

## AP Manual Payments

Once in a while the need will arise to write a check by hand or pay electronically for invoices that have already been posted to the AP file and are waiting to be paid.

Once those checks are written or the electronic payment has been made, the related invoices need to be marked as PAID, and moved out of the AP Open Item file.

In this module, we'll review exactly what a manual payment is.

Then I'll explain how to mark invoices related to manual payments as paid, while attaching the relevant check number to each of the records.

You'll also learn how to post these manual checks to the Accounts Payable file so you can be sure that your books are up to date.

### Topics

- Definition
- Record Payment
- Post Payment

### Definition

Let's start with clarifying the concept of a manual payment, or check.

This has typically referred to a handwritten check to a vendor, but it can also be an electronic payment for an invoice or group of invoices that have been posted in the AP file under that vendor's record.

These invoices are still outstanding, however.

In an earlier lesson, we covered Prepays and I would like to stress that Manual Checks are Not the same as Prepays.

Prepays are checks written at the same time as the invoice is being entered in the system.

At the time the prepaid check is printed, the invoice does not exist in the Posted Accounts Payable.

In contrast, manual payments are handwritten, or electronic payments made for invoices that have been entered into the system and posted to the Accounts Payable file.

### Record Payment

After you write a check, you'll need to record the manual payment so that the system knows not to pay that invoice a second time.

Start by opening Selecting Paying and Adjusting Invoices from the Eagle Browser.

Display the record for the vendor to whom the manual check was written.

All of the outstanding invoices for that vendor will display on the grid below.

Click the boxes to select the invoices included in the manual check.

Then click Manual.

A window opens with the vendor information and basic invoice information for the first invoice selected in the list.

Specify which bank you used for the manual payment, the check number, and the date written on the check.

The gross amount of the invoice is automatically entered by the system.

You should modify this amount if you only partially paid the invoice.

Lastly, specify the discount taken, if any.

The net amount calculated below should equal the amount of the check if this is the only invoice that you included in the manual payment.

If multiple invoices were paid, the net amount represents this invoice's contribution towards the check total.

After checking the information, click ADD.

The system prompts you to confirm the net amount.

Click Add again if this is correct, or cancel to modify the amount.

If this is the only invoice you selected, you are done with this step.

Notice that the Manual column of the grid has been updated to MANUAL for this record.

If you selected multiple invoices for the vendor, the system will prompt you to complete the same form for each invoice until all the invoices are recorded and linked to the manual payment.

After all the manual payments have been recorded, it's a good idea to print an edit list so you can make sure the correct invoices and amounts have been linked to the correct check number.

To accomplish this, head to Eagle Browser and open the Print Manual Payment Edit List under the Accounts Payable Reports menu.

Spool the report and click RUN.

Take a look at the report in the spooler, checking for any error messages starting with an asterisk.

If the list is accurate—the correct invoices are listed under each check record, and the check number and amounts are correct—then you are ready to post the Manual Payment to the Accounts Payable file.

Otherwise, go back to the Selecting Paying and Adjusting Invoices screen, select the invoice with the problem, click the Manual button and adjust the problematic entry in the form.

## Post Payment

Once you have completed any necessary corrections, you must post the transaction to the Accounts Payable file.

To do this, you'll run the Post AP Manual Payments report.

Find and open the report in the Accounts Payable Reports menu.

Make sure to spool the report before hitting RUN.

Remember, just printing the report will not post the payments to the Accounts Payable file.

The finished report will display a register of all the Manual Payments processed, the number of checks registered, as well as the Gross, Discount, and Net totals for each of the invoices and checks.

Just as with posting computer-generated checks, this report posts the corresponding entries to the Accounts Payable file, but they are still not posted to the General Ledger file.

This will take happen when the AP to GL passoff is processed, as you'll see in an upcoming module.

However, once this report has been processed the invoices that you paid will no longer exist in the Open AP File.

They are linked to the handwritten check number under the vendor record, and the system indicates that the check was a manual check under the Posted AP Transactions.

For a list of all posted AP manual and prepaid payments you can run the Manual and Prepaid Check Register report found in the Accounts Payable Report menu in Eagle Browser.

Either leave the bank code field blank to include all bank codes, or specify the bank code you are interested in.

Spool the report and then click Run.

The report provides a list of the manual and prepaid checks, the invoices included in each of them, the amount paid, and the discount taken if any.

As you can see, making manual payments is an easy task.

You just need to be sure to record and post the manual payments, so the system has a record and duplicate payments are avoided.

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