module, whether manually or through the nightly passoff queue.

The next group of fields requires you to specify the default General Ledger accounts that will be used by Accounts Payable when posting transactions and writing checks.

These accounts must first exist in your General Ledger Chart of Accounts.

If they don't, please add them before continuing to set up the rest of the AP control file.

You may also want to print a copy of your Chart of Accounts to refer to as you complete these fields.

Under the Accounts Payable account, enter your default AP account.

This is your general business AP liability account, and it will come up as the default when you are posting Accounts Payable vouchers.

If you use multiple AP accounts to track your short debt, then set Multiple Accts? to Yes.

This allows you to switch to the appropriate AP account when you are creating AP vouchers.

In the Discount Account field, enter the account where you keep track of your vendor discounts, whenever you take one.

The next account to enter is Miscellaneous Charges.

This is the account to which you would post any Miscellaneous Charges that were added to the invoice.

You can also use it to track any charges that need to be kept separate from the expense, sales tax, or freight accounts used for the rest of the invoice amount but which you're not sure where to post.

Be sure to set the Discountable flag to Yes.

You can then change this flag on an invoice by invoice basis.

Assign your Sales Tax expense account in the next field to keep track of any sales tax you are being charged for the purchases you have made.

Set the Discountable flag according to what's applicable to your business.

Next, enter the account where you keep track of any freight charges that you have incurred to have your purchases delivered to your business.

Follow the same principle as mentioned above when setting the Discountable flag - make it applicable to your business.

Under the Accrued AP and Accrued Purchases accounts, enter your Accrued AP and Accrued Inventory GL account numbers, IF you use accrued accounting.

If you use departmental passoff, you must enter three asterisks in the sub-account field.

This tells the system to look at the departmental pass-off set-up to identify the correct inventory/purchase accounts that need to be used when using temporary vouchers and accrued accounting.

If this is confusing, don't worry.

These concepts will be clearer when you take the Accrued Inventory and Temporary Voucher modules.

NOTE: Make sure you have the Accrue Temp AP Transactions flag, which appears here, set to Yes, or else these fields will be inaccessible.

If you are unsure which account numbers to enter, leave them blank for now.

Accrued accounting and the benefits of using it will be covered in another module, so we will revisit these fields then.

The account number you enter in the Purchases account field depends on what method of inventory you use.

If you use perpetual inventory, you'll enter the default Inventory account number.

You'll use the Purchases account number if you use Periodic inventory.

As with the previous field, if you use departmental pass-off, enter three asterisks in the sub-account field.

The Accounts verified by AP field needs to be set to No if you are using Eagle General Ledger.

If you're using Accounts Payable only (no Eagle General Ledger), set this field to Yes.

This allows you to enter your chart of accounts through Accounts Payable and Your Chart of Accounts file will reside in Accounts Payable.

The Accrue temp AP Transactions? field must be set to Yes if you use accrued accounting.

The last field that must be configured specifies your default Bank Code.

Here you'll enter the bank code representing your default checking account.

This code must have already been created in the system.

Creating bank codes is covered in detail in another module.

If you use multiple checking accounts to write Accounts Payable checks, then set the Multiple Codes field to Yes.

This gives you the ability to specify the correct bank code when you are creating an Accounts payable voucher.

Once you have completed all the control file fields, click Change to save the changes you have made.

As mentioned earlier, if you use multiple AP directories, the control file must be completed for each of your Accounts Payable directories.

By now you should be comfortable with the setup of the Accounts Payable control file and understand its function in the AP application.

Once this file has been set up, it rarely needs to be modified.

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