

Solution-IV[®] Accounting Accounts Payable Non Check Payment using Agents Getting Started Guide



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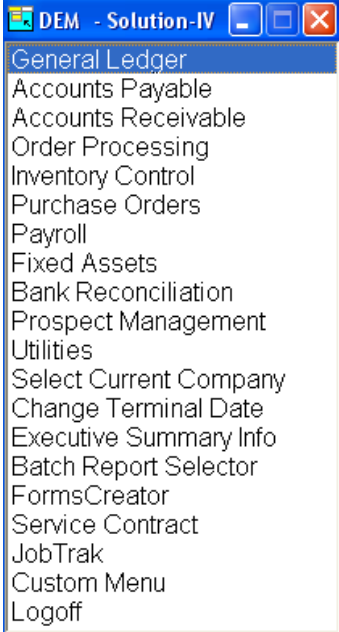
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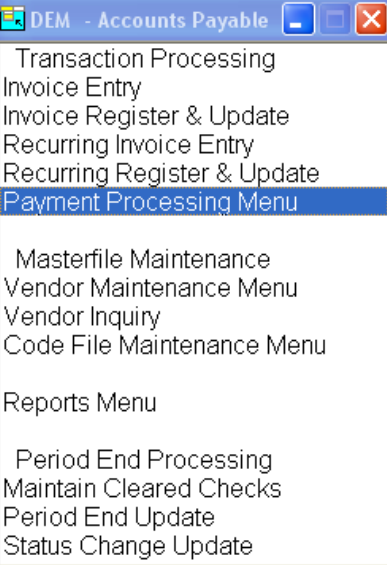
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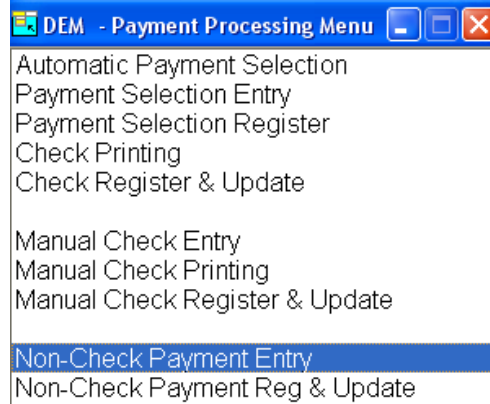
Accounts Payable Non Check Payments

For help with any option or field please refer to the **Accounts Payable** Manual or press **F6** on your keyboard.

<p>Begin from the Solution-IV Main Menu select Accounts Payable.</p>	 <p>DEM - Solution-IV</p> <ul style="list-style-type: none">General LedgerAccounts PayableAccounts ReceivableOrder ProcessingInventory ControlPurchase OrdersPayrollFixed AssetsBank ReconciliationProspect ManagementUtilitiesSelect Current CompanyChange Terminal DateExecutive Summary InfoBatch Report SelectorFormsCreatorService ContractJobTrakCustom MenuLogoff
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<p>From the Accounts Payable Main Menu, select Payment Processing Menu.</p>	 <p>DEM - Accounts Payable</p> <ul style="list-style-type: none">Transaction ProcessingInvoice EntryInvoice Register & UpdateRecurring Invoice EntryRecurring Register & UpdatePayment Processing MenuMasterfile MaintenanceVendor Maintenance MenuVendor InquiryCode File Maintenance MenuReports MenuPeriod End ProcessingMaintain Cleared ChecksPeriod End UpdateStatus Change Update
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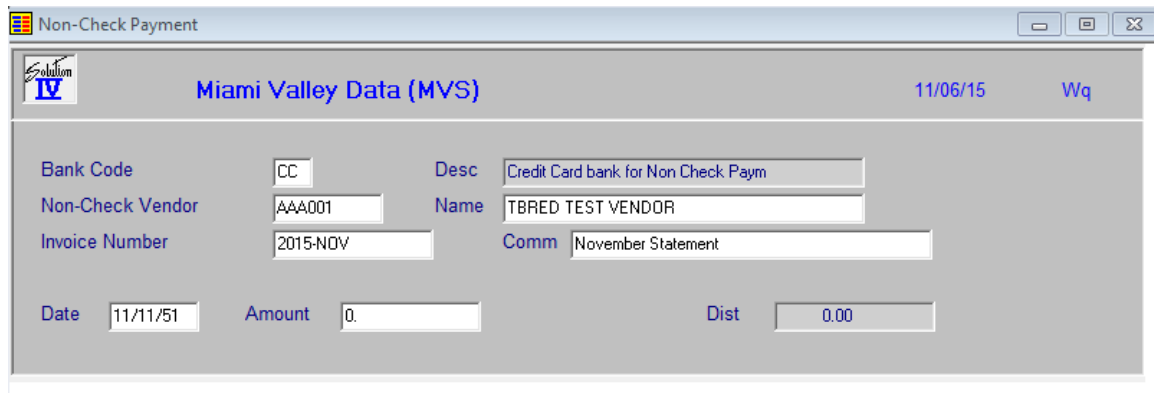
From the Payment Processing Menu, select **Non-Check Payment Entry**.



Payment Entry

This program is used to enter credit card invoices and to record invoices previously entered into the system that will be paid by credit card.

A regular invoice is then created for the amount due the credit card company, which will then be paid using normal Check Printing or Manual Check Processing.



Bank Code

Enter up to two alphanumeric characters representing the bank code that these non-check payments were/will be written from.

You will need at least one bank code to be used to indicate that various invoices are being paid via credit card -- perhaps CC. You may want to setup a bank code for each credit card that you use to pay invoices -- perhaps CV and CA (for Credit Card Visa and Credit Card American Express); or use something like V1 and V2 if you have multiple Visa cards.

Please note that you will want to use this/these bank code(s) exclusively in Non-Check Payment Entry. You will not use them for regular manual checks or cash receipts.

Non-Check Vendor

Enter the vendor code for the credit card company. For example, AMEX or CAPONEVISA. This needs to be a vendor defined in your Vendor Masterfile.

Invoice Number

Enter up to 15 characters for the invoice number from your credit card vendor. If there is no invoice number on your bill, you can use the date or some other unique set of characters.

Comment

Enter up to 30 characters to describe this invoice in more detail.

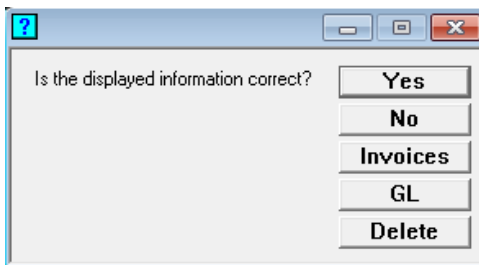
Invoice Date

Enter the date of the credit card invoice.

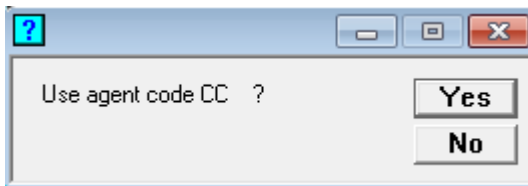
Amount

Enter the full amount of the credit card invoice.

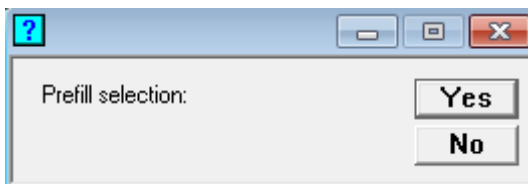
The system displays:



Since the Vendor Code entered is tied to an Agent, system will ask if you want to use that Agent:



Answering "Yes" will read through the Open Invoice file and find all invoices with a Remit to of "CC" and then ask to preset the select flag to "Y"



Select view displays:

Vendor Code

Enter the Vendor Code associated with the invoice you are paying with the credit card. Or press **F2** to see all vendors or open invoices.

Invoice Number

Enter the invoice number that you wish to pay with the credit card. Or press **F2** to see a list of the invoices associated with the vendor entered in the previous field.

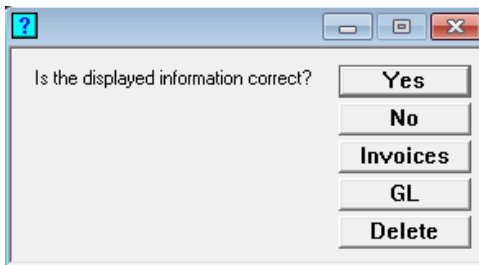
Apply

Enter the dollar amount of the invoice that you want to pay at this time, including any terms discounts you might be taking. The invoice balance will be reduced by the amount entered in this field.

Discount

Enter the amount of the terms discount you are taking with this payment. If there were discount terms on this invoice, and they are still available, the discount amount will default to the terms discount calculated when the invoice was entered into the system.

Once all Invoices have been entered, press, **F4**, the system displays:



Select **Yes**.

Press **F4**, to exit Payment Entry.

To complete the process, select **Non-Payment Reg & Update** from the menu, this lists the credit card invoices along with the vendor invoices they are paying and any additional General Ledger Distributions. If everything is correct, the update may be performed which will post the vendor invoice "payments" to the permanent invoice payment file, vendor purchase history files, and the General Ledger transaction file. In addition, it will post the credit card invoice to the open invoice file and history files where it can then be paid later either using Check Printing or Manual Check Processing.

The Non-Check Payment Register is an audit report and must be kept with the rest of your accounting records.