

Entering and Voiding Payments, and Adjusting Invoices

In this course, learn to use AP Payment Entry, AP Adjustments, and Void Payment Entry to enter and make changes to payments and adjust invoices.

Objectives

We will cover:

- Entering payments for invoices and printing checks
- Adjusting entered invoices
- And voiding payments

Enter Payments

Body In Payment Entry, when entering invoice payments, you have a couple of options.

You can select multiple invoices to pay, manually add an invoice payment, add a prepayment, and add miscellaneous payments.

Begin by creating a new group, which holds payment records while you work on them.

Tap New Group.

Enter a Group ID

And select the bank account that the payment will come from. The other fields show default information, but you can change them if needed.

Tap Save.

Expand the page overflow menu. The system makes it easy to find and select posted invoices with a process aptly named Select Invoices.

In Invoice Payment Selection start by setting the currency for your payments.

The next fields will update as you choose invoices to pay.

To view invoices and select them we need to give the system some criteria for what we want to see. Tap Filters.

Set a Due Date to see posted invoices that are due on, or before, this date.

Consider Discount Dates will include invoices that, based on the Terms, qualify for an early payment discount if paid on or before the date you select in Discount Horizon.

Exclude Invoices with a Zero Discount, which is not active unless you select Consider Discount Dates, filters out any invoices that do not qualify for a discount.

Select Include Invoices Without a Payment Method, in case a payment method wasn't selected when an invoice was entered.

In the filters card, you can narrow the results further by selecting specific Payment Methods, Supplier Groups or Suppliers, and Invoice Currencies.

Tap OK.

Sort the Due Date column so that the most recent invoices are at the top.

Select the invoice you want to pay currently.

Select OK.

The payment shows in the grid with the dollar amount in Payment Total, including that discount.

Let's look at adding another invoice payment in a different way. In the Current Payments in Process card, tap New Payment.

In Payment Details, search for or enter a supplier. Tap Save.

Expand the Invoice Payments card and tap New Invoice Payment.

Right-click in the Invoice field and select AP Invoice Search.

Tap Search. Only invoices for the supplier you chose show in the Search window.

Select from the list and tap OK. Tap Save.

Using the crumb bar, return to AP Payment Entry.

Now there are two invoices in the grid.

You can repeat these processes and add more payments for this, or other suppliers. But we will continue with just these two.

From the page overflow, Print the Group Edit List to check your work.

Review the payment summary and the GL Account Recap.

Since everything balances and looks correct, go back to the page overflow, and select Process Payments.

Accept the defaults and tap Print Preview

These are the printed checks. They show a summary, for your records, and the check is at the bottom of the sheet.

This also looks good so write the records to the system by Posting.

The system warns you to verify your checks printed properly.

Note that if anything goes wrong with the printer or paper when you're printing checks, you can reprint as many times as you need to UNTIL you post.

If you discover a problem with the printed checks, after posting, you will have to void the check and start again.

Tap OK and then tap Process.

Close the AP Post process window.

The group no longer shows in AP Payment Entry.

Just like that, you created a payment for these invoices.

Adjust an Invoice

Body It happens, Hades Heat Treating overcharged you by \$75 on an invoice.

Since you haven't paid it yet, you can adjust the invoice in AP Adjustment Entry.

Note that when adjusting an invoice or voiding a payment you do not have to create an AP Group and Post, like you do when entering a payment.

Bring up the supplier.

And then, the invoice.

In the Adjust field, enter negative 75.

As soon as you move out of the field, the invoice balance changes.

Select the GL Account. [1000-00-00]

Enter a description or comment so everyone can see what happened and why.

Save the adjustment.

That's all there is to it.

Let's look at Supplier Tracker. From the Landing Page, select Hades Heat Treating. Once the Detail page appears, tap the Activity link.

Expand the Invoices card. The correct balance displays.

Void a Payment

For any number of reasons, you may need to void a payment.

In this case a payment was entered twice by mistake.

We caught the duplicate before we sent the second check so we can Void it.

In the Void Payment Entry landing page, find the payment you want to void.

Select the checkbox in the Select column.

Tap Void Selected.

Verify that you want to void the check.

Refresh the window.

Recap

In this course, we entered a payment for 2 invoices, verified our entry, and printed checks.

Then we made an adjustment to an invoice to correct the amount,

And last, we voided a duplicate payment.

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Corporate Office

804 Las Cimas Parkway
Austin, TX 78746
USA

Toll Free: +1.888.448.2636
Direct: +1.512.328.2300
Fax: +1.512.278.5590

Latin America and Caribbean

Blvd. Antonio L. Rodriguez #1882 Int. 104
Plaza Central, Col. Santa Maria
Monterrey, Nuevo Leon, CP 64650
Mexico

Phone: +52.81.1551.7100
Fax: +52.81.1551.7117

Europe, Middle East and Africa

No. 1 The Arena
Downshire Way
Bracknell, Berkshire RG12 1PU
United Kingdom

Phone: +44.1344.468468
Fax: +44.1344.468010

Asia

238A Thomson Road #23-06
Novena Square Tower A
Singapore 307684
Singapore

Phone: +65.6333.8121
Fax: +65.6333.8131

Australia and New Zealand

Suite 2 Level 8,
100 Pacific Highway
North Sydney, NSW 2060
Australia

Phone: +61.2.9927.6200
Fax: +61.2.9927.6298