

# ULTRA



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## Operations Guide: ACCOUNTS PAYABLE

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# Accounts Payable Operations Guide

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## Introduction

Welcome to CertiflexDimension Accounts Payable!

The *Accounts Payable Operations Guide* is designed to help you get started using the program. It is organized for first time users and details the steps you need to follow once the system is installed. It can also be used as a reference to help you with day to day processing.

To get the most out of CertiflexDimension Accounts Payable and to guard against wasted definition time, it is very important that you read this guide and familiarize yourself with the product before you begin processing.

This guide is used in conjunction with the *CertiflexDimension System Manager Guide*. The *System Manager Guide* details the CertiflexDimension terminology, functions, general program overviews, general program buttons, and fields. It also shows you how to:

- Configure Users and Define System Security
- Configure User Defined Memos
- Change the Processing Date
- Add Companies
- Print Reports

It is extremely important that you read the *System Manager Guide* before you begin using the Accounts Payable program.

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## What You Need To Know First

This version of CertiflexDimension is a Microsoft Windows® application. You must be familiar with Windows before you can use the Accounts Payable program.

Before you begin working, make sure that you have correctly installed CertiflexDimension on your computer. To install the program, refer to the Installation Instructions included in your package.

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## Start-Up Cycle

You are ready to begin processing after you:

- Install CertiflexDimension,
- Read the *CertiflexDimension System Manager Guide*,
- Read the *Accounts Payable Operations Guide*, and
- Add Companies to the System

Please use the following Schedule of Events as a guide to using the CertiflexDimension Accounts Payable program.

## Schedule of Events

- **Order your Accounts Payable check forms:** To avoid delays in printing vendor checks, you should order your Accounts Payable checks right away. Enclosed with your *CertiflexDimension* program is a Certiflex Forms brochure for ordering your checks. If you have any questions about the check form or style, call Certiflex Forms directly at 800-544-3427.
- **Create the company files:** Before the system will allow you to do anything in Accounts Payable for a company, you must first create the company files. Refer to the *CertiflexDimension System Manager Guide* to properly create the company files.
- **Define the Master Data:** A part of creating the company files is to define the company's Master Data. These instructions are found in the **Defining the Master Data** section. You must properly define the Master Data before you begin adding vendors.
- **Add Bank Accounts:** A part of creating the company files is defining that company's Bank Accounts. These instructions are found in the **Maintain Bank Accounts** section of your *CertiflexDimension System Manager Operations Guide*. You must have at least one active Bank Account before you may print any type of Accounts Payable Checks.
- **Gather vendor information:** Read the **Maintain Vendors** section to fully understand what vendor information will be required for processing, how CertiflexDimension numbers vendors, and what numbering scheme is best for your company needs.
- **Define the Default Vendor:** The program copies the information defined on the Default Vendor to all vendors you add to the system. This allows you to define common vendor information on one master vendor record. Refer to the **Maintain Vendors** section for a detailed explanation of this procedure.
- **Add the existing vendors:** You need to add all existing vendors to the Accounts Payable files. Refer to the **Maintain Vendors** section for a detailed explanation of this procedure.
- **Print Vendor Maintenance Report:** This report allows you to verify that the information you entered for each vendor is correct. Refer to the **Accounts Payable Reports** section for a detailed explanation of this procedure.
- **Add the vendor's prior history information and existing open items:** Now that you have added all of the vendors, you need to add each vendor's prior history transactions and unpaid invoices (those that have already been posted to the General Ledger). Refer to the **Maintain Vendors** section for a detailed explanation of these procedures.
- **Print Accounts Payable Detail Report:** This report allows you to compare the open items for each vendor with your previous Accounts Payable records. Refer to the **Accounts Payable Reports** section for a detailed explanation of this procedure.

- When you print the report, you should check the open items listed for each vendor against your previous records. Make certain that each vendor's account balance on the report agrees to the balance on your previous records. It is also very important that the total of the report agrees with the General Ledger Accounts Payable accounts totals.
- If any of the open items you added to the system have the wrong amount, you should enter a credit memo through **Vendor Maintenance** for the incorrect amount and go to **>Open Item Maintenance** and then **>Remove Offsetting Transactions**. You should then reenter the open item with the correct amount. If the due date or the discount date was entered incorrectly, go to **>Open Item Maintenance** and then **>Reschedule Transactions** to correct the dates.
- **Add Recurring Expenses:** If any of the vendors have a recurring expense (rent payment, loan payment, insurance, car payment, etc.), you can define the recurring expense now, if you wish. Refer to the **Maintain Recurring Payables** section for a detailed explanation of this procedure.
- **Make a backup:** You have now added all of your vendor information and you are ready to begin normal processing. It is very important that you make a backup of the Accounts Payable data files to guard against the possibility of losing your work.

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**NOTE:** If you are converting data from CertiflexDimension v9, you do not need to perform the start-up functions.

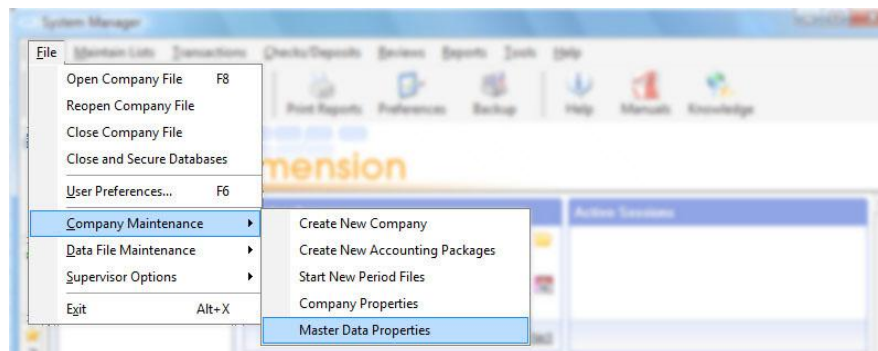
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# Defining the Master Data – Accounts Payable

## Accounts Payable Master Data

CertiflexDimension Accounts Payable Master Data settings allow you to configure the program to fit your individual company's needs. The program is very flexible with respect to configuration, and the fields defined in the Master Data determine how certain aspects of the program will operate. Please read this section so that you may define the Accounts Payable Master Data in the manner best suited for your company.

To access Accounts Payable Master Data, click **>File >Company Maintenance >Master Data Properties**.



At the **Master Data Settings** screen, click on the **Accounts Payable** button.

## Main

A screenshot of the 'Accounts Payable Master Data' dialog box, with the 'Main' tab selected. The dialog box contains several fields and options. The 'Name' field is set to 'The Sample Diversified Company'. The 'Numbering' dropdown is set to 'Automatic w/user Override'. The 'Ending Period' is set to '12/31/2012 - Period 12'. The 'Access Key' dropdown is set to 'Name'. The 'Next Voucher Number' is set to 168. The 'Discount Leeway Days' is set to 10. The 'Aging Columns' section has three rows: '2nd Column Heading' set to '1 to 30', '3rd Column Heading' set to '31 to 60', and '4th Column Heading' set to 'Over 60'. The 'Oldest Invoice - 2nd Column' is set to 30, and 'Oldest Invoice - 3rd Column' is set to 60. The 'Options' section has two checked checkboxes: 'Inventory Interactive' and 'Allow Prior Period'. The 'OK' and 'Cancel' buttons are at the bottom right.



Select the **Main** tab to define the following:

- **Name:** Enter or change the name of the company. This will be the company name the system will use when printing 1099s.
- **Numbering:** The system maintains all vendors in both alphabetical and numerical order. Therefore, each vendor must have both a name and a number. The system allows you to choose between three different numbering methods.
- **User Selects Number:** With this numbering type, during the addition of vendors the system does not automatically generate a vendor number. The system prompts you for the vendor number. This numbering type allows you to design your own numbering scheme for the vendors.
- **Automatic with User Override:** With this numbering type, during the addition of vendors, the system selects an appropriate vendor number, based on the vendor name. However, the system allows you to edit or change the number before it adds the vendor. This option allows the system to control the numbering but allow you to have the ability to adjust the numbers to fit your personal needs.

We recommend that you use this numbering type. If you use this numbering type and accept the system's suggested vendor numbers, the Accounts Payable reports will print in both alphabetical and numerical order, regardless of the index selection.

- **Sequential Numbering:** With this numbering type, during the addition of vendors, the system numbers the new vendor one greater than the last vendor on file.

Select the vendor numbering type that is best for your company.

---

**NOTE:** Once a vendor numbering type is selected and vendors are added, you should not change the numbering type.

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- **Ending Period:** This field displays the ending date of the current processing period. The system will update this field automatically when you start files for a new period. You would normally not change the ending period for this field. If you do, you could drastically affect all transaction processing.
- **Access Key:** Throughout the program the system prompts you for vendors. You can define the way the vendors are asked for (indexed). Select the format you want to use for the main, primary vendor index.
- **Next Voucher Number:** Each time you validate a voucher transaction, the system assigns the voucher a sequential voucher number, based on the number you specify here. The voucher number is saved with each voucher transaction on the transaction file. This is used for printing the **Voucher Register** report.

You may want to reset this field to 1 at the beginning of each year. This would allow you to have a count of the number of vouchers you enter each year. If this is not important to you, you may leave this field alone and allow it to continuously grow.

- **Discount Leeway Days:** This field allows you to set the number of days after a vendor's discount term to still allow the system to automatically take discounts. For example, if this field is set to 10, the system will allow discounts on invoices up to 10 days past the vendor's specified date to take an early pay discount.
- **Aging Columns:** This section allows you to change the aging column calculations for the **Aged Payables** and **Historical Aged Payables** reports. When shipped, the system was set with defaults for the aging columns of 1-30, 31-60, and Over 60. If the report aging columns need to be different, you can change the column definitions here.

The system takes into consideration three items to determine the age of each vendor's open items: the aging criteria (as defined here), the due date of the open item, and the current processing date.

For example, if you are using the program's default aging and a vendor has the following unpaid open items,

Invoice Number	Amount	Due Date
13554	\$63.25	10/10/12
13685	\$27.91	11/27/12
14005	\$87.06	12/11/12
14087	\$47.78	12/27/12

If you set the processing date to 12/31/12 and print an aging for this vendor, his aging would be:

Current	1 to 30	31 to 60	Over 60
\$0.00	\$134.84	\$27.91	\$63.25

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**NOTE:** The heading for column one of the aging reports is always **CURRENT**. The **CURRENT** column will list all open items that are not past due.

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- **2<sup>nd</sup> Column Heading:**  
**3<sup>rd</sup> Column Heading:**  
**4<sup>th</sup> Column Heading:**

These fields allow you to specify the aging column headings that will print on the aging reports.

The system will allow you to enter anything that you like for the headings. You will normally want to define each aging heading to correspond to the **Oldest Invoice** in days fields. Otherwise, the aging reports may be hard to understand because the system uses the **Oldest Invoice** in days fields for aging calculations.

Your input here is for printing and display purposes only. The system does not use the input here for aging calculations. Aging calculations are based on the **Oldest Invoice** fields.

- **Oldest Invoice - 2nd Column:**  
**Oldest Invoice - 3rd Column:**

These fields allow you to specify what column each unpaid open item should go, based on the due date of each open item and the processing date used to calculate the aging.

- **Oldest Invoice - 2nd Column** specifies how many days past the due date an open item must be before it will move from aging column two into aging column three.
- **Oldest Invoice - 3rd Column** specifies how many days past the due date an open item must be before it will move from aging column three into aging column four.

---

**NOTE:** The input for **Oldest Invoice - 2nd Column** must be smaller than the input for **Oldest Invoice - 3rd Column**. The system does not prompt you to define the **CURRENT** column. The **CURRENT** column contains all open items with a due date after and including the current processing date.

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- **Options >Inventory Interactive:** Select this check box if you are operating the CertiflexDimension Accounts Payable program interactively with the CertiflexDimension Inventory program. Operating interactively allows you to enter inventory receipts as part of the recording of transactions in Accounts Payable.
- **Options >Allow Prior Period:** Select this check box if you want the system to allow you to process the Accounts Payable system in the most recent prior period. Access to prior period transactions may be restricted per User.

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**NOTE:** The system will only allow you to process in one period prior to the current period. The system will not allow you to process in any other prior period. The system will allow you to access a prior period that is the last period of the fiscal year. The system will only allow you to access a prior period for vouchering transactions.

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## Alert Memos/User Key

The screenshot shows the 'Accounts Payable Master Data' dialog box with the 'Alert Memos/User Key' tab selected. The dialog has four tabs: 'Main', 'Alert Memos/User Key', 'Check Data', and 'Ledger Data'. The 'Alert Memo Descriptions and Access Levels' section contains the following fields:

Memo	Description	Security Access Level
Memo One	Vendor Type	1
Memo Two	Misc.	1
Memo Three	Contract	1
Memo Four	Expired	1
User Key	BusinessType	

At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Select the **Alert Memos/User Key** tab to define the memo field headings.

- **Memos:** The program allows you to maintain up to four lines of information on each vendor that the program does not already have a field for. Memos can be used for reminders, special notes, etc.

This screen allows you to define the headings of the four alert memo lines.

- **Security Access Levels:** For each memo line, you can set a security access level so only people with the appropriate access level can modify and add the alert memos. Refer to the *CertiflexDimension System Manager Guide* for detailed information on access levels.
- **User Key:** The program also allows you to define a user key. This key is used to title vendors with code words that are easier to remember than their name or number. You can then index the system to locate vendors by the user key. On this screen, you define the title for the user key.

## Check Data

The screenshot shows a software window titled "Accounts Payable Master Data". It has four tabs: "Main", "Alert Memos/User Key", "Check Data" (which is selected), and "Ledger Data". The "Check Data" tab contains the following settings:

- Checks**
- Print Line Item Discounts on Checks:** A checkbox that is checked.
- Print Checks on Dot Matrix Printer:** An unchecked checkbox.
- Smallest Check Amount to Print:** A text field containing "\$ 0.10" with a currency symbol icon to its right.

At the bottom right of the window are "OK" and "Cancel" buttons.

Select the **Check Data** tab to define the following information:

- **Print Line Item Discounts on Checks:** Select this option if you want vendor check stubs to print the original invoice amount and show the discount amount taken.
- **Print Checks on Dot Matrix Printer:** Select this option if you print vendor checks on the Accounts Payable dot-matrix check form (Certiflex Forms multi-purpose check #317). Not selecting this option will assume you are printing your vendor checks on a laser form (Certiflex Forms laser check #317L). Using dot-matrix Check Forms may require adjusting your Windows print driver to allow for non-standard paper sizes.
- **Smallest Amount to Print:** This field allows you to specify the smallest amount to consider when generating vendor checks. For example, if you set this field to \$5.00, when you make a check run, the system will not print checks for vendors whose check total is less than \$5.00.

## Ledger Data

The screenshot shows the 'Accounts Payable Master Data' dialog box with the 'Ledger Data' tab selected. The 'General Ledger Interaction' section has 'Interactive' selected in the dropdown and the 'Print G/L on Voucher Summary' checkbox checked. Below this, there are two columns of fields. The left column includes 'Cash Account' (100000), 'Discounts Acct.' (720000), 'A/P Main Account' (190000), 'A/P 2nd Account' (blank), 'A/P 3rd Account' (blank), 'A/P F.I.T.' (210000), and 'A/P S.I.T.' (220000). The right column includes 'Cash in Checking', 'Discounts Taken', 'Trade Accounts Payable', 'Federal Income Tax Payable', and 'Payroll Taxes Payable'. At the bottom, 'Federal Income Tax Percentage' is set to 25 and 'State Income Tax Percentage' is set to 5. 'OK' and 'Cancel' buttons are at the bottom right.

Select the **Ledger Data** tab to define the interaction between the Accounts Payable program and the General Ledger program.

- **General Ledger Interactive:** This field allows you to specify whether or not you are operating interactively with the CertiflexDimension General Ledger program.
- **Interactive:** Select this option if you want the Accounts Payable program to interact with the General Ledger program.
- **Non-Interactive:** Select this option if you do not want the Accounts Payable program to interact with the General Ledger program or if you are not using the General Ledger program.
- **Print General Ledger on Voucher Summary:** Select this check box if you want the General Ledger journal entry detail to print on the **Voucher Transaction** register as you validate voucher transactions.
- **Master Data G/L Accounts:** Enter the correct General Ledger account for these **fields**, if you are operating interactively with CertiflexDimension General Ledger.
  - Cash Account

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**NOTE:** The master data cash account is used in recurring cash entries. All other Cash Accounts are defined from the actively selected bank accounts.

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- Discount Account
- Main A/P Account
- A/P 2nd Account
- A/P 3rd Account
- A/P F.I.T.
- A/P S.I.T.

The system uses the accounts defined to make journal entries to the General Ledger. Be sure to assign correct account numbers to these fields. The 2nd and 3rd Accounts may be left blank. The Main A/P Account is required for General Ledger integration. A/P 2nd Account and A/P 3rd Account may be left blank.

- **Federal Income Tax Percentage:** If you are withholding F.I.T. from vendors receiving 1099's, enter the withholding percentage.
- **State Income Tax Percentage:** If you are withholding S.I.T. from vendors receiving 1099's, enter the withholding percentage.

## Maintain Lists – Accounts Payable

### Maintain Vendors

This section explains how you perform maintenance functions on the Accounts Payable vendors. To access the **Maintain Vendors** program, click **>Maintain Lists >Accounts Payable >Vendors**.

The screenshot shows the 'Maintain Vendors' window in the CertiflexDimension Business Accounting Software. The window has a menu bar (File, Edit, View, Tools, Help) and a toolbar. The main area is divided into two panes. The left pane displays a table of vendors with columns 'Name' and 'Number'. The right pane displays detailed information for the selected vendor, 'Hardware Supply'.

Name	Number
AmeriCard	15280
Automated Metal Molding	18720
Builder's Warehouse	28544
Cindy's Office Products	33824
Darrel's Garden Shop	40688
Dee's Signs	42080
Electrified Construction Products	54880
Handtool Supply Co.	80624
<b>Hardware Supply</b>	<b>80688</b>
Labor Temporaries	120432
Masonry Supply Co.	130704
Metal Shop Inc.	132320
On the Fly Vendor	155600
One Time Vendor	155680
Paul Bunyun Lumber Company	160736
Sprinkler Warehouse	196688
Texas Utilities Company	202384
The Tool Company	203280

Search:  List Options:  ☒ Active Accounts Only ☐ All Accounts

Account Number: [80688]  
Hardware Supply  
110 Hammer Road  
Suite 1000  
Dallas Texas 75098

Contact: Jack B. Nimble  
Phone Number: 214-555-7395

Auto GL Acct: [70000A] - C O S - Department A  
Terms: Net 30




Last Invoice: 12/7/2012 301444 \$67.00  
Last Check: 11/3/2012 158949 \$103.00

No. Open Items: 3 Balance: \$198.96

Buttons: New, Edit, Delete, > Contact List, > Invoice ID List, > Notes, > Links, > Memos, Additional Options, > Advanced, > IntelliTrans, Close

The **Maintain Vendors** system displays a primary Vendor listing that includes the following standard options:

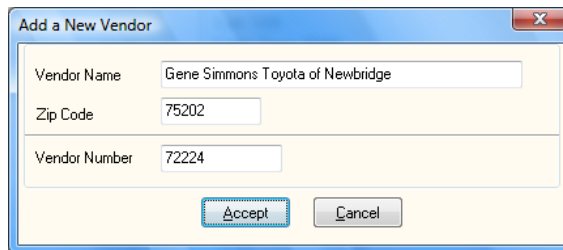
- **Double-Click:** Double-click on a record to edit.
- **Search:** Enter a character string for the record you are searching for, based on the **Access Key** defined in the **Accounts Payable Master Data**. The character search string must coincide with how the **Sort By** option is defined.

- **List Options –  Sort By:** Select the column you wish to sort your listing by. If your record listing is using the indirect access method, you can sort in ascending or descending order. You can optionally select a column to sort by clicking on the column heading.
- **List Options –  Locate:** To refine your record search, you can find matches by using the standard CertiflexDimension Locate dialog. For more information on using this dialog, please refer to the section labeled **Navigating Record Listings** in the *System Manager Operations Guide*.
- **List Options –  Filter:** You can filter any listing so that only matching records appear (i.e. Show only Vendor Accounts that contain the word “Utility” in their Account Name). For more information on using the CertiflexDimension Filter dialog, please refer to the section labeled **Navigating Record Listings** in the *System Manager Operations Guide*.
- **Active Accounts Only:** Select this option to only include active vendor accounts in the vendor list.
- **All Accounts:** Select this option to include all vendor accounts in the vendor list.

## Adding a Vendor

When you add vendors to the system, the system will copy the heading information from the **Default Vendor** to the new vendor. For vendors with common entries, such as terms, memo fields, 1099 types, etc., you can define this information on the Default Vendor. When each new vendor is added, this information is automatically transferred to the new vendor. To review and change the Default Vendor, refer to **Changing the Default Vendor**.

To add a new vendor, click the **New** button.



The system will prompt you for the following:

- **Name:** Enter the name for the new vendor.  
If the vendor numbering is set to **Automatic with User Override**, the system will alphabetize the vendor names based on the first letter of the name. For example, if you add a vendor named Doug Bowers, the system adds and searches for the vendor based on the D in his first name. If you want this vendor added and searched based on the B in his last name, you would add the vendor with the name of Bowers, Doug.  
If you prefer the system to store and search for the vendor based on last name but you want the system to print the vendor's checks in first name/last name order, you would add the vendor with the name of Bowers | Doug.



When a vendor name is separated with a pipe symbol (|), the system prints everything to the right of the pipe symbol before anything to the left of the pipe symbol. So, if Doug Bowers happened to be a Jr., you would add his name as Bowers, Jr. | Doug. His name is still accessed by Bowers; however, his name will print on vendor checks, labels and the 1099 as Doug Bowers, Jr.

- **Zip Code:** Enter the zip code for the vendor.
- **Vendor Number:** The number displayed in this field depends on how the Master Data is defined for numbering.

If the vendor numbering is set to **User Selects Number**, the system will prompt you for the new vendor number.

If the vendor numbering is set to **Automatic with User Override**, the system will display the suggested vendor number. You can edit this number or you can accept the suggested number.

If the vendor numbering is set to **Sequential Numbering**, the system will display the next available vendor number on file and allow you to edit the number or accept the number.

The CertiflexDimension Accounts Payable system maintains the vendors in both an alphabetical and numerical order. Therefore, the system does not care what numbers are assigned to the vendors. However, when printing reports, if you want the system to always print the vendors in BOTH an alphabetical and numerical order, the Master Data should be defined to number the vendors with the **Automatic with User Override** setting. With this numbering selection, the system will assign a number based on the first 3 letters of the name.

When adding the vendors, the system will determine the vendor number range based on the name of the vendor you entered. The system will next find the vendor above and the vendor below the one you are adding (based on the alphabetical name) and suggest a vendor number that is between those two vendor numbers.

Please note that the system has no way of knowing how many vendors you are going to add in any particular order. The number the system assigns is based on a formula. While you should assign a number in the proper range, only you can determine if the recommended number is a good choice.

As a guideline, it is best to always assign vendor numbers ending in two zeros (22100, 22200, 14500, etc.) so that you will always have at least 99 numbers free for new vendors between existing vendors. If you have more than 100 vendors to add in any letter of the alphabet, try leaving approximately 50 free vendor numbers between the vendors you are adding.

Regardless of the numbering technique you select, you can print most Accounts Payable reports in any index order (name, number, etc.). The advantage of choosing the **Automatic with User Override** numbering technique allows the reports to print in both an alphabetical and numerical order at the same time.

Once you have entered this information, click **>OK** and the system will display the **Edit Vendor Account** window.

## Edit Vendor

The following options can be maintained from the **Edit Vendor** screen.

- Credit Card Payment Vendor:** Select this box if this vendor is a credit card company (American Express, Master Card, etc.) used to pay other vendors. A credit card vendor is required in both credit card vouchers and credit card payment transactions.
- Active Vendor:** Select this check box if this vendor is an active vendor. This allows you to enter transactions and maintain this vendor throughout the system.  
 If you do not select this check box to activate the vendor, the system will not allow you to enter transactions for the vendor. All vendor maintenance reports have the option to include inactive vendors. If you are no longer using a vendor, but that vendor has a YTD balance that requires you to print a 1099, you should set the vendor's status to inactive.
- Name, Address, City, State, Zip:** Enter the vendor's mailing address here.
- Contact:** Enter the name of vendor's main contact person. The system does not require you to define this field. The system will print your input here on the vendor labels if you clear the print **Check Address** check box when you print the vendor labels.
- Phone, Fax/Cell, Email, Access Site, Add. Contact:**  
 Enter the vendor's phone, fax, and cell numbers, web site URL, and name of an additional contact person here. The system does not require you to define these fields.
- Auto G/L Account:** If all, or most, purchases from this vendor are charged to the same General Ledger expense account, define that account here.

During the journal entry section for recording transactions, the auto G/L Account number is used if you select **F4 Auto Journal Entry** to eliminate having to manually enter the expense account. You can override this account during voucher entry.

- **Auto J/C (Job Cost Code):** If you are operating Accounts Payable interactive with CertiflexDimension's Job Cost program and wish to allocate this vendor's expenses to jobs, set the **Auto J/C** to the Cost Code most commonly used by this vendor. Job expenses are allowed to be processed only on vendors with a defined **Auto J/C**. During journal entry of recording transactions, the **Auto J/C** is used if you select **F4 Auto Journal Entry** and the invoice has a job number assigned.
- **Vendor Terms:** This field allows you to define the standard payment terms for this vendor. During recording transactions, you will not have to individually select the payment terms for each invoice because the system will default to the terms defined here. The system will allow you to override the default terms during voucher, if needed.
- **Select Days from Invoice Date:** Select this option if you normally pay this vendor a set number of days after the invoice date. If you select this option, the system will prompt you for the following:
  - **Number of Days Until Due:** Enter the number of days after the invoice date that the invoice is normally due.
  - **Discount Percent:** If a discount percentage is allowed from this vendor for early payment, enter the allowed discount percentage.
  - **Number of Discount Days:** If you entered a discount percentage above, enter the maximum number of days from the invoice date that you must pay the invoice in order to receive the discount.
- **Select Days from End of Month:** Select this option if you normally pay this vendor a set number of days from the end of the month. If you select this option, the system will prompt you for the following:
  - **Number of Days from End of Month:** Enter the number of days after the end of the month that the invoice is normally due.
  - **Discount Percent:** If a discount percentage is allowed from this vendor for early payment, enter the allowed discount percentage.
  - **Number of Discount Days:** If you entered a discount percentage above, enter the maximum number of days from the invoice date that you must pay the invoice in order to receive the discount.
- **Select Batch Number:** Select this option if you pay all of this vendor's invoices in one batch. If you select this option, the system will prompt you for the batch number.
- **Select Specified Due Date:** Select this option if you want the system to prompt you for the specific date the invoice is due, during the vouchering option.
- **Suspense:** Select this option if you want to place this vendor's invoices in suspense. An invoice placed in suspense is not considered for payment until its due date is rescheduled to a valid date.
- **Next Run:** Select this option if you normally pay this vendor the next time you do a check run, regardless of when the invoice is recorded or when the invoice is due.

- **Check Memo:** Enter the check memo you wish to print on the vendor's check stub. For example, you can enter the vendors account number on the check stub.
- **User Key:** This is a user definable field that you can use as an index field. For example, if you would like to use a code word for the vendor, you can define the vendor's code word here. When you access the vendor listing, you can change the index to **User Key**. Then, instead of accessing the vendor by number or name, you can access the vendor by user key. The heading for the user key is defined in the Master Data.
- **Set Up Date:** You can use this field to enter the date that this vendor was added to the system. The system will automatically insert the current processing date when this vendor was added to the system.
- **Retainage Percentage:** This field allows you to define an automatic calculation of retainage on vouchered invoices by a percentage. This feature is very useful if this vendor allows you to retain a portion of amounts billed to you pending final acceptance of goods delivered or worked performed.

When the system automatically calculates a retainage, it will put the retainage amount on the vendor's account as a separate open item. This makes it easy for you to distinguish between the regular open items you owe and the retainage amounts.

---

**NOTE:** When the system adds a retainage amount open item to a vendor's account, the system will assign that retainage open item with a payment term of Suspense. To pay a retainage amount open item, you will need to reschedule the open item to a payment term that allows payment.

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If you are operating the Job Cost series of the CertiflexDimension Accounts Payable, the retainage amount is automatically updated on the selected job's retainage payable Master Data field.

If this vendor does not offer retainage, set this field to 1.000-%.

If this vendor allows retainage but the percentage changes for each invoice, set this field to 0.000%.

If this vendor allows a retainage at a fixed percent, set this field to that percentage.

- **Vendor 1099 Type:** This option allows you to select what type of 1099 this vendor should receive. The system will display 11 different 1099 descriptions and the 1099 box number. The majority of the vendors will probably use box 7, Non-Employee Compensation. If this vendor is not to receive a 1099, select None Sent.
- **Vendor RIN/EIN Number:** Enter the vendor's Recipient's Identification Number (or the Employer Identification Number/Social Security Number). The system uses this field when generating the 1099s.
- **Default Reference:** Some regular vendors may bill you monthly, but not provide you with a reference number for said bill. For example, your electric bill is due monthly, but may not have a specific reference for each bill. The Default Reference will assign a definition to the vendor items based on the month and year they are invoiced. Select **None**, **Current Period (Month/Year)**, or **Prior Period (Prior Month/Year)**.

- **No. History Months:** Use this switch to limit the number of history months that will be displayed in Review Accounts. Accounts containing thousands of detailed records may take an unacceptable amount of time to display for normal review purposes. In this case you may want to limit the number of months you wish to have in the reviews for this account. If you enter the number 36 in this field for this account, the detailed review will only contain the last 36 months (3 years) of account detail. This field defaults to zero, which allows you to always access the account's full detail history regardless of when the transactions were created.
- **AP Account:** If interactive with General Ledger, defines the Accounts Payable account number to debit or credit when transactions are processed for this vendor. Select one of three AP Accounts set up in the Accounts Payable Master Data.
- **Vendor Class:** This field allows you to assign this vendor to a group or classification. You can use Class for many different purposes. You can class vendors by check run date, geographical area, representative, payment priority, etc. Most reports in the Accounts Payable system will allow you to specify a range of classes to report for.

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**NOTE:** A Class of 99 specifies a vendor as a **One Time Vendor**. A One Time Vendor is used when writing checks to a vendor that you may only use once and do not have defined in the system.

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## Additional Options

### Check Setting

If this vendor requests that you make all payments to a third party, this screen allows you to define that company's mailing information.

If you define any information for **Name**, **Address**, **City**, **State**, or **Zip**, you must define all fields on this screen. If the system detects information for **Name**, the system will print the contents of all fields on the check. If the system does not detect any information entered for **Name**, the system will use the vendor's mailing address information for the check printing.

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**NOTE:** If you select the **Print Check Address** check box when you print vendor labels, your input for **Contact** will print on the vendor labels as the attention line.

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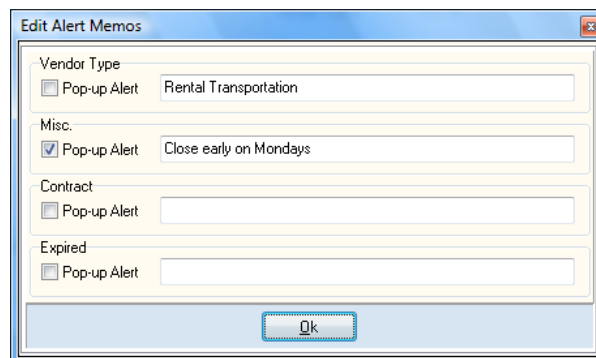
If the third party information is almost identical to the vendor's main address information, you can click **Copy Main** to cause the system to copy all address information from the vendor's main screen to this screen. This way, you can easily change only the address information that is different for check printing.

### Additional Check Memos

Some vendors may require additional account information, such as cause or case numbers to be included with each check. You may add up to four additional lines of check memos (notes) that will automatically be included on all check stubs for this vendor.

### Alert Memos

The **Edit Alert Memos** program allows you to maintain information that is not already captured on each vendor. Memos can be used to track reminders, special notes, special orders, etc.



- **Vendor Memos:** These four fields are used for information purposes only. The descriptions for these four fields may be different from what we have listed here. You can maintain the description for these fields in the Vendor Master Data.
- **Pop-up Alert:** You can use any or all four of the memo fields above as automatic reminder fields. If you check the alert box on any of the four memo lines, all text for that memo line will display on the screen anytime this vendor is accessed.

## Summary Totals

The **Summary Totals** program allows you to maintain current and prior year purchase, payment, and 1099 amounts, as well as the current year's F.I.T. and S.I.T. withholdings.

	Current Year	Prior Year
Purchases	14 \$12,036.00	\$438,609.00
Payments	12 \$10,965.00	\$429,162.00
1099 Amount	\$10,965.00	\$429,162.00
F.I.T. Withholding	\$0.00	
S.I.T. Withholding	\$0.00	

- **Purchases:** If applicable, enter the total number and amount of vendor purchases for the current and prior year.
- **Payments:** If applicable, enter the total number and amount of vendor payments for the current and prior year.
- **1099 Amount:** If applicable, enter the prior and current calendar year-to-date 1099 amounts for this vendor. The system automatically updates this field when you make a check run, record a direct check, or recalculate balances that contain 1099 amounts.

It is important to correctly define this field for each existing vendor when you are adding vendors to the system to generate correct 1099s at the end of the year.

The system automatically updates this field when you make a check run or record a direct check for this vendor that contains a 1099 amount. The amount in this field will automatically move to the **1099 Amount (Prior Year)** field when you start files for January, each year.

- **FIT Withholding:** If applicable, enter the year-to-date (current calendar year) federal income tax withholding amount for this vendor. The system automatically updates this field when you make a check run or record a direct check for this vendor that contains a FIT amount.
- **SIT Withholding:** If applicable, enter the year-to-date (current calendar year) state income tax withholding amount for this vendor. The system automatically updates this field when you make a check run or record a direct check for this vendor that contains a SIT amount.

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**NOTE:** The amounts for the **Purchases (Current Year)** may not equal the amounts of the **1099 (Current Year)** and the **1099 (Prior Year)** totals. The **Purchases (Current year)** amount is for the fiscal year while the **1099 (Current Year)** and the **1099 (Prior Year)** contain the totals for the calendar year.

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Once you have entered this information, click the **Save** button and you will return to the **Maintain Vendors** screen.

## Changing Vendor Information

To change an existing Vendor information, either double-click the account on the vendor listing or highlight the account and click the **Edit** button. The system will display the information for the selected account.

For detailed information on each field displayed, refer to the **Edit Vendor** section of this *Operations Guide*.

## Deleting a Vendor

As a general rule, when you anticipate not using a vendor again, it is a good idea to delete the vendors having zero activity for a number of months (or longer). However, if you expect the client to use the vendor again, or if you need to print a 1099, or any other report for this vendor at any time, do not delete the vendor.

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**NOTE:** The system will not allow you to delete a vendor with current open items or purchase orders. The system will also not allow you to delete a vendor if you only have one vendor on file.

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To delete an existing Vendor, highlight the account and click the **>Delete** button.

## Contact List

You may optionally define additional vendor contact information here. The additional vendor contact tracking system is for your convenience and it is not required to operate the Accounts Payable system.

## Invoice ID List

You may optionally customize a list of descriptions (Invoice IDs) to use per vendor. The customized list will be added to the standard transaction descriptions, such as “Invoice” or “Credit Memo.” A single description may be up to 50 characters and the entire list may be up to 240 characters.

## Notes, Links, and Memos

The **Notes**, **Links**, and **Memos** options allow you to organize and access information about vendors from one location. Notes can be used to document vendor quantity requirements, special offers, account representative, etc. Links can be used to connect to vendor web sites, contact management software, and spreadsheets. And Memos can be used to record vendor-specific amounts and dates.

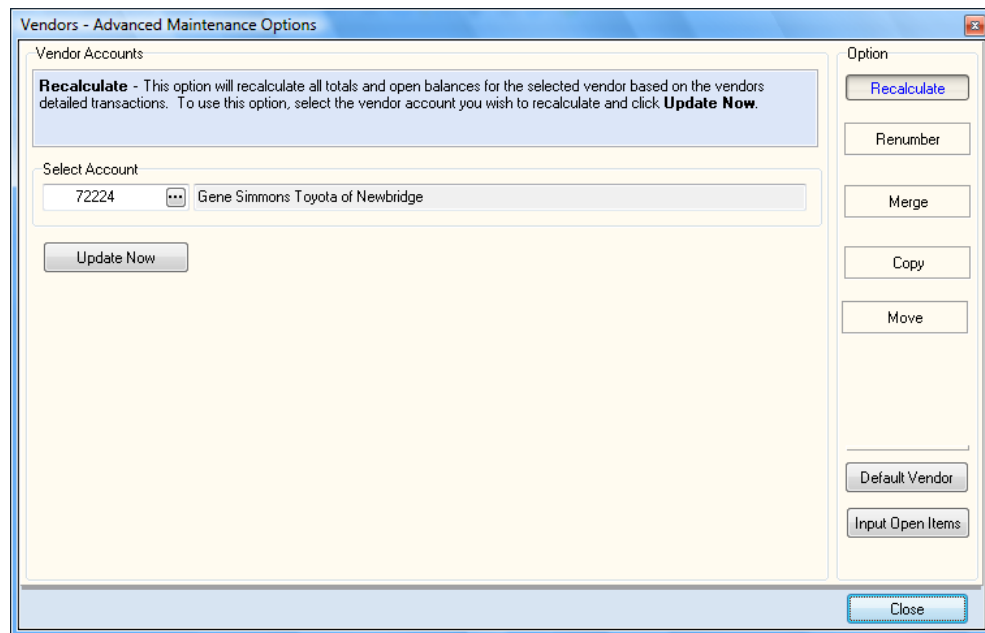
For detailed steps on adding Notes, Links, and Memos, refer to the *CertiflexDimension System Manager Guide*.



## Additional Options (Advanced)

**NOTE:** It is highly recommended that you have at least two current backups before proceeding with any of the following advanced options. A supervisor security clearance is required for access to these options.

### Advanced: Recalculate a Vendor Account



Each Vendor account tracks an account balance for faster calculations and printing. In normal processing, the amount should reflect the correct balance for the vendor account. If the balance for a vendor account has become inaccurate due to file corruption or partial updating, you can use this feature to recalculate a vendor account's balances.

To recalculate a vendor account, select **>Advanced >Recalculate**. Select the vendor account you wish to recalculate and then click **>Update Now**.

## Advanced: Renumbering a Vendor

**Vendors - Advanced Maintenance Options**

Vendor Accounts

**Renumber** - This option will renumber the selected vendor account to the new account number. Reminder, this is an advanced maintenance option.

**Warning!** All other users and sessions using this company should be closed. Renumbering vendor accounts will require access to all Accounts Payable and Purchase Order. Accounts with a large number of detailed transactions could take hours to fully process.

**Caution!** You should have **two current backups** of this company's data prior to utilizing this option. Any interruption to this procedure during processing will require you to restore your backup.

To renumber a vendor account, select the account you wish to renumber and enter the New Number you wish use. To begin processing your changes, click **Update Now**.

Select Account

72224 Gene Simmons Toyota of Newbridge

New Number

74442

Update Now

Option

Recalculate

Renumber

Merge

Copy

Move

Default Vendor

Input Open Items

Close

You would normally execute this option either when first setting up a company or at the beginning of a new fiscal year. You can execute this option in the middle of a year, but certain reports may continue show the old vendor number.

To renumber a vendor account, select **>Advanced >Renumber**. Select the vendor account you wish to renumber and enter the new vendor account number. To update the changes, click **>Update Now**.

When you renumber accounts, the option can take some time to process. The account heading information and all historical information (transactions) will be renumbered. The time required depends on the number of historical transactions for this account.

## Advanced: Merging a Vendor

**Vendors - Advanced Maintenance Options**

**Vendor Accounts**

**Merge** - This option will transfer all detailed transaction from the selected vendor account into the merge account. Once processed, the selected account will be deleted. Reminder, this is an advanced maintenance option and may not be reversed.

**Warning!** All other users and sessions using this company should be closed. Merging vendor accounts will require changes to all Accounts Payable and Purchase Order. Accounts with a large number of detailed transactions could take hours to fully process.

**Caution!** You should have **two current backups** of this company's data prior to utilizing this option. Any interruption to this procedure during processing will require you to restore your backup.

To merge a vendor account, select the account you wish to process and select the account you wish to merge into. To begin processing your changes, click **Update Now**.

Select Account  
72224 Gene Simmons Toyota of Newbridge

Merge Account  
196480 Specialty Tools of America

**Merge**

Update Now

Option

Recalculate

Renumber

Copy

Move

Default Vendor

Input Open Items

Close

You would normally execute this option either when first setting up a company or at the beginning of a new fiscal year.

To merge vendors, select **>Advanced >Merge**. Select the vendor account you wish to merge from at the **Select Account** prompt. Select the vendor account you wish to merge to in the **Merge Account** prompt. To update the changes, click **>Update Now**.

Merging vendor accounts can take some time to process. The account balance and all historical information (transactions) will be merged. Once completed, the account you originally selected (**Select Account**) will be permanently removed. The time required to successfully merge vendor accounts will depend on the number of historical transactions.

## Advanced: Copying a Vendor

Vendors - Advanced Maintenance Options

Vendor Accounts

**Copy** - This option will copy the selected vendor account to another company's CertiflexDimension Accounts Payable system. No detailed history or open item will be replicated. Only overhead information such as Vendor Name, address, contacts, etc. will be copied.

To copy a vendor account, select the account you wish to process and then select the destination company you wish to copy the vendor account into. To begin processing your selection, click **Update Now**.

Select Account

72224 ... Gene Simmons Toyota of Newbridge

Destination Company

00 ... Diversified Systems, Inc.

Update Now

Option

Recalculate

Renummer

Merge

Copy

Move

Default Vendor

Input Open Items

Close

To copy vendors to another company, select >Advanced >Copy. Select the vendor account you wish to copy from at the Select Account prompt. Select the company you wish to copy to in the Destination Company prompt. To update the changes, click >Update Now.

Copying vendor accounts can take some time to process. The account balance and all historical information (transactions) will be copied. The time required to successfully copy vendor accounts will depend on the number of historical transactions.

## Advanced: Moving a Vendor

**Vendors - Advanced Maintenance Options**

Vendor Accounts

**Move** - This option will move the selected vendor account to another company's CertiflexDimension Accounts Payable system. All detailed history will be moved to the destination company and the vendor account will be **DELETED** from the original company. If you want to create this vendor in another company without deleting the vendor and history, use the **COPY** option instead of **MOVE**.

**Warning!** All other users and sessions using this company should be closed. Accounts with a large number of detailed transactions could take hours to process fully.

**Caution!** You should have **two current backups** of your company's data prior to using this option. Any interruption to this procedure during processing will require you to restore your backup.

To move a vendor account, select the account you wish to process and then select the destination company you wish to move the vendor account to. To begin processing your selection, click **Update Now**.

Select Account  
72224 ... Gene Simmons Toyota of Newbridge

Destination Company  
00 ... Diversified Systems, Inc.

Update Now

Option

Recalculate

Renumber

Merge

Copy

Move

Default Vendor

Input Open Items

Close

To move vendors from one company to another, select **>Advanced >Move**. Select the vendor account you wish to move from in the **Select Account** prompt. Select the company you wish to move the vendor account to in the **Destination Company** prompt. To update the changes, click **>Update Now**.

Moving vendor accounts can take some time to process. The account balance and all historical information (transactions) will be moved. Once completed, the account you originally selected (**Select Account**) will be permanently removed. The time required to successfully merge vendor accounts will depend on the number of historical transactions.

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**NOTE:** The system will not allow you to move a vendor if you only have one vendor on file.

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## Default Vendor

When you add new vendors to the system, the new vendor's heading information is copied from the Default Vendor. For vendors with common entries, such as terms, account numbers, memo lines, 1099 types, etc., you can define this information on the Default Vendor. Then, when a new vendor is added, this information is automatically included on the new vendor.

Number: zzzzzzzzzzzz

Main

Name: {DEFAULT VENDOR}

Address:

City, St., Zip:

Contact:

Phone:

Fax / Cell:

EMail:

Access Site:

Add. Contact:

Vendor Terms: Net 30

Check Memo:

User Key:

Set Up Date:

Retainage %: 1.000-%

Vendor 1099 Type: F.I.T. (Box 4)

Vendor RIN/EIN:

Default Reference: Current Period (Month/Year)

Auto G/L: 89000A Misc. Expense - Department A

Auto J/C:

AP Account: 1 AP Account [190000]

Vendor Class: 1 Class Number 1

Additional Options:

- > Check Setting
- > Alert Memos
- > Summary Totals

Save Cancel

Therefore, if you have a group of vendors that you need to add to the system that are from the same city, you would want to define the city and state information on the Default Vendor before adding those vendors to the system. Once those vendors are added, you can then change the information on the Default Vendor for the next group of vendors to add or reset the Default Vendor back to blank.

The information on the Default Vendor is used by the system only when adding new vendors. Changing the Default Vendor will not affect any vendors already added to the system.

To set up Default Vendor information, click **>Advanced >Default Vendor**. For detailed information on each field displayed, please refer to the **Edit Vendor** section of this *Operations Guide*.

## Input Open Items

When you add items through this option, the system only adds the item to the vendor's open item file and optionally to the history file. The system does not make a journal entry to the General Ledger, if you are interactive with the General Ledger program.

You would use this option to add existing open item information (open items that have already been posted to the General Ledger) for a vendor when you first begin using the system. After the initial vendor setup is completed, you do not use this option to record new transactions. To record new transactions, you would use the **Record Vouchers** option.

If you are defining the CertiflexDimension Accounts Payable program for the first time, after you add all of the existing vendors, use this option to add each of their existing open items. After all open items are added, you will need to print an **Accounts Payable Detail** report to compare the Accounts Payable and vendor totals with your old accounting system and to the Accounts Payable account total in the General Ledger.

To enter an open item, select the desired vendor from the **Maintain Vendors** vendor listing, and then click **>Advanced >Input Open Items**.

Vendor No.	Transaction Date	Reference No.	Amount	Due Date	Description
72224	12/31/2012	123674	\$17,532.00	12/31/2012	Invoice
160736	12/31/2012	098367	\$21,634.00	12/31/2012	Invoice
160736	12/31/2012	98377	\$10,272.00	12/31/2012	Invoice
203280	12/31/2012	065	\$1,036.00	12/31/2012	Invoice

The system will prompt you for the following:

- **Update Style:** Select one of the following open item styles:
  - **Invoices – Open Items & History:** Select this transaction type if the open item is a standard, vouchered invoice. This will record a transaction to both the vendor's open item and history files.
  - **Invoices – Open Items Only:** Select this style if the open item is a standard, vouchered invoice. This will record a transaction to the vendor's open item file, but will not affect their history.
  - **Invoices – History:** Select this style for a standard, vouchered invoice. This will record a transaction to the vendor's history file, but will not affect their open items.
  - **Check – History Only:** Select this style if the open item is a transaction to record a payment to the vendor that was not associated with any specific invoice.

---

**NOTE:** The **Check – History Only** style only adds the item to the vendor's history file. The system does not make a journal entry to the General Ledger, if you are interactive with the General Ledger program, nor does the system record the transaction to the vendor's open item file.

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- **Prompt for Vendor Account:** Select this check box if you would like to enter an open item for a vendor other than the one selected on the **Maintain Vendors** screen.

To proceed with open item entry, click the **Start** button. The system will then prompt you for the following information:

- **Vendor Number:** If **Prompt for Vendor Account** is enabled you will be prompted for the vendor number. Otherwise, the system will use the vendor selected at the **Maintain Vendors** screen.
- **Invoice Date:** Enter the date of this invoice. DO NOT enter the current processing date. The system uses the date entered here to calculate the aging and due date. If you pay this open item, the system can print this date on the check stub.
- **Reference No.:** Enter the vendor's document number (invoice number, credit/debit memo number, statement number, etc.). The system saves the number you enter here to the open item. If you pay this open item, the system will print this number on the check stub.
- **Invoice Amount:** Enter the amount for this open item. If this open item is a Credit Memo or a Payment Deduction, do not enter the amount as a negative amount. The system knows that you are entering a negative amount and will automatically convert your input here to a negative amount.
- **Due Date:** Depending on the terms selected, the system may have calculated a due date for you. If this due date is incorrect, make adjustments as needed. If the system did not calculate a due date for you, you may enter the date this open item is due, if applicable.  
The amount you enter here should be the total of the open item, including all taxes, freight amounts, etc.
- **Description:** Enter a description for this open item. The description you enter here will print on the vendor's open item listing. The system will default to a description matching the transaction type you chose (Invoice or Check).

To accept the open item entry, click the **Accept** button. Once you have entered and accepted all of your open items, click **Post All** and the vendor's history and/or open item detail will be updated accordingly.

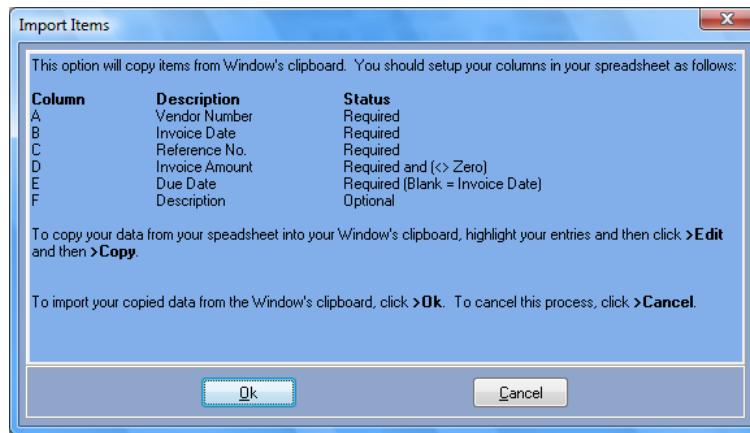
### Delete Item

To delete a previously entered open item, select the item from the listing on the left and click the **Delete Item** button.



## Import Open Items

To import open items from your Windows clipboard, click on the **Import Open Items** button.



The Open Item import program requires that the data be formatted in the following order:

<u>COLUMN</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
<b>A</b>	<b>Invoice Date</b>	<b>Required</b>
<b>B</b>	<b>Reference No.</b>	<b>Required</b>
<b>C</b>	<b>Invoice Amount</b>	<b>Required</b>
<b>D</b>	<b>Due Date</b>	<b>Required</b>
<b>E</b>	<b>Description</b>	<b>Optional</b>

To import your copied data from the Window's clipboard, click **>Ok**. To cancel the import process, click **>Cancel**.

To exit the **Input Open Items** program, click **>Close**.

## Additional Options (IntelliTrans)

CertiflexDimension IntelliTrans is an intelligent data translation tool activated from within many of the Maintenance options. IntelliTrans can be used to group, add or change Vendor Accounts. For more information on configuring and processing with IntelliTrans, please refer to your *System Manager Guide*.

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## Maintain Recurring Payables

This option allows you to define recurring expense transactions for automatic posting to the Accounts Payable and General Ledger files. You define these entries one time and then they are posted automatically by the system each accounting period by the execution of the program to **Post Recurring Vouchers**.

The most common recurring expenses are those that are posted each month, such as rent and loan payments. Because it is so easy to change the transaction amount for a recurring entry, you can also use this option to define expenses that occur each month but for different amounts, such as utilities and telephone expenses.

To access the Recurring Payables system, click **>Maintain Lists >Accounts Payable >Recurring Payables**.

### Adding a Recurring Entry

Number	Posting Style	Reference	Type	Amount	Vendor No.	Description
1	Other	10-11-1222	APINV	\$4,525.00	202384	Invoice
2	Other	1414	APINV	\$740.50	42080	Invoice
10	Other		APINV	\$900.00	33824	Invoice

To add a new recurring entry, click **>New**. The system will prompt you for the following:

- **Recurring Entry Number:** Enter the new recurring entry's number.

---

**NOTE:** When you post the recurring entries, the system will prompt you for the beginning and ending entry numbers. The system will be referring to this number. This field allows you to assign a unique number to each entry.

---

- **Vendor:** Select the vendor this new recurring entry is for.

After selecting the vendor, click **>Ok** to define the recurring entry.

**Maintain Recurring Payables Entry**

Entry Number: 2 Vendor: 42080 Dee's Signs

Transaction Type: 1 - Invoice Date Last Posted: Reference No.: 1414 Transaction Description: Invoice Transaction Amount: \$ 740.50

Transaction Payment Terms: Net 30 Non-Disc. Amount: \$ 0.00 Job Number: Job Name: N/A

Posting Style: 5 - Other Limit Number of Transactions: Yes (selected) No Remaining Times: 0

[F3] Journal Entry Distribution [F4] Auto Journal Entry JE Description: Recurring AP # 1414

Company/Job	Account No.	Account Name	Debit Amount	Credit Amount
00	190000	Trade Accounts Payable	\$0.00	\$740.50
00	100000	Cash in Checking	\$740.50	\$0.00
2 Line(s) Balance [ \$0.00 ]			\$740.50	\$740.50

Save Cancel

- **Type:** Select one of the following transaction types:
  - **Invoice:** Select this transaction type if the recurring entry is an invoice received from the vendor.
  - **Credit Memo:** Select this transaction type if the recurring entry is a credit received from the vendor. A vendor credit means that you no longer owe the vendor the full amount entered on his record.
  - **Debit Memo:** Select this transaction type if the recurring entry is a debit received from the vendor. A vendor debit means that you owe the vendor more than the full amount entered on his record.
  - **Statement:** Select this transaction type to record recurring entries received from the vendor on a vendor statement. This allows you to enter an entire statement total to the vendor's account for payment.
  - **Other:** Select this transaction type if the recurring entry you need to enter does not match any of the other transaction types.
  - **Payment Deduction:** Select this transaction type if the recurring entry is to record the withholding of a portion of the amount owed to the vendor that is other than retainage.
  - **ACH Cash Payment:** Select this transaction type if the recurring transaction is paid to the vendor by Electronic Funds Transfer.
- **Date Last Posted:** This field shows the last date that the recurring entry was posted.
- **Reference Number:** Enter the reference number for the recurring entry
- **Transaction Description:** Enter the description for this recurring entry. The system will default with a description of the transaction type you chose above.

- **Transaction Amount:** Enter the amount of this recurring entry. If this recurring entry is a Credit Memo or a Payment Deduction, do not enter the amount as a negative amount. The system knows that you are entering a negative amount and will automatically convert your input here to a negative amount.

The amount you enter here should be the total recurring entry amount (including all taxes, freight amounts, etc.).

- **Terms:** Enter the payment terms for this recurring entry. The system will default to the terms for the vendor. For more detailed information about vendor terms, please refer to **Maintain Vendors**.
- **Non-Discount Amount:** Enter the portion of the amount you entered above that is not considered when calculating discounts. This would be tax amounts, freight amounts, etc.

For example, if you enter a recurring entry for \$525.00 plus \$10.00 freight and \$43.31 tax, and the vendor allows you to take a discount on the invoice line items only; you would enter a total of \$578.31 in the **Transaction Amount** field and \$53.31 in the **Non-Discountable Amount** field.

- **Job Number:** If you were using the CertiflexDimension Job Cost program, enter the Job Number that this recurring entry applies to.
- **Job Name:** This field displays the name of the job selected by the **Job Number** field.
- **Posting Style:** Select the posting frequency and time this recurring entry. You may select **Monthly – Week One**, **Monthly – Week Two**, **Monthly – Week Three**, **Monthly – Week Four**, or **Other**. **Other** allows posting entries at any time or at multiple times during the month.
- **Limit Number of Transactions:** Select **Yes** if you wish to limit the number of times this recurring entry may be posted. If you select **Yes**, you will then need to specify the number of recurring postings in the **Remaining Times** data field. If you do not wish to set a limit, select **No**.

### [F3] Journal Entry Distribution

Click to add or change the General Ledger Account Distribution for this entry, if you are interactive with CertiflexDimension General Ledger. Every line of the journal entry distribution will contain a company number, account and amount.

- **Company:** Enter the company ID for the selected journal entry leg.
- **Account:** Enter the appropriate General Ledger account for the current entry leg. To access the General Ledger accounts by account name, press F5. To display a list of General Ledger accounts, press F6.
- **Debit/Credit Amount:** Enter the current journal entry leg's amount in the correct field.
- **Accept:** When an amount is entered, click **Accept** to validate the entry leg.
- When the entry leg is validated, the system will update the **Debits**, **Credits**, and **Balance** total fields. The **Balance** amount represents the total amount needed to balance the journal entry.
- **Edit:** Click **Edit** or double-click on a leg to edit an existing journal entry leg.
- **Delete:** Click **Delete** to remove the currently selected journal entry leg.
- **Balance:** Click **Balance** to automatically balance the journal entry.

Once the journal entry is balanced, the system will allow you to click **Save** to validate and save the journal entry General Ledger account distribution.

If you have the General Ledger Master Data set to allow for multiple company ledger input or, if you have Job Cost available, the system will activate the **Ask Company**, **Ask Job**, and **Current Company** buttons. Click **Ask Company** if you want to record multiple company ledger entries. Click **Ask Job** if you want to make an entry to a job. Click **Current Company** if the entries are for the current company only.

If you click **Ask Company** or **Ask Job**, the system will allow you to change the company ID or job number for each individual journal entry leg.

Below is an example of a multiple company journal entry. Suppose you had a Company 00 and a Company DS. Company 00 is the main company and this company pays all bills for Company DS. If you were to enter a journal entry for rent for Company DS, you would enter the journal entry as seen below:

ID	Account	Debit	Credit
00	100000 Cash on Hand		450.00
DS	820000 Rent	450.00	

The multiple company entry is this easy. To understand what the system is doing, the example below will show the entry the system is making for this journal entry if we could see everything the system is doing:

ID	Account	Debit	Credit
00	100000 Cash on Hand		450.00
00	140000 Intercompany	450.00	
DS	140000 Intercompany		450.00
DS	820000 Rent	450.00	

This example shows how the system will automatically make the journal entries between the two companies through the intercompany account. Remember, you do not have to make the intercompany account leg entries; the system will do these for you automatically.

For additional details on distributing allocations to jobs, please refer to the CertiflexDimension *Job Cost User's Guide*.

#### **[F4] Auto Journal Entry**

Select this option if you would like to automatically expense the entire transaction to the auto general ledger account for this vendor. If the auto general ledger account for this vendor is blank or invalid, the system will prompt you for the general ledger expense account.

- **Journal Description:** Enter the description you want the system to post as the second description line to the General Ledger for this journal entry. The system will always post the vendor's name as the first description line.

The system will default with the description of **TRN#** and the number you entered for the transaction number. If you do not want a second description line on this transaction, leave this field blank.

Once the journal entry is balanced, the system will allow you to click **Save** to validate and save the new recurring entry.

## Changing a Recurring Entry

At the **Maintain Recurring Payables** screen, click on the entry to highlight it and then click **>Edit**. Make any changes to the entry using the procedure outlined in **Adding a Recurring Entry**. Once you have made your changes, click **Save**.

## Deleting a Recurring Entry

At the **Maintain Recurring Payables** screen, click on the entry to highlight it and then click **>Delete**.

# Transactions – Accounts Payable

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## Record Vouchers

**Record Vouchers** allows you to enter invoices and other transactions into the Accounts Payable program for payment at a later date. Each transaction can contain an unlimited number of invoices or other transactions.

When you validate a transaction, the system will automatically assign the transaction a sequential transaction number, based on the **Next Voucher Number** field in the Accounts Payable Master Data. When you validate a transaction, the system will update the following data files:

- **The Vendor File:** Transactions normally increase the vendor's account balance and add one or more lines to the vendor's open item listing.
- **The Vendor History File:** The transactions are added to the end of the vendor's history file.
- **The Accounts Payable Transaction File:** This file is used by the system to print the Voucher Register and the Check Register reports.
- **General Ledger Files:** Validated transactions will cause the transaction journal entry to be updated to the General Ledger data files. This journal entry will normally consist of a debit to one or more asset or expense account and a credit to the Accounts Payable account.



## Recording a Voucher

To record voucher transactions, click **>Transactions >Accounts Payable >Record Vouchers**.

---

**NOTE:** When you record vouchers, if you are operating interactively with the CertiflexDimension General Ledger program, the system will verify that the accounts defined in the Accounts Payable Master Data are valid accounts. If the accounts are not valid or if the accounts are not defined, the system will display a warning message and not allow you to continue. If you are NOT operating interactively with CertiflexDimension General Ledger, the **Journal Entry Distribution** will not be available. You will be limited to the **Auto Journal Entry** option limiting General Ledger distribution to a single account.

---

## Select Vendor and Start Transaction

- **Vendor:** Select the vendor to record the voucher for. You may press F5 to switch the vendor index (i.e. Vendor Name to Vendor Number) or press F6 to display a list of vendors.
- **Start:** When a valid vendor is selected, you must click **>Start** to access the **Record Vouchers** screen.

## Transaction Detail Questions

**HINT:** You may **Turn On/Turn Off** detailed questions by clicking **Options** and selecting **Turn On/Off Detail Questions**.

The screenshot displays the 'Record Vouchers' window in the CertiflexDimension Business Accounting Software. The window is titled 'Record Vouchers' and shows a transaction for 'Handtool Supply Co.' with a transaction type of 'Invoice' and a date of '12/31/2012'. The transaction amount is \$0.00. Below this, a table shows a line item for 'Invoice' with a date of '12/31/2012', a due date of '1/30/2013', a reference number of '454545', and an amount of '\$10,725.00'. The voucher total is \$10,725.00. At the bottom, a journal entry distribution table shows two lines: 'Trade Accounts Payable' with a debit of \$0.00 and a credit of \$10,725.00, and 'Misc. Expense - Department A' with a debit of \$10,725.00 and a credit of \$0.00. The window includes various buttons like 'Accept Line', 'Edit Options', 'Attachment', 'Journal Entry Distribution', 'Auto Journal Entry', 'Save', 'Cancel', and 'Close'.

- **Invoice:** Select this transaction type if the transaction is an invoice received from the vendor.
- **Credit Memo:** Select this transaction type if the transaction is a credit received from the vendor. A vendor credit means that you no longer owe the vendor the full amount entered on his record.
- **Debit Memo:** Select this transaction type if the transaction is a debit received from the vendor. A vendor debit means that you owe the vendor more than the full amount entered on his record.
- **Statement:** Select this transaction type to record transactions received from the vendor on a vendor statement. This allows you to enter an entire statement total to the vendor's account for payment.

**NOTE:** If the vendor sends you invoices during the month and you have already recorded the transactions, and he also sends you a statement, you do not need to select this transaction type. You only use this transaction type if the vendor does not send you individual invoices but sends you a statement once a month, listing each individual transaction. This option will allow you to enter one total to the vendor for the total of all transactions for the month.

- **Other:** Select this transaction type if the transaction you need to enter does not match any of the other transaction types.

- **Payment Deduction:** Select this transaction type if the transaction is to record the withholding of a portion of the amount owed to the vendor other than retainage.
- **Retainage Invoice:** Select this transaction type if the transaction records the retainage owed to the vendor.
- **Transaction Date:** Enter the date of this transaction. The system will use this date to calculate the due date of the open item.

The system will default to the current processing date. If you are entering the transactions several days after they are received, be sure to change the transaction date to the correct date. When you pay this transaction, the system can optionally print this date on the vendor's check stub.

---

**NOTE:** The system will allow you to enter a prior period date. The system will not allow you to enter a future period date.

If you enter a prior period date, the system will update the invoice information to the Accounts Payable files and to the vendor based on the date entered for the transaction date. The system will update the General Ledger accounts based on the current processing date. This can make balancing the General Ledger accounts payable account to the Accounts Payable system difficult.

If you enter a prior period transaction date that is also in the prior fiscal year, the system will not perform the end-of-month calculations correctly. For these reasons, we recommend that you always use a current processing period transaction date.

If you need to record a transaction for the prior period, we recommend that you exit this program, change the current processing date to the prior period and reload **Record Vouchers**.

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- **Reference Number:** Enter the vendor's document number (invoice number, credit or debit memo number, statement number, etc.). If **Check For Duplicates** is selected and you enter a duplicate number, the system will display a warning message. You can have the system automatically check for duplicate transaction numbers by clicking **Options** and then clicking **Check For Duplicates**. If you have activated the default reference number feature for a vendor, the reference number will be automatically calculated for you.

The system will save the reference number to the open item created for this transaction. When this transaction is paid, the reference number is printed on the vendor's check stub.

- **Transaction Description:** Enter the description for this transaction. The system will default with a description of the transaction type you selected. If you have added a customized list of transaction description for this vendor, you may access any items on your list by clicking the down arrow.

- **Transaction Amount:** Enter the amount of this transaction. If this transaction is a Credit Memo or a Payment Deduction, do not enter the amount as a negative amount. The system knows that you are entering a negative amount and will automatically convert your input here to a negative amount.  
The amount you enter here should be the total transaction amount (including all taxes, freight amounts, etc.).
- **Transaction Payment Terms:** Enter the payment terms for this invoice. The system will default to the terms for this vendor. For more detailed information about vendor terms, please refer to **Maintain Vendors**.
- **Non-Discount Amount:** Enter the portion of the **Transaction Amount** that should not be considered when calculating discounts. This would be tax amounts, freight amounts, etc.
- **Job Number:** Enter a valid job number to allocate the transaction to a specific job. This field is available only if you are using CertiflexDimension Job Cost and if the vendor has an Auto Job Code set up on their record.
- **Retainage Percent:** Enter the percent of the transaction to apply to retainage. If the vendor master record is set up with a retainage percentage of -1.000%, this field will be inactive. Once the transaction amount is entered, the amount of retainage will be calculated by the system and show as being in Suspense.

#### **[F2] Accept Line**

Once you have entered all the information for this invoice, click **Accept Line** to valid and save the transaction line. If **Multiple Vouchers** is checked on the Menu Bar for **Record Vouchers** you will be returned to the Transaction Date prompt so you may enter another invoice for this vendor. Once you have entered all invoices for this vendor, you may finish the transaction by balancing the journal entry.

#### **[F5] Edit Options**

Click on **[F5] Edit Options** to make the following changes on detail lines:

- **Reference No.:** Double-click on this field to make a change to the reference number on the detail line.
- **Discount Date:** Double-click on this field to make a change to the discount date for the detail line.
- **Discount Amount:** Double-click on this field to make a change to the discount amount for the detail line.
- **Amount:** Double-click this field to make a change to the total amount of the detail line.
- **Description:** Double-click this field to change the description on the detail line.
- **Delete Line:** Click to remove a selected line from your entry. This will completely remove the line.
- **Edit Line:** Highlight the field you wish to change and click this option to edit that field on the detail line.

- **Mark as Non-1099:** If you do not wish for a selected line to be included in the vendor's 1099 amount, click this option. It will mark the line as a non-1099 amount.
- **Auto-Split FIT/SIT:** Selecting this option will automatically withdraw the FIT/SIT amount from the amount of the transaction and enter it as a separate detail line.

Once you have made your necessary changes, click on **Close** to return to the main Record Vouchers screen.

### **[F8] Attachment**

Select this option to add an attachment to this voucher. For more information on how to add advanced objects like video or sound to an attachment, please refer to your CertiflexDimension System Manager Guide. Attachments may be viewed by accessing voucher detail under **Review Vendors**.

### **[F3] Journal Entry Distribution**

Click to add or change the General Ledger Account Distribution for this entry, if you are interactive with CertiflexDimension General Ledger. Every line of the journal entry distribution will contain a company number, account and amount.

- **Company:** Enter the company ID for the selected journal entry leg.
- **Account:** Enter the appropriate General Ledger account for the current entry leg. To access the General Ledger accounts by account name, press F5. To display a list of General Ledger accounts, press F6.
- **Debit/Credit Amount:** Enter the current journal entry leg's amount in the correct field.
- **Accept:** When an amount is entered, click **Accept** to validate the entry leg.
- When the entry leg is validated, the system will update the **Debits**, **Credits**, and **Balance** total fields. The **Balance** amount represents the total amount needed to balance the journal entry.
- **Edit:** Click **Edit** or double-click on a leg to edit an existing journal entry leg.
- **Delete:** Click **Delete** to remove the currently selected journal entry leg.
- **Balance:** Click **Balance** to automatically balance the journal entry.

Once the journal entry is balanced, the system will allow you to click **Save** to validate and save the journal entry General Ledger account distribution.

If you have the General Ledger Master Data set to allow for multiple company ledger input or, if you have Job Cost available, the system will activate the **Ask Company**, **Ask Job**, and **Current Company** buttons. Click **Ask Company** if you want to record multiple company ledger entries. Click **Ask Job** if you want to make an entry to a job. Click **Current Company** if the entries are for the current company only.

If you click **Ask Company** or **Ask Job**, the system will allow you to change the company ID or job number for each individual journal entry leg.

Below is an example of a multiple company journal entry. Suppose you had a Company 00 and a Company DS. Company 00 is the main company and this company pays all bills for Company DS. If you were to enter a journal entry for rent for Company DS, you would enter the journal entry as seen below:

ID	Account	Debit	Credit
00	100000 Cash on Hand		450.00
DS	820000 Rent	450.00	

The multiple company entry is this easy. To understand what the system is doing, the example below will show the entry the system is making for this journal entry if we could see everything the system is doing:

ID	Account	Debit	Credit
00	100000 Cash on Hand		450.00
00	140000 Intercompany	450.00	
DS	140000 Intercompany		450.00
DS	820000 Rent	450.00	

This example shows how the system will automatically make the journal entries between the two companies through the intercompany account. Remember, you do not have to make the intercompany account leg entries; the system will do these for you automatically.

For additional details on distributing allocations to jobs, please refer to the CertiflexDimension *Job Cost User's Guide*.

#### **[F4] Auto Journal Entry**

Select this option if you would like to automatically expense the entire transaction to the auto general ledger account for this vendor. If the auto general ledger account for this vendor is blank or invalid, the system will prompt you for the general ledger expense account.

- **Journal Description:** Enter the description you want the system to post as the second description line to the General Ledger for this journal entry. The system will always post the vendor's name as the first description line.

Once the journal entry is balanced, the system will allow you to click **Save** to validate and save the new recurring entry.

The system will default with the description **Inv. #**. Click **Options**, then click **Journal Descriptions** to change the way the system sets the default description.

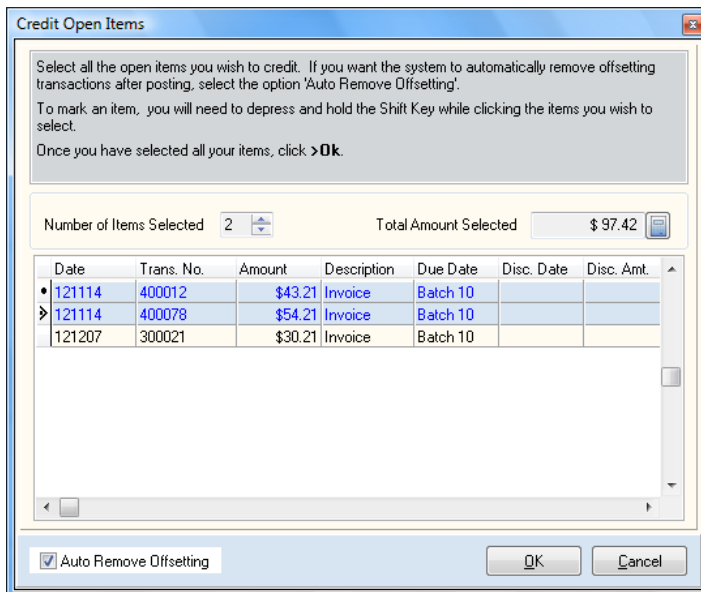
Once the entire transaction is entered, the system will allow you to click **Save** to validate and save the transaction.

To continue entering transactions for other vendors, return to the **Vendor** field at the top of the screen, select the next vendor, and continue. To review transactions entered during the current session, click **Review**.

When you exit this program, the system will prompt you to print the **Voucher Register** report.

## Options

- **Check for Duplicates:** Select this option if you want the system to warn you if the reference number you enter has already been recorded for this vendor.
- **Multiple Vouchers:** Select this option if you want the system to prompt for multiple transactions on a single (journal entry) voucher.
- **Add Job Name to Transaction Description:** Select this option if you want the system to append the job name to the default transaction description.
- **Turn On/Off Detail Questions:** Use this option to turn off or on prompting (Tab Order) of specific prompts during data entry.
- **Journal Entry Descriptions:**
  - Reference Number Only
  - Reference Number and Date
  - Leave Blank
- **Expand Transaction Listing:** Select this option to maximize the detail lines viewable on your current monitor resolution.
- **Shrink Transaction Listing:** Select this option to return the number of detail lines viewable on your current monitor to their default resolution.
- **Credit Open Items:** A new option in CertiflexDimension v10 allows you to credit open items and automatically remove offsetting transactions from the **Record Vouchers** screen. To access this feature, click **>Options >Credit Open Items**.



Select all the open items you wish to credit. If you want the system to automatically remove offsetting transactions after posting, select the option 'Auto Remove Offsetting'.

To mark an item, you will need to depress and hold the Shift Key while clicking the items you wish to select.

Once you have selected all your items, click **>Ok**.

Number of Items Selected: 2      Total Amount Selected: \$ 97.42

Date	Trans. No.	Amount	Description	Due Date	Disc. Date	Disc. Amt.
121114	400012	\$43.21	Invoice	Batch 10		
121114	400078	\$54.21	Invoice	Batch 10		
121207	300021	\$30.21	Invoice	Batch 10		

☒ Auto Remove Offsetting      **OK**      **Cancel**

Select all the open items you wish to credit. If you want the system to automatically remove offsetting transactions after posting, check the box in the bottom left corner to enable **Auto Remove Offsetting**.

To mark an item, you will need to press and hold the **[Shift]** key while clicking on the items you wish to select.

Once you have selected all your items, click **>Ok**.

The system will then return you to the **Record Vouchers** screen, where the corresponding open item credit entries have been made.

The system will not automatically make the journal entry distribution, nor will it update inventory (if applicable).

---

## Record Credit Card Vouchers

You may wish to record vendor invoices prepaid with a credit card using **Credit Card Vouchers**. This feature will use a normal voucher system that allows you select a credit card vendor. Upon validation, record history information for the selected vendor will be recorded as normal, but an open item on the vendor account will not be created. The open item will be created on the credit card vendor.

This method of credit card vouchering has two distinct advantages. The first advantage is that the original or selected vendor will have the purchase in their history account. The second advantage is realized when you receive your credit card statement. All purchased items should already be recorded on the credit card vendor. This gives you an additional accounting control to ensure that there are no unauthorized credit card purchases.

---

**NOTE:** You can use **Record Credit Card Payments** to automatically move an open invoice to the credit card vendor account if you have previously recorded an invoice on a vendor that is subsequently paid with a credit card.

---

To record credit card voucher transactions, click **>Transactions >Accounts Payable >Record Credit Card Vouchers**.

Record Credit Card Vouchers - AmeriCard

Vendor: Electrified Construction Products No. - 54880

Transaction Type: Invoice Transaction Date: 12/31/2012 Reference No.: Invoice Transaction Description: Invoice Transaction Amount: \$0.00

Transaction Payment Terms: Net 30 Non-Disc. Amount: \$0.00 Job Number: Job Name: Retainage Percent: 0.0000%

[F2] Accept Line

Date	Due Date	Reference No.	Description	Amount
12/31/2012	1/30/2013	1926	Invoice	\$3,975.00

[F5] Edit Options

[F8] Attachment

1 Line(s) Voucher Total \$3,975.00

[F3] Journal Entry Distribution [F4] Auto Journal Entry [F5] Distribution Inv. # [1926 - 12/31/2012]

Company/Job	Account No.	Account Name	Debit Amount	Credit Amount
00	190000	Trade Accounts Payable	\$0.00	\$3,975.00
00	132000	Inventory	\$3,975.00	\$0.00

2 Line(s) Balance [ \$0.00 ] \$3,975.00 \$3,975.00

Review Session... Inventory Receipts... Save Cancel Close

100% [00] - Diversified Systems, Inc. 12/31/2012



The prompts on the Record a Credit Card Voucher screen are the same as the prompts on the Record Voucher screen. For detailed information on each prompt, refer to **Recording a Voucher**. The only additional option is the selection of the credit card vendor. By default the first credit card vendor on file will be selected. To select another credit card vendor, click **>Options** and then click **>Select Credit Card Vendor**.

## Record Credit Card Payments

You can use **Record Credit Card Payments** to move an open invoice that you decide to pay by credit card from the vendor to which it was originally recorded to a credit card vendor.

To record a credit card payment, click **>Transactions >Accounts Payable >Record Credit Card Payment**.

**Credit Card Payment**

Vendor: AmeriCard No. - 15280 Start

Credit Card Vendor: AmeriCard Due Date: 12/31/2012

Vendor Last Check Date: 12/31/2012 Payment Amt: \$602.80

Vendor Last Check Amount:

Reference #	PAID 12/31	Date	12/31/2012	Description	Credit Card
Description	Tran #	Tran Date	Amount	Active	Due Date
Invoice - Electrified Construc	1926	12/31/2012	\$3,975.00		1/30/2013
▶ Inv - Balance Forward	N/A	12/31/2012	\$602.80	<input checked="" type="checkbox"/>	

Review... Save Cancel Close

100% [00] - Diversified Systems, Inc. 12/31/2012

From the **Credit Card Payment** window, select the vendor you made the payment to then click **Start**.

- **Credit Card Vendor:** Select the credit card from the list that you used to make the payment to the vendor.
- **Due Date:** Select the date the payment was due.
- **Vendor Last Check Date:** This field shows the last date the vendor was paid.
- **Vendor Last Check Amount:** This field shows the amount of the last payment to the vendor.
- **Payment Amount:** Once open items are selected, this field shows the total amount paid.

From the list of vendor open items, select the items to be paid by clicking on the **Active** check box. This will add the selected items amounts to the Payment Amount field.

Once you have selected all the open items you wish to pay for this vendor using this credit card, click **Save**. An open item on the credit card vendor for the total payment amount will be created and the open items will be removed from the vendor paid.

---


## Post Recurring Transactions

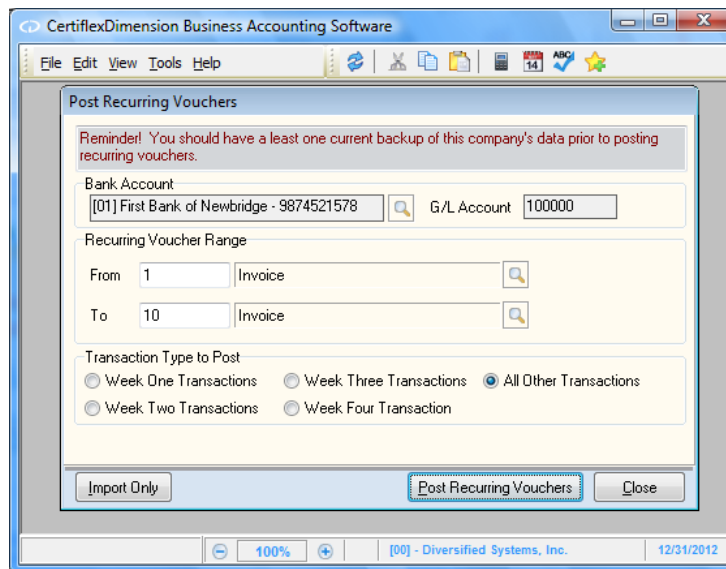
**Post Recurring Transactions** allows you to automatically post a range of existing recurring entries to the company's Accounts Payable and General Ledger files. For information on maintaining recurring entries, refer to the **Maintain Recurring Payables** section.

When the system posts recurring transactions, the prior posting date is checked and a warning is issued if an entry has been posted in the current accounting period. The system will also prompt at the end of each posting session to optionally continue posting of entries.

To post recurring vouchers, click **>Transactions >Accounts Payable >Post Recurring Transactions**.

### Post Recurring Vouchers

The system will use the bank account and corresponding G/L account displayed at the top of this screen when posting cash recurring vouchers. To change this bank account, click on the spyglass icon  located to the right of the **Bank Account** name.



- **From:** Select the first recurring transaction number to post.
- **To:** Enter the last recurring transaction number to post.
- **Transaction Type to Post:** Select the type of transaction to be posted. You may select **Week One Transactions**, **Week Two Transactions**, **Week Three Transactions**, **Week Four Transactions**, or **All Other Transactions**. The system will only post transactions that fall within range of the specified type.

When you click the **Post Recurring Vouchers** button, the system will validate and calculate the recurring entries to post.

If at least one entry is invalid, the system will not post any of the recurring entries. The system will display a warning message and then print an invalid listing report.

If all entries are valid, the system will prompt you with a window displaying the total amount to post and ask if you want to continue. Once the entries have posted, the system will display a window asking, "Are you finished with recurring entries?" Click **>Yes** to exit **Post Recurring Vouchers** and print a **Voucher Transaction Listing**. Click **>No** to return to the **Post Recurring Vouchers** screen.

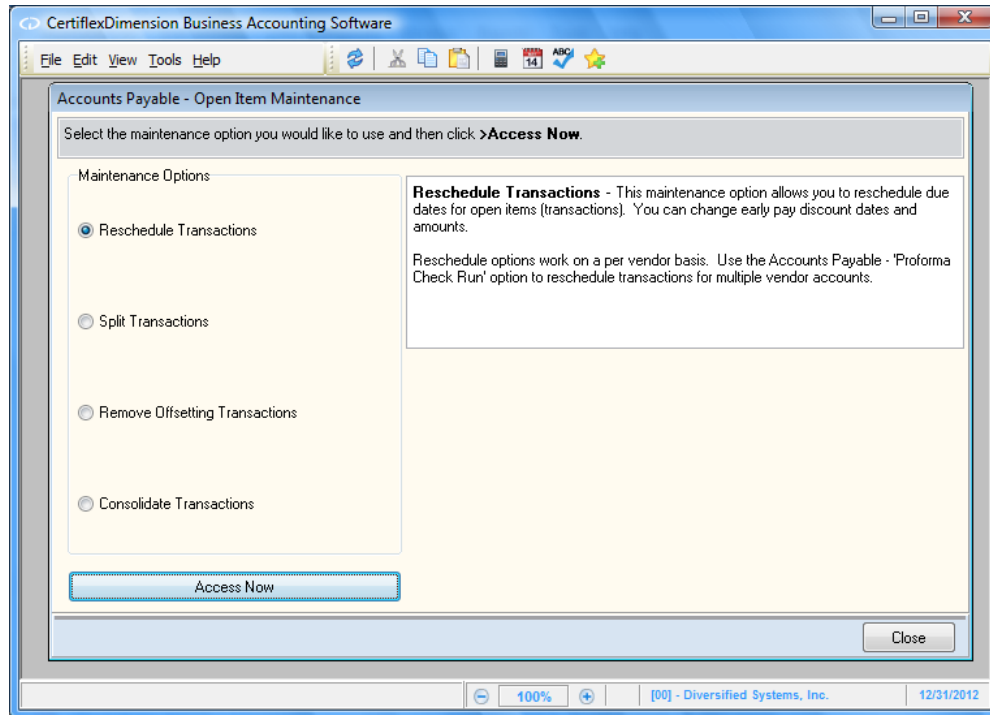
The **Post Recurring Vouchers** program also supports posting transactions imported from other sources. For more information on activating and using the transaction import feature, please refer to the **ImportTrn.rtf** file located in your **CertiFLX\ADVX\CDmn\Doc** directory.

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## Open Item Maintenance

**Open Item Maintenance** allows you to **Reschedule Transactions**, **Split Transactions** for partial payments, **Remove Offsetting Transactions**, and **Consolidate Transactions**.

To access **Open Item Maintenance**, click **>Transactions >Accounts Payable >Open Item Maintenance**.



Select the operation you wish to perform and click the **Access Now** button to continue.

## Reschedule Transactions

Rescheduling invoices allows you to reschedule due dates for open items. This feature is important because it allows you to exclude a transaction that would otherwise be paid or to include a transaction that would otherwise not be paid.

This option is very useful if you have a tight cash flow situation. For example, after printing and reviewing the Pro-Forma Check Run report, you determine that your current cash needs are more than the cash you have available. You can then determine which transactions you should exclude from the current check run. You would use this option to exclude those transactions from the check run.

You would also use this option to reschedule a transaction to or from Suspense. Suspense transactions are always excluded from all check runs. You would normally reschedule a transaction to Suspense if you are disputing the invoice with the vendor and you do not plan on paying the invoice until the dispute is settled.

Select the desired vendor and click the **Start** button.

Vendor: Hardware Supply No. - 80688 Start

Vendor Name	Number
AmeriCard	15280
Automated Metal Molding	18720
Builder's Warehouse	28544
Cindy's Office Products	33824
Darrel's Garden Shop	40688
Dee's Signs	42080
Electrified Construction Products	54880
Gene Simmons Toyota of Newbridge	72224
Handtool Supply Co.	80624
<b>Hardware Supply</b>	<b>80688</b>
Labor Temporaries	120432
Masonry Supply Co.	130704
Metal Shop Inc.	132320
On the Fly Vendor	155600
One Time Vendor	155680
Paul Buryun Lumber Company	160736
Sprinkler Warehouse	196688
Texas Utilities Company	202384
The Tool Company	203280

Jack B. Nimble  
Hardware Supply  
110 Hammer Road  
Suite 1000  
Dallas Texas 75098

Last Invoice: 12/7/2012 301444 \$67.00  
Last Check: 11/3/2012 158949 \$103.00  
No. Open Items: 3 Balance: \$198.96

Select the vendor you wish to use and click >Start to begin. Press F5 to switch vendor index or F6 to display vendor listing.

Open Item Search Close

The system will then display the **Reschedule Transactions** screen and display the selected vendor's open items.

**Reschedule Transactions**

Vendor: Hardware Supply No. - 80688 Start

To reschedule an open item, highlight the item and select one of the types of due dates. You may also double-click on an item to change the early pay discount date or amount.  
**Hint:** To select items with the Group Select option, depress and hold the Shift Key while clicking the items you wish to change.  
 To reschedule transactions for another vendor, click **>Finished**.

Date	Trans. No.	Amount	Description	Due Date	Disc. Date	Disc. Amt.
11/12/2012	100-3	\$64.21	Invoice	Suspense		
▶ 12/6/2012	301222	\$67.43	Invoice	12/31/12		
12/7/2012	301444	\$67.32	Invoice	01/06/13		

Group Select

Next Run

Specified Date  
12/31/2012

Batch No.  
1

Suspense

By Job

Finished

Open Item Search Close

To reschedule an open item, highlight the item and select one of the types of due dates by clicking the corresponding button on the right:

- **Next Run:** The system will reschedule this transaction to be included in the very next check run, unless the next check run is a **Batch** check run.
- **Specified Date:** The system will allow you to specify the date this transaction is due.
- **Batch No.:** The system will reschedule this transaction to be included in the specified batch.
- **Suspense:** The system will never pay this invoice until you reselect this option and reschedule the transaction to one of the other three pay terms.
- **By Job:** If you are processing payables transactions tied to the CertiflexDimension Job Cost module, select this option to reschedule the transaction by job.

You may also double-click on an item to change the early pay discount date or amount:

- **Early Pay Discount Date:** If this transaction still has a valid early pay discount date, enter that date in this field.
- **Discount Amount:** If you entered an early pay discount date, enter the discount amount allowed for this transaction if it is paid early.

Click **>Ok** to save your changes. If you have more invoices to reschedule for this vendor, continue in the same manner as above.

Click **>Finished** to return to the vendor listing on the **Reschedule Transactions** screen.

Click **>Close** to exit the **Reschedule Transactions** program and return to the **Open Item Maintenance** screen.

## Split Transactions

Splitting an invoice for a partial payment allows you to divide an invoice into as many as ten separate invoices for payment.

Split Transactions

Vendor: Electrified Construction Products No. - 54880 Start

Vendor Name	Number
AmeriCard	15280
Automated Metal Molding	18720
Builder's Warehouse	28544
Cindy's Office Products	33824
Darrel's Garden Shop	40688
Dee's Signs	42080
<b>Electrified Construction Products</b>	<b>54880</b>
Gene Simmons Toyota of Newbridge	72224
Handtool Supply Co.	80624
Hardware Supply	80688
Labor Temporaries	120432
Masonry Supply Co.	130704
Metal Shop Inc.	132320
On the Fly Vendor	155600
One Time Vendor	155680
Paul Bunyun Lumber Company	160736
Sprinkler Warehouse	196688
Texas Utilities Company	202384
The Tool Company	203280

Bugs Zapper

Electrified Construction Products  
913 Lightning Bolt Avenue  
Dallas Texas 75293

Last Invoice: 12/31/2012 300021 \$3975.00  
Last Check: 11/3/2012 158948 \$431.00  
No. Open Items: 1 Balance: \$30.21

Select the vendor you wish to use and click >Start to begin. Press F5 to switch vendor index or F6 to display vendor listing.

Open Item Search Close

Select the desired vendor and click the **Start** button.

The system will then open the **Split Transactions** screen and display the selected vendor's open items.

**Split Transactions**

Vendor: Electrified Construction Products No. - 54880 Start

Highlight the item you wish to split and select the number of new transactions and days to increment the due dates by. The system will automatically split the new transactions into equal amounts (whole dollars). You may optionally enter a 'First Payment Amount' in which the system will split the remaining transactions into equal amounts.

To process the transaction split, click **>Split Now**.

Number of New Transactions Desired (2-9)  Days to Increment each Transaction (0 - 90)  First Payment Amount

Date	Trans. No.	Amount	Description	Due Date
12/7/2012	300021	\$30.21	Invoice	Batch 10

Open Item Search Close

Highlight the item you wish to split and select the number of new transaction sand days to increment the due dates by.

- **Number of New Transactions Desired (2-9):** Select a number between 2 and 9. The number you enter here is the number of transactions the system will split your existing transaction into. For example, if you enter 3, the system will split your existing transaction into three individual transactions.
- **Days to Increment each Transaction (0-90):** This field allows you to define how many days apart each portion of the transaction is due. For example, if you are dividing a transaction into three transactions and you enter an increment in days of 30, the system will keep the original due date for the first portion of the transaction, make the second portion of the transaction due 30 days from your CURRENT PROCESSING DATE and make the third portion due 30 days from the second portion's due date.

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**NOTE:** The system bases the due date of the second portion on the current processing date because the system is making the assumption that you are recording the split of a transaction on the day that you re-negotiated the payment amounts with the vendor and the vendor based the new due dates on the current date, not the original due date. If the system's assumption is wrong and the due dates are not correct, change the individual's portion's due date through **Reschedule Invoices**.

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The system will automatically split the new transactions into equal amounts using whole dollars. You may optionally enter a **First Payment Amount** in which the system will split the remaining transactions into equal amounts.

To process the transaction split, click the **Split Now** button. The system will then prepare to split the selected transaction and display the new transactions.

Split for Partial Payment

Preparing to split the selected transaction into the following new transactions. Click **>Save** to update or click **>Cancel** to abort.

You may optionally edit a transaction amount by double-clicking on an item. If you are editing amounts, the original transaction total must be equal to the total split transaction before you will be allowed to save.

Original Transaction Total: \$30.21      Total of Split Transactions: \$30.21

Description	Tran Date	Tran No.	Due Date	Amount
Invoice	12/31/2012	300021-1	12/31/2012	\$15.00
Invoice	12/31/2012	300021-2	1/30/2013	\$15.21

Save Cancel

At this point, you may optionally edit a transaction amount by double-clicking on an item. If you are editing amounts, the original transaction total must equal the total split transaction before you will be allowed to save.

Once you have verified the split transaction's details, click **>Save**. The system will then perform the splitting of the transactions and return you to the **Split Transactions** vendor listing. Click **>Close** to return to the **Open Item Maintenance** screen.

## Remove Offsetting Transactions

Removing offsetting transactions allows you to remove two or more transactions that net to zero. For example, if you entered several transactions for a vendor and then realized that you entered the transactions on the wrong vendor, you would normally issue a credit memo for the total of the transactions you entered by mistake. This would correct the vendor balance but your transaction listing would still show the transactions and the credit memo. You would then use this option to have the system remove all the incorrect transactions along with the credit memo.

**Remove Offsetting Transactions**

Vendor: Paul Bunyun Lumber Company      No. - 160736      **Start**

Vendor Name	Number
AmeriCard	15280
Automated Metal Molding	18720
Builder's Warehouse	28544
Cindy's Office Products	33824
Darrel's Garden Shop	40688
Dee's Signs	42080
Electrified Construction Products	54880
Gene Simmons Toyota of Newbridge	72224
Handtool Supply Co.	80624
Hardware Supply	80688
Labor Temporaries	120432
Masonry Supply Co.	130704
Metal Shop Inc.	132320
On the Fly Vendor	155600
One Time Vendor	155680
► Paul Bunyun Lumber Company	160736
Sprinkler Warehouse	196688
Texas Utilities Company	202384
The Tool Company	203280

**P. B. Orion**

Paul Bunyun Lumber Company  
123 Loggers Road  
Backwoods Texas 75432

Last Invoice: 12/31/2012 98377 \$10272.00

Last Check: 12/31/2012 000100 \$108.21

No. Open Items: 3      Balance: \$32141.21

Select the vendor you wish to use and click >**Start** to begin. Press **F5** to switch vendor index or **F6** to display vendor listing.

**Review...**      **Open Item Search**      **Close**

Select the desired vendor and click the **Start** button.

The system will then display the **Remove Offsetting Transactions** screen and display the selected vendor's open items.

**Remove Offsetting Transactions**

Vendor: Paul Bunyun Lumber Company      No. - 160736      **Start**

Select the offsetting items you wish to remove. Once all the items have been selected, Click >**Remove Now**. The system will only allow you to proceed if the 'Total Amount Selected' is zero (in balance).

**Hint:** Since you need to select multiple items (offsetting debits and credits), you will need to depress and hold the Shift Key while clicking the items you wish to select.

Number of Items Selected: 0      Total Amount Selected: \$ 0.00      **Remove Now**

Date	Trans. No.	Amount	Description	Due Date	Disc. Date	Disc. Amt.
12/1/2012	200021	\$235.21	Invoice	01/15/13	12/11/2012	\$2.35
► 12/31/2012	098367	\$21,634.00	Invoice	12/31/12		
12/31/2012	98377	\$10,272.00	Invoice	12/31/12		

**Cancel**

**Review...**      **Open Item Search**      **Close**

Since you need to select multiple items (offsetting debits and credits), you will need to press and hold the **[Shift]** key while clicking the items you wish to select. As you Shift-click, the system will highlight each selected transaction.

As you select items to remove, notice the **Number of Items Selected** and **Total Amount Selected** fields. As you mark individual transactions for removing, these fields will adjust to the cumulative totals. The system will not allow you to validate the selections until the **Total Amount Selected** equals \$0.00.

When you have selected all transactions to remove, click the **Remove Now** button to validate your changes. The system will then remove all selected items and return you to the **Remove Offsetting Transactions** vendor listing.

## Consolidate Transactions

Consolidating transactions allows you to combine or consolidate multiple open items into a single transaction. This option is normally used to create a “balance forward” amount on accounts that receive partial payments, such as credit cards.

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**NOTE:** You should have a current back-up of your company data before using this option. Accounts that have been consolidated cannot be reversed or dissected.

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Vendor Name	Number
AmeriCard	15280
Automated Metal Molding	18720
Builder's Warehouse	28544
Cindy's Office Products	33824
Darrel's Garden Shop	40688
Dee's Signs	42080
Electrified Construction Products	54880
Gene Simmons Toyota of Newbridge	72224
Handtool Supply Co.	80624
Hardware Supply	80688
Labor Temporaries	120432
Masonry Supply Co.	130704
<b>Metal Shop Inc.</b>	<b>132320</b>
On the Fly Vendor	155600
One Time Vendor	155680
Paul Buryun Lumber Company	160736
Sprinkler Warehouse	196688
Texas Utilities Company	202384
The Tool Company	203280

P. Rah Specter  
Metal Shop Inc.  
Warehouse A  
3254 Ore Road  
Ore City Nevada 65433

Last Invoice: 12/7/2012 | 102-21 | \$87.00  
Last Check: 11/28/2012 | 158957 | \$169.00

No. Open Items: 1 | Balance: \$87.21

Select the vendor you wish to use and click >Start to begin. Press F5 to switch vendor index or F6 to display vendor listing.

Review... Open Item Search Close

Select the desired vendor and click the **Start** button. The system will then display the **Consolidate Transactions** screen and display the selected vendor's open items.

**Consolidate Transactions**

Vendor:  No. - 202384

Select the items you wish to consolidate. Once all the items have been selected, Click **>Consolidate Now**. The system will consolidate all selected items and into a single **Balance Forward** for the 'Total Amount Selected'.

**Hint:** Since you will be selecting multiple items, you will need to depress and hold the Shift Key while clicking the items you wish to select or use either the 'All Prior Years' or 'All Prior Periods' option.

**Warning!** You should have a current backup of your company data before using this option. Accounts that have been consolidated cannot be reversed or dissected.

Number of Items Selected: 3 Total Amount Selected: \$ 9,371.21

Date	Trans. No.	Amount	Description	Due Date	Disc. Date	Disc. Amt.
11/5/2012	Nov.	\$212.13	Invoice	Next Run		
12/5/2012	Dec.	\$321.21	Invoice	Next Run		
12/31/2012	10-11-1222	\$4,525.00	Invoice	Next Run		
12/31/2012	10-11-1222	\$4,525.00	Invoice	Next Run		
12/31/2012	10-11-1222	\$4,525.00	Invoice	Next Run		

Select the items you wish to consolidate. Once all the items have been selected, click **>Consolidate Now**. The system will consolidate all selected items into a single balance forward for the **Total Amount Selected**.

Since you will be selecting multiple items, you will need to press and hold the **[Shift]** key while clicking the items you wish to select. As you Shift-click, the system will highlight each selected transaction. If you would like to consolidate open items for **All Prior Years** or **All Prior Periods**, click the corresponding button on the right. If you would like to consolidate all open items for the selected vendor, click the **All Items** button.

Once you have selected all the desired items, click **>Consolidate Now**. The system will then display a confirmation message, detailing the number of items being consolidated into a Balance Forward and the total amount of the consolidation. To continue the consolidation process, click the **Yes** button. The system will then consolidate all selected items and return you to the **Consolidate Transactions** vendor listing.

## Checks/Deposits – Accounts Payable

CertiflexDimension Accounts Payable has multiple methods for recording and printing vendor checks. For traditional check printing where vendor invoices are recorded and a check run to pay specific invoices is made later, the system uses the options to **Print Vendor Pro-Forma Check Run** and **Print Vendor Checks**.

To record invoices and then immediately write a check for those invoices, the system uses the option **Record Direct Checks**.

New to CertiflexDimension v10 is the **Special Checks** program, which allows users to record **Express Checks**, **Quick Checks**, and **Prepayment Checks**. This program also allows you to **Reprint** and **Void** previously recorded checks.

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### Print Vendor Pro-Forma Check Run

Making a vendor check run in CertiflexDimension Accounts Payable is a two-step process. First you must direct the system to calculate the invoices to pay and have the system print the **Pro-Forma Check Run** report. The Pro-Forma Check Run report prepares the system for the check printing process. Finally, you use the option **Print Vendor Checks** to instruct the system to print the actual vendor checks.

## Pro-Forma Check Run

To print the Vendor Pro-forma Check Run report, click **>Checks/Deposits >Accounts Payable >Print Vendor Pro-forma Check Run**.

CertiflexDimension Business Accounting Software

File Edit View Tools Help

**Print Vendor Pro-Forma Check Run**

Select the Check Run Type and Vendors you wish to include and click >'Calculate & Print'.

**Check Run Type**

☐ Invoices Due Through Specified Date

☐ Invoices with Discounts Available Through Specified Date

☒ Next Run Invoices Only

☐ Batch Invoices

☐ All Invoices

**Date**

Specified Date 12/31/2012

**Batch Invoices**

From 1 To 99

**Vendors to Include**

☐ All Vendors

☒ Range of Vendors

☐ Specific Vendors Select Vendors...

**Vendor Class Range**

From 1 To 98

**Range of Vendors**

From AmeriCard To The Tool Company

Calculate & Print Close

100% [00] - Diversified Systems, Inc. 12/31/2012

## Calculating Invoices to Pay

Your first step in performing a check run is to direct the system to calculate the invoices to pay. You can control specifically which vendors and invoices to pay on any check run.

- **Check Run Type:** This section allows you to define what kind of invoices to calculate for payment for this check run. Select one of the following:
- **Invoices Due Through Specified Date:** Select this type of check run if you want to pay all transactions defined with a pay date prior to and including the date you specify. This check run type will also include all transactions with pay terms defined as Next Check Run. Transactions defined as Batch Invoices are not included on this check run type.
- **Invoices with Discounts Available Through Specified Date:** Select this type of check run if you want to pay only the transactions that allow an early pay discount if paid by the date you specify. This check run type will also include all transactions with pay terms defined as Next Check Run. Transactions defined as Batch Invoices are not included on this check run. This check run type will also consider the **Discount Leeway Days** field defined in the Accounts Payable Master Data.
- **Next Run Invoices Only:** Select this type of check run if you want to pay only the transactions defined as Next Run Only.
- **Batch Invoices:** Select this type of check run if you want to pay transactions defined as Batch Invoices. This check run type will not include transactions with pay terms defined as Next Check Run.
- **All Invoices:** Select this type of check run if you want to pay all invoices defined in the system, regardless of the due date, except for those invoices defined as Suspense.

- **Specified Date:**  
**Batch Invoices:**  
If the **Check Run Type** is set to either **Invoices Due Through Specified Date** or **Invoices With Discounts Available Through Specified Date**, the system will prompt you for the specified date. If the **Check Run Type** is set to **Batch Invoices**, the system will prompt you for the beginning and ending batch numbers to include in the check run.
- **Vendors to Include:** This section allows you to define which vendors to include in the calculation for payment for this check run. Select from the following:
  - **All Vendors:** If you select this option, the system will include all vendors in the check run calculation.
  - **Range of Vendors:** If you select this option, the system will allow you to select a range of vendors to include in the check run calculation.
  - **Specific Vendors:** If you select this option, the system will allow you to select specific vendors to include in the check run calculation. If you select this option, click **Select Vendors** and the system will display a list. Select the individual vendors you want included in the check run calculation.
  - **Vendor Class Range:** If you use the Class feature to group like vendors together, select the beginning and ending range of classes to include in the check run calculation.
  - **Range of Vendors:** If you selected **Range of Vendors** in the **Vendors to Include** section, the system will prompt you for the beginning and ending range of vendors to include in the check run calculation.

Once all sections are defined, click **>Calculate & Print** to cause the system to gather the transactions to pay based on the settings defined above. When the calculation is completed the system will display the number of vendors to pay, the total amount of the discounts taken and the total dollar amount of the checks.

The screenshot shows the 'Pro-Forma Check Run Options' dialog box. At the top, there are summary fields: 'Vendors To Pay' (3), 'Gross Checks' (\$25,301.09), 'Discounts to Take' (\$0.00), and 'Total Net Checks' (\$25,301.09). Below this, the 'Selected Printer' section shows 'Device: Microsoft XPS Document Writer' with 'Printer Setup...' and 'Font...' buttons. The 'Output' section has checkboxes for 'Selected Printer' (unchecked), 'Preview Screen' (checked), and 'Text File Only' (unchecked). The 'Additional Report Options' section includes a 'Width Factor' dropdown set to '100% (Normal)' and a 'Left Margin' slider. The 'Additional Item Selection Options' section contains three informational boxes and three buttons: 'Edit Items to Pay', 'Save All to 'Next Run'', and 'Save All to 'Batch''. At the bottom, there are two main buttons: 'Print & Save Pro-Forma Check Run' and 'Cancel'.

You can change any of the standard printing options available for all CertiflexDimension reports. For more information on selecting printers and advanced reporting options, please refer to your CertiflexDimension System Manager Guide.

Once you have calculated the pro-forma, there are additional options available to customize the check run to meet your needs.

- **Edit Items To Pay:** Select this option to include or exclude the vendors to be paid during this check run, or to add or remove individual transactions to be paid. To include or exclude a vendor, double-click the box in the **Include** column next to the vendor to change the status. To include or exclude a transaction, double-click the **Include** box in the transaction line to change the status. Click **Close** when finished with your selections. All check run totals are immediately updated as you add or remove transactions to be paid.
- **Save All to “Next Run”:** Select this option to automatically save the selected invoices for the next check run. The selected invoices will be included in the next pro-forma unless otherwise specified.
- **Save All to “Batch”:** Select this option to save the selected invoices to a specified batch. Selected invoices will be saved for processing under the batch payment terms.

---

**NOTE:** Use **Save All to Next Run** to reschedule all vendors at one time. This option saves considerable time over the **Reschedule Invoice** option to reschedule vendors one at a time.

---

Once the payment criterion is calculated correctly, you are ready to print the Pro-Forma. Click **Print and Save Pro-forma Check Run** to create the Pro-Forma Report. The Pro-Forma allows you to review the results of the check run calculation before doing the actual check printing. The Pro-Forma allows you to review the total upcoming cash outlay and verify data entry input. You can also review the discounts, if any, that the system will take during the check run. If changes need to be made, you can maintain and correct the information before checks are printed.

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**NOTE:** The system requires you to print the Pro-Forma before you can print checks. If you print the Pro-Forma and discover that changes need to be made to the calculations, you must reprint the Pro-Forma again after the changes are made but prior to printing the checks.

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## Print Vendor Checks

Reminder, you must the Vendor Pro-Forma Check Run report before vendor checks may be printed with this option. **Be sure to have a current backup of all of your data files prior to printing checks.** If a problem occurs during the check printing, a power outage for example, all files may not update correctly. If such a problem occurs, the easiest and safest recovery may be to revert to your most recent backup.

The system will use the bank account and corresponding G/L account displayed at the top of this screen when posting checks. To change this bank account, click on the spyglass icon  located to the right of the **Bank Account** name.



After printing vendor checks, the system will immediately update the following files:

- **Vendor File:** A vendor check transaction normally reduces the vendor's account balance. Each transaction paid on the check is removed from the vendor's open items listing.
- **Vendor History File:** The check information is added to the vendor's history file.
- **Accounts Payable Transaction File:** This file is used by the system to print the Voucher Register and the Check Register reports. Vendor check transactions will appear only on the Check Register.
- **General Ledger:** Check transactions will cause the check journal entry to update to the General Ledger files, if you are operating interactively with the CertiflexDimension General Ledger program. This journal entry will consist of a debit to the accounts payable account and a credit to the specified cash account.

Several Accounts Payable Master Data options will dictate how the system will print the vendor checks. Options affecting vendor check printing are **Print Line Item Discounts on Checks**, **Print Checks on Dot Matrix Printer**. For more information on these fields, refer to the **Defining the Master Data** section.

To print vendor checks, click **Accounts Payable** from the **Checks/Deposits** menu, and then click **Print Vendor Checks**.

## Print Vendor Checks

The screenshot shows the 'Print Vendor Checks' window within the CertiflexDimension Business Accounting Software. At the top, a warning message states: 'You should have made a backup of this company's data files after printing the Pro-Forma Check Report but before printing Vendor Checks.' Below this, a status bar indicates 'Checks Run has been verified. Click 'Print Checks' to continue.' The main area contains several input fields and summary information. On the left, there's a 'Bank Account' field with the value '[01] First Bank of Newbridge - 9874521578' and a 'G/L Account' field with the value '100000'. Below these are fields for 'No. Checks to Print' (set to 3), 'Starting Check Number' (000002), and 'Ending Check Number' (000004). To the right of these fields are buttons for 'View List' and 'Change'. Further right, a summary section shows 'Total Gross Checks' as \$25,301.09, 'Total Discounts Taken' as \$0.00, and 'Total Net Checks' as \$25,301.09. At the bottom left of the main area, it says 'Remittance Advice is NOT Required'. At the bottom right, there are 'Print Checks' and 'Close' buttons. The window's title bar and menu bar (File, Edit, View, Tools, Help) are visible at the top.

The system will verify all Pro-Forma check data and display the total number of checks to print, the total dollar amount of the checks before discounts, the discount amount, and the total of all checks after discounts. The system will also show whether or not a remittance advice is required for this check run. If a **Remittance Advice** (checks containing more paid invoices than will fit on a normal check stub) is required, you will be prompted to load paper in the selected printer.

To print the check run, click **Print Checks**. At the conclusion of the check run, the system will prompt you to continue. If you answer **YES** to continue the system will proceed to update all files for the checks printed. Answer **NO** if you need to reprint/renumber checks. Select **ABORT** if you wish to abort the check run without updating (i.e. you forgot to load your printer with check forms).

If **Remittance Advice** is required (one check containing more paid invoices than will fit on a normal check stub), the system will prompt you to load paper in your printer for the printing of the remittance advises.

## Reprint/ReNUMBER Vendor Checks

If you are using pre-numbered checks and your printer malfunctions during the check run you may elect to reprint or renumber checks.

### Reprint Checks

To reprint checks, select the beginning and ending check you wish to reprint and the starting check number you wish to use for the reprinted checks, click **Reprint Checks**.

### ReNUMBER Checks

If you are using pre-numbered checks and you wish to see check numbers after reprinting or you want to adjust check numbers, click **ReNUMBER Only**.

When printing on check stock that contains preprinted check numbers, it is important that the Accounts Payable software knows what check numbers each vendor actually printed on. As easy as it sounds, anyone who has used preprinted forms numbered in sequence knows it can sometimes be quite a challenge. Printers have been known to destroy a form, a group of forms or even skip forms (multi-feed). If you are using pre-numbered checks, the renumber option will allow you to match each vendor check to the actual number sequence of the pre-numbered forms.

It is recommended that you first reprint any checks that were destroyed in the check run and then use the renumber option to correct any check numbers, if needed.

- **Increase or Decrease Check No.:** Select this button to move the highlighted check number up or down.
- **Reset Originals:** Select this button if you want to set all check numbers back to the numbers they were prior to the changes made in this section.
- **Auto-Assign:** Select this button if you want to start at the selected check and look for duplicate check numbers. Increasing the remaining check numbers will eliminate duplicates found.
- **Verify Only:** This will check the current list of check numbers for duplicates

The following are examples of how and when you might use the renumber check option:

**Example 1:** The check run was for 10 checks, numbers 101 –110. The printer pulled two checks when check number 105 was printed and more than 10 checks were loaded in the printer. It is assumed that check number 105 printed ok. The Accounts Payable system thinks that the check numbers printed were 101-110, when actually it was 101-111. You can use the

renumber option to match the actual check numbers by selecting check number 106 and then click **Increase Check No.** This will change the original number 106 to 107. While you are on the same check, click **Auto-Assign** and the system will automatically reassign the remaining check numbers down by one due to the duplicate check number 107. Check number 106 is normally voided in this case.

**Example 2:** Same as example 1 except this time only 10 check forms were loaded into the selected printer and the last check printed on blank paper. In this case we used the reprint check option and reprinted the check that printed on blank paper. We reuse the check number 106 that was double pulled with check number 105. Select the renumber option and choose the first check number 106. Then click **Auto-Assign**. This will correctly move the remaining check numbers down.

---

## Record Direct Checks

Recording direct checks allows you to write a check directly to the vendor immediately when an invoice is received. When you write a direct check, the system will never affect the Accounts Payable totals or the vendor's open item listing.

---

**NOTE:** You should never use Direct Checks to pay any invoices that are already entered into the vendor's account. The system will not allow access to the vendor's open item listing when using this option.

---

When you process a direct check, the system will update the following files:

- **The Vendor File:** Direct checks do not affect the vendor's account balance in any way. They do, however, update the vendor's summarized history fields.
- **The Vendor History File:** The transactions are added to the end of the vendor's history file.
- **The Accounts Payable Transaction File:** This file is used by the system to print the Voucher Register and the Check Register reports.
- **Inventory Files:** Inventory receipts entered will normally cause the perpetual quantity on-hand for any inventory item(s) included to be increased. The current period and year-to-date fields for each item are also updated.
- **General Ledger Files:** Validated transactions will cause the transaction journal entry to be updated to the General Ledger data files. This journal entry will normally consist of a debit to one or more asset or expense account and a credit to the Accounts Payable account.


To record a direct check, click **Accounts Payable** on the **Checks/Deposits** menu, and then click **Record Direct Checks**.

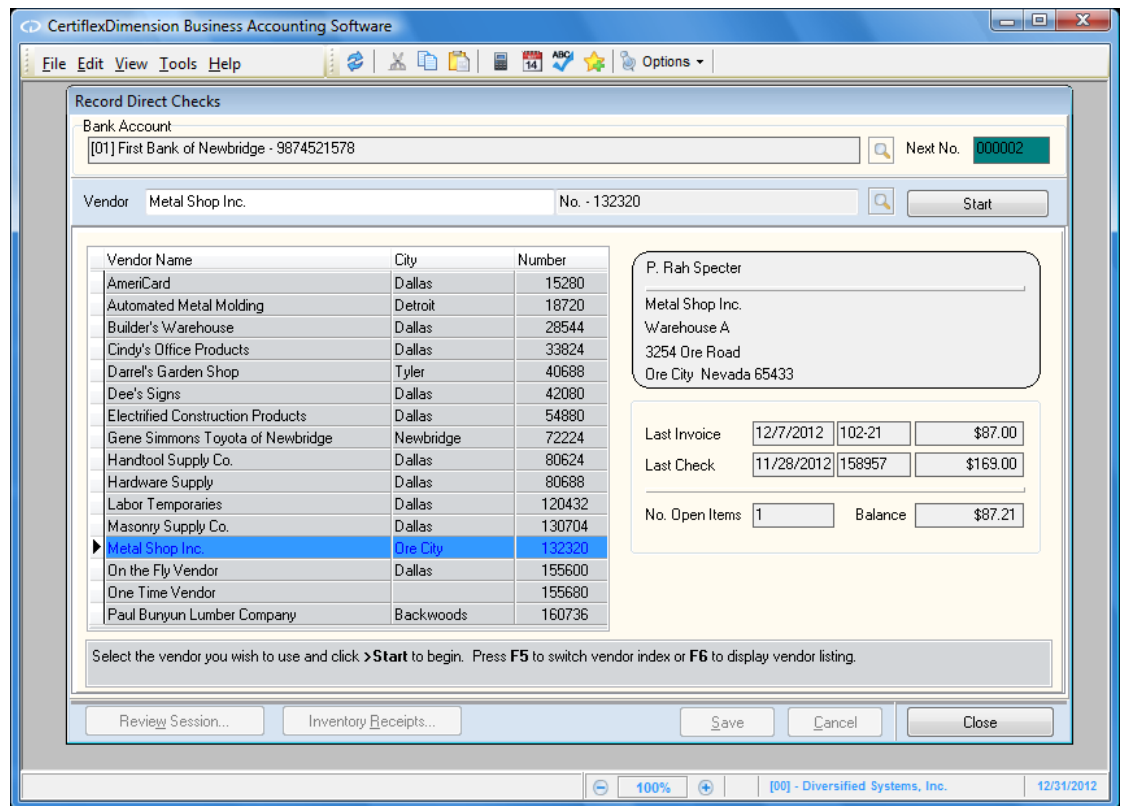
### Recording a Direct Check

When you record a direct check, if you are operating interactively with the CertiflexDimension General Ledger program, the system will verify that the accounts defined in the Accounts Payable Master Data are valid accounts. If the accounts are not valid or if the accounts are not defined, the system will display a warning message and not allow you to continue.


If you are not operating interactively with CertiflexDimension General Ledger, **Journal Entry Distribution** will not be available and you will be limited to the **Auto Journal Entry** option which limits General Ledger Account distribution to a single account.


To record a direct check, click **>Checks/Deposits >Accounts Payable >Record Direct Checks**.

The system will use the bank account and corresponding G/L account displayed at the top of this screen when posting checks. To change this bank account, click on the spyglass icon  located to the right of the **Bank Account** name.



**Record Direct Checks**

Bank Account  
 [01] First Bank of Newbridge - 9874521578  Next No. 000002

Vendor Metal Shop Inc. No. - 132320  **Start**

Vendor Name	City	Number
AmeriCard	Dallas	15280
Automated Metal Molding	Detroit	18720
Builder's Warehouse	Dallas	28544
Cindy's Office Products	Dallas	33824
Darrel's Garden Shop	Tyler	40688
Dee's Signs	Dallas	42080
Electrified Construction Products	Dallas	54880
Gene Simmons Toyota of Newbridge	Newbridge	72224
Handtool Supply Co.	Dallas	80624
Hardware Supply	Dallas	80688
Labor Temporaries	Dallas	120432
Masonry Supply Co.	Dallas	130704
► Metal Shop Inc.	Ore City	132320
On the Fly Vendor	Dallas	155600
One Time Vendor		155680
Paul Bunyun Lumber Company	Backwoods	160736

P. Rah Specter  
 Metal Shop Inc.  
 Warehouse A  
 3254 Ore Road  
 Ore City Nevada 65433

Last Invoice 12/7/2012 102-21 \$87.00  
 Last Check 11/28/2012 158957 \$169.00  
 No. Open Items 1 Balance \$87.21

Select the vendor you wish to use and click **>Start** to begin. Press **F5** to switch vendor index or **F6** to display vendor listing.

Review Session... Inventory Receipts... Save Cancel Close

100% [00] - Diversified Systems, Inc. 12/31/2012

## Record Direct Checks (Entry)

**Record Direct Checks**

Bank Account: [01] First Bank of Newbridge - 9874521578 Next No. 000002

Vendor: Paul Bunyun Lumber Company No. - 160736 Start

Transaction Type: 1 - Invoice Transaction Date: 12/31/2012 Reference No.: Transaction Description: Invoice Transaction Amount: \$ 0.00

Transaction Payment Terms: 1% 10 Net 45 Non-Disc. Amount: \$ 0.00 Job Number: Job Name: Retainage Percent: 0.0000%

[F2] Accept Line

Date	Due Date	Reference No.	Description	Amount
12/31/2012	2/14/2013	175	Invoice	\$1,092.00

[F5] Edit Options

[F8] Attachment

1 Line(s) Voucher Total \$1,092.00

[F3] Journal Entry Distribution [F4] Auto Journal Entry Description: Inv. # [175 - 12/31/2012]

Company/Job	Account No.	Account Name	Debit Amount	Credit Amount
00	100000	Cash in Checking	\$0.00	\$1,081.08
00	720000	Discounts Taken	\$0.00	\$10.92
00	132000	Inventory	\$1,092.00	\$0.00

3 Line(s) Balance [ \$0.00 ] \$1,092.00 \$1,092.00

Review Session... Inventory Receipts... Save Cancel Close

125% [00] - Diversified Systems, Inc. 12/31/2012

- **Transaction Type:** Select one of the following transaction types:
  - **Invoice:** Select this transaction type if the transaction is an invoice received from the vendor.
  - **Credit Memo:** Select this transaction type if the transaction is a credit received from the vendor. A vendor credit means that you no longer owe the vendor the full amount entered on his record.
  - **Debit Memo:** Select this transaction type if the transaction is a debit received from the vendor. A vendor debit means that you owe the vendor more than the full amount entered on his record.
  - **Statement:** Select this transaction type to record transactions received from the vendor on a vendor statement. This allows you to enter an entire statement total to the vendor's account for payment.
  - **Other:** Select this transaction type if the transaction you need to enter does not match any of the other transaction types.
  - **Payment Deduction:** Select this transaction type if the transaction is to record the withholding of a portion of the amount owed to the vendor other than retainage.
  - **Retainage Invoice:** Select this transaction type if you wish to record the amount owed the vendor as retainage.
- **Transaction Date:** Enter the date of this transaction. The system will use this date to calculate the due date of the open item.

The system will default to the current processing date. If you are entering the transactions several days after they are received, be sure to change the transaction date to the correct date. When you pay this transaction, the system can optionally print this date on the vendor's check stub.

---

**NOTE:** The system will allow you to enter a prior period date. The system will not allow you to enter a future period date.

If you enter a prior period date, the system will update the invoice information to the Accounts Payable files and to the vendor based on the date entered for the transaction date. The system will update the General Ledger accounts based on the current processing date. This can make balancing the General Ledger accounts payable account to the Accounts Payable system difficult.

If you enter a prior period transaction date that is also in the prior fiscal year, the system will not perform the end-of-month calculations correctly. For these reasons, we recommend that you always use a current processing period transaction date.

If you need to record a transaction for the prior period, we recommend that you exit this program, change the current processing date to the prior period and reload **Record Vouchers**.

---

- **Reference Number:** Enter the vendor's document number (invoice number, credit or debit memo number, statement number, etc.). If the **Check For Duplicates** feature is enabled and you enter a reference number that has been used before, the system will display a warning message. To have the system automatically check for duplicate transaction numbers, click **>Options >Check For Duplicates**.  
  
The system will save the **Reference Number** to the open item created for this transaction. When this transaction is paid, the **Reference Number** is printed on the vendor's check stub.
- **Transaction Description:** Enter the description for this transaction. The system will default the description of the transaction type you selected. If you have added a customized list of transaction description for this vendor, you may access any items on your list by clicking the down arrow.
- **Transaction Amount:** Enter the amount of this transaction. If this transaction is a Credit Memo or a Payment Deduction, do not enter the amount as a negative amount. The system knows that you are entering a negative amount and will automatically convert your input here to a negative amount.  
  
The amount you enter here should be the total transaction amount (including all taxes, freight amounts, etc.).
- **Transaction Payment Terms:** Select the payment terms for this invoice. The system will default to the terms for this vendor. For more detailed information about vendor terms, refer to **Maintain Vendors**

- **Non-Discount Amount:** Enter the portion of the **Transaction Amount** that should not be considered when calculating discounts. This would be tax amounts, freight amounts, etc.
- **Job Number:** Enter a valid job number to allocate the transaction to a specific job. This field is available only if you are using CertiflexDimension Job Cost and if the vendor has an Auto Job Code set up on their record.
- **Retainage Percent:** Enter the percent of the transaction to apply to retainage. If the vendor master record is set up with a retainage percentage of -1.000%, this field will be inactive. Once the transaction amount is entered, the amount of retainage will be calculated by the system and show as being in Suspense.

### **[F2] Accept Line**

Once you have entered all the information for this invoice, click **Accept Line** to valid and save the transaction line. If the **Multiple Vouchers** option is enabled, you will be returned to the **Transaction Date** prompt so you may enter another invoice for this vendor. Once you have entered all invoices for this vendor, you may finish the transaction by balancing the journal entry.

### **[F5] Edit Options**

Click on **[F5] Edit Options** make the following changes to detail lines:

- **Delete Line:** Click to remove a selected line from your entry. This will completely remove the line.
- **Edit Discounts:** Specify a new discount date or a new discount amount for the selected line.
- **Mark as Non-1099:** If you do not wish for a selected line to be included in the vendor's 1099 amount, click this option. It will mark the line as a non-1099 amount.
- **Auto-Split FIT/SIT:** Selecting this option will automatically withdraw the FIT/SIT amount from the amount of the transaction and enter it as a separate detail line.

Once you have made your necessary changes, click **>Close** to return to the **Record Direct Checks** screen.

### **[F8] Attachment**

Select this option to add an attachment to this voucher. For more information on how to add advanced objects like video or sound to an attachment, please refer to your CertiflexDimension *System Manager Operations Guide*. Attachments may be viewed by accessing voucher detail under **Review Vendors**.

### **[F3] Journal Entry Distribution**

Click to add or change the General Ledger Account Distribution for this entry. You must be interactive with CertiflexDimension General Ledger to access this feature. Each line of the journal entry distribution will contain a company number, account and amount.

If you have the General Ledger Master Data set to allow for multiple company ledger input or, if you have Job Cost available, the system will activate the **Ask Company**, **Ask Job**, and **Current Company** buttons. Click **Ask Company** if you want to enter multiple company ledger input. Click **Ask Job** if you want to make an entry to a job. Click **Current Company** if the entries are for the current company only.

If you click **Ask Company** or **Ask Job**, the system will allow you to change the company ID or job number for each individual journal entry leg.

Below is an example of a multiple company journal entry. Suppose you had a Company 00 and a Company DS. Company 00 is the main company and this company pays all bills for Company DS. If you were to enter a journal entry for rent for Company DS, you would enter the journal entry as seen below:

ID	Account	Debit	Credit
00	100000 Cash on Hand		450.00
DS	820000 Rent	450.00	

The multiple company entry is this easy. To understand what the system is doing, the example below will show the entry the system is making for this journal entry if we could see everything the system is doing:

ID	Account	Debit	Credit
00	100000 Cash on Hand		450.00
00	140000 Intercompany	450.00	
DS	140000 Intercompany		450.00
DS	820000 Rent	450.00	

This example shows how the system will automatically make the journal entries between the two companies through the intercompany account. Remember, you do not have to make the intercompany account leg entries; the system will do these for you automatically.

For additional details on allocations to jobs, please refer to the CertiflexDimension *Job Cost Operations Guide*.

You will notice that the system will always insert the first journal entry leg for you. The system will always make a credit entry to your selected cash account.

- **Company:** Enter the Company ID for the currently selected journal entry leg.
- **Account:** Enter the General Ledger account for the current journal entry leg. To access General Ledger accounts by account name, press F5. To display a list of General Ledger accounts, press F6.
- **Debit Amount:**  
**Credit Amount:** Enter the current journal entry leg's amount in the correct field.
- **Accept:** When an amount is entered, click **Accept** to validate the entry leg.



- When the entry leg is validated, the system will update the **Debits**, **Credits**, and **Balance** total fields. The **Balance** amount represents the total amount needed to balance the journal entry.
- **Edit:** Click **Edit** or double-click on a leg to edit an existing journal entry leg.
- **Delete:** Click **Delete** to remove the currently selected journal entry leg.
- **Balance:** Click **Balance** to automatically balance the journal entry.

Once the journal entry is balanced, the system will allow you to click **Save** to validate and save the journal entry General Ledger account distribution.

#### **[F4] Auto Journal Entry**

Select this option if you would like to automatically expense the entire transaction to the auto general ledger account for this vendor. If the auto general ledger account for this vendor is blank or invalid, the system will prompt you for the general ledger expense account.

- **Journal Description:** Enter the description you want the system to post as the second description line to the General Ledger for this journal entry. The system will always post the vendor's name as the first description line.

The system will default with the description of **Inv. #**. To change how the system sets the default Journal Description, click **>Options >Journal Entry Descriptions**.

#### **Printing the Direct Check**

Once the entire transaction is complete, the system will allow you to click **Save** to validate the transaction and move to the check screen.

- **Check Number:** The system will display the next check number as defined in the Accounts Payable Master Data. If this check number is incorrect, adjust this field to the correct check number.

- **To the order of:** The system will insert the vendor's check payment information as defined on the vendor's record.

---

**NOTE:** The system will not allow you to access or modify the “**To the order of**” field unless you are recording the check to a one-time vendor (a vendor with a class of 99). If you are using a one-time vendor, you may optionally select a previous one-time vendor name and address by clicking **>One Time Payee List**.

---

- **Memo:** If one or more check memos are defined on this vendor's record, the system will add the defined memos. You may optionally adjust this information if needed.

When the check information is correct, click **Ok** to save the information and print the direct check. After the direct check is printed, the system will prompt you to reprint the direct check. You may reprint the direct check as many times as necessary. Each time you reprint the direct check (or the alignment test check), the system will automatically update the check number to correspond to the check stock.

To continue entering direct checks for other vendors, return to the **Vendor** field at the top of the screen, select the next vendor, and continue. To review transactions entered during the current session, click **Review**.

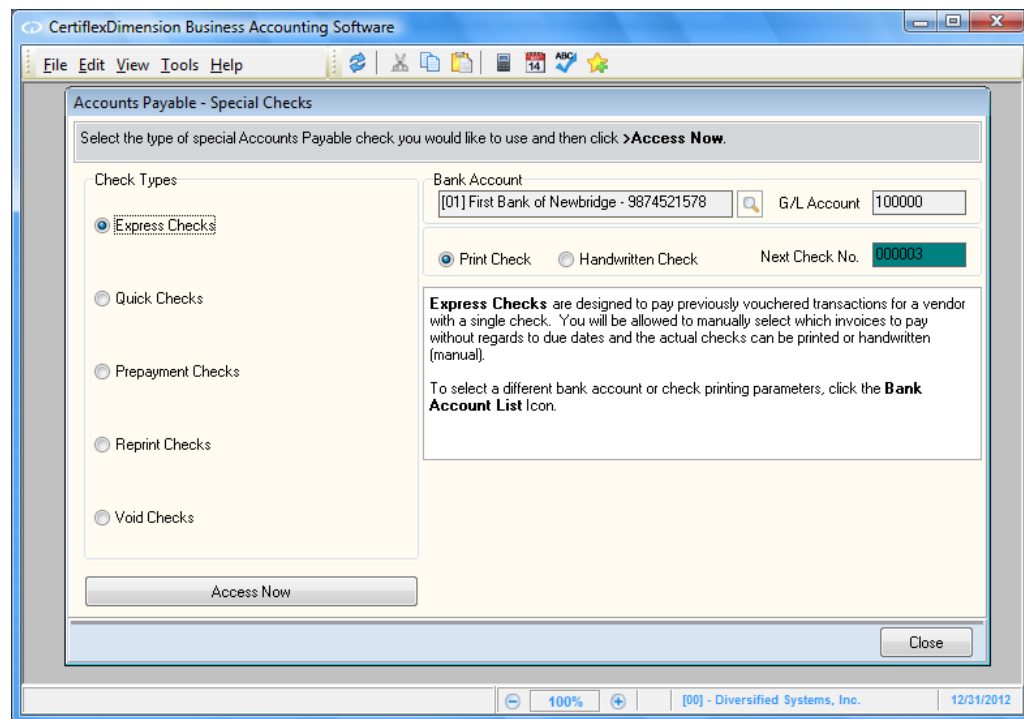
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## Special Checks

The **Special Checks** program allows you to enter vendor checks that were handwritten or not generated by the CertiflexDimension Accounts Payable system using the **Vendor Check** or **Direct Check** methods detailed above.

When you record a **Special Check**, the system will debit the Accounts Payable account, credit the selected Cash account, and credit the Discount account, if applicable.

To record a special check or to reprint or void a previously recorded check, click **>Checks/Deposits >Accounts Payable >Record Manual Checks**.



The system will use the bank account and corresponding G/L account displayed at the top of this screen when posting checks. To change this bank account, click on the spyglass icon  located to the right of the **Bank Account** name.

The **Special Check** program offers the following vendor check options:

- **Express Checks** are designed to pay previously vouchered transactions for a vendor with a single check. You will be allowed to manually select which invoices to pay without regard to due dates. Express Checks can be printed or handwritten.

- **Quick Checks** are designed to pay a single invoice for a vendor that has not been vouchered. Ledger account expensing is also limited to a single ledger account. If you need to expense multiple accounts, jobs, or companies, please use the **Direct Check** method. Quick Checks can be printed or handwritten.
- **Prepayment Checks** are designed to make deposit type payments to a vendor account that you have not yet been invoiced for. These checks do not record a transaction to the ledger's expense account. Since the amount paid will show up as a credit on a vendor's open items, you may also use this option to make partial payments to a vendor account. Prepayment Checks can be printed or handwritten.
- **Reprint Checks** are designed to reprint previously issued checks that have been lost or damaged. Reprint Checks can be printed or handwritten
- **Void Checks** are designed to reverse transactions that were paid with an Accounts Payable Check. If the original Accounts Payable Check paid vouchered transactions, these transactions will be retrieved so they may be repaid or credited in the future. If you simply need to reissue a check that was lost or damaged, use the **Reprint Checks** option.

Select the type of **Special Check** function you would like to perform. If necessary, verify the **Bank Account** information and specify whether the selected check type is a **Print Check** or a **Handwritten Check**. If your special checks are not physical checks, select the option for 'Other' which is designed for payments that are not physical checks such as "ACH Cash Payments", "Wire Transfers" and "E-Phone Checks". The 'Other' payment type will automatically support a 10-character alpha/numeric reference number and record an interactive payment to Bank Reconciliation as a "Charge" instead of a "Check". Once you have selected your check type, to continue your specified check function, click **>Access Now**.

## Recording an Express Check

At the **Express Check** vendor listing, select the desired vendor and click **>Start**.

Vendor: Hardware Supply No. - 80688 Start

**The Sample Diversified Company** Check No. 000003

Pay: One Hundred Thirty-one Dollars & 64 Cents Date: 12/31/2012 Amount: \$131.64

To the order of: Hardware Supply  
110 Hammer Road  
Suite 1000  
Dallas Texas 75098

Authorized Signature

Ck. No. 000003 Check Date 12/31/2012 Description Express Check

Items to Pay	Reference No.	Amount	Tran Date	Due Date	Description
<input checked="" type="checkbox"/>	100-3	\$64.21	11/12/2012		Invoice
<input checked="" type="checkbox"/>	301222	\$67.43	12/6/2012	12/31/2012	Invoice
<input type="checkbox"/>	301444	\$67.32	12/7/2012	1/6/2013	Invoice

Total Paid \$131.64 Discount \$0.00 Check Amt \$131.64

Review... Close

At this screen you may record the following:

**NOTE:** The system will not allow you to access or modify the “To the order of” field unless you are recording the check to a one-time vendor (a vendor with a class of 99). If you are using a one-time vendor, you may optionally select a previous one-time vendor name and address by clicking **>One Time Payee List**.

- **Ck. No. :** Enter the next check number for the selected bank account.
- **Date:** Enter the date to appear on the check.
- **Description:** The system will allow you to enter a description line for this check. The system will default with a description of “Express Check.” This is the description that appears in the Vendor History.
- **Items to Pay:** The system displays the individual transactions for the selected vendor. Double-click on the transaction(s) the express check will pay. The system will place a √ in the **Items to Pay** box for each selected transaction.
- **Memos:** Click this button to add additional memo lines to print on the stub of the Express Check.

When all items to pay have been selected, click **>Print** to validate, print, and save the Express Check.

When you exit the **Express Checks** program, the system will print the **Special Check Listing**. This report gives you a hard copy of the checks that you entered.

## Recording a Quick Check

At the **Quick Checks** vendor listing, select the desired vendor and click **>Start**.

The screenshot shows the 'Quick Checks' window. At the top, the 'Vendor' is 'Electrified Construction Products' with 'No. - 54880'. A 'Start' button is next to it. Below this is a green header for 'The Sample Diversified Company' with 'Check No. 000003'. The 'Pay:' field shows 'Four Hundred Ninety-two Dollars & 71 Cents', 'Date' is '12/31/2012', and 'Amount' is '\$492.71'. There are 'Print' and 'Cancel' buttons to the right. The 'To the order of:' field contains 'Electrified Construction Products', '913 Lightning Bolt Avenue', and 'Dallas Texas 75293'. Below this is an 'Authorized Signature' line. Further down, 'Ck. No.' is '000003', 'Check Date' is '12/31/2012', and 'Description' is 'Quick Check'. Below that, 'Inv. No.' is '19216', 'Invoice Date' is '12/31/2012', and 'Invoice Amount' is '\$ 492.71'. The 'Invoice Description' is 'Invoice' and the 'G/L Expense Account' is '132000' with a dropdown arrow and the word 'Inventory'. At the bottom, 'Total Paid' is '\$492.71', 'Discount' is '\$0.00', and 'Check Amt' is '\$492.71'. There are 'Review...' and 'Close' buttons at the very bottom.

At this screen you may record the following:

---

**NOTE:** The system will not allow you to access or modify the “**To the order of**” field unless you are recording the check to a one-time vendor (a vendor with a class of 99). If you are using a one-time vendor, you may optionally select a previous one-time vendor name and address by clicking **>One Time Payee List**.

---

- **Ck. No. :** Enter the next check number for the selected bank account.
- **Check Date:** Enter the date to appear on the check.
- **Description:** The system will allow you to enter a description line for this check. The system will default with a description of “Quick Check.”
- **Inv. No.:** Enter the number of the invoice being paid.
- **Invoice Date:** Enter the date of the invoice.
- **Invoice Amount:** Enter the amount of the check.
- **Invoice Description:** The system will allow you to enter a description line for the invoice associated with this check. The system will default with a description of “Invoice.”
- **G/L Expense Account:** The system will default to the expense account associated with the vendor, though you may change it here.
- **Memos:** Click this button to add additional memo lines to print on the stub of the Quick Check.

Click **>Print** to validate, print, and save the Quick Check.

When you exit the **Quick Checks** program, the system will print the **Special Check Listing**. This report gives you a hard copy of the checks that you entered.

## Recording a Prepayment Check

At the **Prepayment Checks** vendor listing, select the desired vendor and click **>Start**.

The screenshot shows the 'Prepayment Checks' window. At the top, the 'Vendor' field is set to 'Masonry Supply Co.' with a 'No. - 130704' and a 'Start' button. Below this, a green header section displays 'The Sample Diversified Company' and 'Check No. 000003'. The 'Pay:' section shows 'Two Thousand, Nine Hundred Twenty-seven Dollars & 00 Cents' with a date of '12/31/2012' and an amount of '\$2,927.00'. The 'To the order of:' section lists 'A1 Collection Company', 'PO Box 393931', and 'Dallas TX 77221'. There is a line for 'Authorized Signature'. Below the green section, fields for 'Ck. No. 000003', 'Check Date 12/31/2012', and 'Description Prepayment Check' are visible. Further down, 'Ref. No. 1297', 'Date 12/31/2012', and 'Prepayment Amt. \$ 2,927.00' are shown. A 'Prepayment Description' field contains 'Payment on Account'. At the bottom, a summary row shows 'Total Paid \$2,927.00', 'Discount \$0.00', and 'Check Amt \$2,927.00'. Buttons for 'Review...', 'Print', 'Cancel', 'Memos', and 'Close' are located around the form.

At this screen you may record the following:

---

**NOTE:** The system will not allow you to access or modify the “**To the order of**” field unless you are recording the check to a one-time vendor (a vendor with a class of 99). If you are using a one-time vendor, you may optionally select a previous one-time vendor name and address by clicking **>One Time Payee List**.

---

- **Ck. No. :** Enter the next check number for the selected bank account.
- **Check Date:** Enter the date to appear on the check.
- **Description:** The system will allow you to enter a description line for this check. The system will default with a description of “Prepayment Check.”
- **Ref. No.:** Enter a reference number for the check.
- **Date:** Enter the prepayment date.
- **Prepayment Amount:** Enter the amount of the prepayment check.

- **Prepayment Description:** The system will allow you to enter a description line for the prepayment transaction. The system will default with a description of “Payment on Account.”
- **Memos:** Click this button to add additional memo lines to print on the stub of the Prepayment Check.

Click **>Print** to validate, print, and save the Prepayment Check.

When you exit the **Prepayment Checks** program, the system will print the **Special Check Listing**. This report gives you a hard copy of the checks that you entered.

## Reprinting Checks

At the **Reprint Checks** vendor listing, select the desired vendor and click **>Start**.

Vendor: Paul Bunyun Lumber Company No. - 160736 Start

Select the check you wish to **Reprint** for this vendor and then click **>Next** to continue.  
Reminder: Only checks written with CertiflexDimension v10 or greater may be reprinted.

Check No.	Date	Amount	Description
158951	11/3/2012	\$132.56	Paul Bunyun Lumber Company
▶ 000100	12/31/2012	\$108.21	Paul Bunyun Lumber Company
000002	12/31/2012	\$1,081.08	Direct Check

Cancel > Next

Review... Close

Select the check you wish to reprint and click **>Next**.

---

**NOTE:** You will only be able to reprint checks that were recorded in CertiflexDimension v10. Attempting to reprint checks that were recorded in a prior version of the software will produce the following message, **Warning: Unable to locate selected check in archive check file (APC)**.

---



**Reprint Checks**

Vendor: Paul Bunyun Lumber Company No. - 160736 Start

---

**The Sample Diversified Company** Check No. 000003

**Pay:** One Hundred Eight Dollars & 21 Cents **Date:** 12/31/2012 **Amount:** \*\*\*\*\*\$108.21

To the order of: Paul Bunyun Lumber Company  
123 Loggers Road  
Backwoods Texas 75432

Authorized Signature

Ck. No. 000003 Check Date 12/31/2012 Description Reprint Check

Items to Pay	Reference No.	Amount	Tran Date	Due Date	Description
<input checked="" type="checkbox"/>	320001	\$108.21	11/10/2012		Invoice

Total Paid \$108.21 Discount \$0.00 Check Amt \$108.21

Review... Close

Print Cancel Memos

At this screen you may record the following:

- **Ck. No. :** The system will automatically assume a new check number for the reprinted check. If a different number is used to reprint the check, the system will track the original check number as void.
- **Check Date:** Enter the date to appear on the check.
- **Memos:** Click this button to add additional memo lines to print on the stub of the reprinted check.

Click **>Print** to validate, print, and save the reprinted check.

When you exit the **Reprint Checks** program, the system will print the **Special Check Listing**. This report gives you a hard copy of the checks that you entered.

## Voiding Checks

At the **Void Checks** vendor listing, select the desired vendor and click **>Start**.

Vendor: Handtool Supply Co. No. - 80624 Start

Select the check you wish to **VOID** for this vendor and then click **>Next** to continue.

Reminder. Checks imported from outside CertiflexDimension may not be voided. Direct checks which originally included expenses to other companies and/or job cost may not be voided.

Check No.	Date	Amount	Description
158955	11/28/2012	\$90.42	Handtool Supply Co.
▶ 000102	12/31/2012	\$56.43	Express Check

Cancel > Next

Review... Close

Select the check you wish to void and click **>Next**.

---

**NOTE:** You will not be able to void **Direct or Quick Checks** recorded in a prior year.

---

**Void Checks**

Vendor: Handtool Supply Co. No. - 80624 Start

---

**The Sample Diversified Company** Check No. 000102

**Pay:** Fifty-six Dollars & 43 Cents **Date:** 12/31/2012 **Amount:** \*\*\*\*\*\$56.43

To the order of: Handtool Supply Co.  
54 Handyman Way  
Dallas Texas 75129

Authorized Signature

---

Ck. No. 000102 Date Voided 12/31/2012 Description Void Check

Items to Pay	Reference No.	Amount	Tran Date	Due Date	Description
<input checked="" type="checkbox"/>	200211	\$56.43	12/6/2012		Invoice

Total Paid \$56.43 Discount \$0.00 Check Amt \$56.43

Memos

Review... Close

At this screen you may record the following:

- **Date Voided:** Enter the date when the check is to be voided.
- **Description:** The system will allow you to enter a description line for the voided check transaction. The system will default with a description of "Void Check."

Click **>Void** to void the check.

When you exit the **Void Checks** program, the system will print the **Special Check Listing**. This report gives you a hard copy of the checks that you entered.

## Reviews – Accounts Payable

### Review Vendor Accounts

**Review Vendors** gives you the ability to look up and review information about a vendor without accessing the **Maintain Vendors** section. When you **Maintain** a vendor, the system locks that vendor and prohibits access by other users. When you **Review** a vendor, other users will continue to have access to the vendor for transaction entry.

To review a vendor, click **>Review >Accounts Payable >Review Vendors**.

The screenshot displays the 'Review Vendors' window in the CertiflexDimension Business Accounting Software. The window is divided into two main sections. The left section contains a table of vendors, and the right section displays the details for the selected vendor, 'Hardware Supply'.




Name	Number	Contact
AmeriCard	15280	Joe Smith
Automated Metal Molding	18720	Will Pourit
Builder's Warehouse	28544	Han D. Mann
Cindy's Office Products	33824	Cindy Stevenson
Darrel's Garden Shop	40688	Darrel Smith
Dee's Signs	42080	Dee Zyne
Electrified Construction Products	54880	Bugs Zapper
Gene Simmons Toyota of Newbridge	72224	G. Simmons
Handtool Supply Co.	80624	I. M. Fixinit
<b>Hardware Supply</b>	<b>80688</b>	<b>Jack B. Nimble</b>
Labor Temporaries	120432	Linda Hand
Masonry Supply Co.	130704	John Bricker
Metal Shop Inc.	132320	P. Rah Specter
On the Fly Vendor	155600	
One Time Vendor	155680	
Paul Bunyun Lumber Company	160736	P. B. Onion
Sprinkler Warehouse	196688	Walter T. Lonn
Texas Utilities Company	202384	I. M. Shocked
The Tool Company	203280	Imus Selsum

The right section displays the details for the selected vendor, 'Hardware Supply' (Account Number 80688). The details include the vendor's address (110 Hammer Road, Suite 1000, Dallas Texas 75098), contact information (Contact: Jack B. Nimble, Phone Number: 214-555-7395), and transaction history (Last Invoice: 12/7/2012, 301444, \$67.00; Last Check: 11/3/2012, 158949, \$103.00). The current balance is \$198.96.

The **Review Vendors** system displays a company's primary vendor listing.

The following standard options are available:








- **Double-Click:** You can double-click a record to **Drill Down** to the vendor account detail.

- **Search:** Enter a character string for the vendor record you are searching for. The character search string you enter depends on how you have the **Sort By** list option defined.
- **List Options –  Sort By:** Select the column you wish to sort your vendor listing by. If your record listing is using the Indirect Access Method, you may sort in ascending or descending order. You can optionally click on the column heading to select a column to sort by.
- **List Options –  Locate:** To refine your vendor record search, you can locate matches by using the standard CertiflexDimension Locate dialog. For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Locate Dialog.”
- **List Options –  Filter:** Using the standard CertiflexDimension Filter dialog, you can filter any listing so that only matching records appear (i.e. Show only vendors that contain the word “Acme” in their account name). For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Filter Dialog.”
- **Active Accounts Only:** Select this option to include only active vendors in the account list.
- **All Accounts:** Select this option to include all vendors in the account list.
- **Views:** This dropdown menu provides an assortment of vendor overviews. Each **View** screen will have a **Search** field located in the upper left corner and an **Options** button located in the upper right corner that allows you to apply the standard **Sort By, Locate, Filter, and Details (Drill Down)** functions to the current data.
  - **Payment Totals:** Displays vendor name and number, active status, vendor class, last payment date, number of payments, and total payment amounts.
  - **Invoice Totals:** Displays vendor name and number, number of prior year invoices, total amount of prior year invoices, number of current year invoices and total amount of current year invoices.
  - **Last Used:** Displays last used date, vendor name and number, active status, vendor class, State of vendor location, contact name, and phone number.
  - **1099 Tax Amounts:** Displays vendor name and class, 1099 type, EIN/RIN number, 1099 amount, FIT and SIT amounts, and the prior year’s 1099 amount.
  - **Aged Payables:** Displays vendor name and number, number of open items, balance, and aged amounts (current, 30 days, 60 days, 90 days, and other).

---

**NOTE:** Since “Alternate Account Views” contain report totals, these options are only available to user having security access to both the “Review” and “Report” options per accounting system.

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-  **EZ-Finder:** Select this option to search the **Vendor List**, **Open Items**, and **Vendor History** by a variety of criteria; including but not limited to vendor name, address, contact name, and phone number.
- **Quick Print Label**  : Allows you to print a user defined context label for the current account to a specific label printer. For more detail information on configuring and/or changing Quick Labels for Vendors, Customer, Items and Orders, please refer to your *CertiflexDimension System Manager Guide – Quick Print Labels*.
-  **Create New MyNote :** Select this option to record and attach a **MyNote** that will be associated with the selected account. All of your **MyNotes** can be accessed from the main **CertiflexDimension System Manager** window. For more information on maintaining your **MyNotes** system, please refer to the **MyNotes** overview in your *CertiflexDimension System Manager Guide*.
-  **Email Vendor:** Select this option to send an email to the selected vendor.
-  **Access Vendor Site:** Select this option to go to the selected vendor's website.
-  **Alert Memo:** If the selected vendor account contains alert memos, you can select this option to review the memos.
-  **Drill Down:** Select this option (or double-click on the vendor account) to review a vendor's detail and transactions.

Clicking on a vendor will display the following at-a-glance account information.

- **Number**
- **Name**
- **Address**
- **Contact**
- **Phone Number**
- **Auto GL Account**
- **Terms**
- **Last Invoice**
- **Last Check**
- **Number of Open Items**
- **Balance**

For a detailed explanation of these fields, please refer to **Maintain Vendors**.

## Reviewing a Vendor Account

Select the vendor account and click **>Drill Down** (or double-click on the vendor account) to review a vendor's detail and transactions.

The screenshot shows the 'Vendor Account Detail' window for vendor 80688. The window is divided into several sections: 'Main' containing basic information like Name, Address, and Contact; 'Vendor Terms' containing terms like Net 30 and Acct. 20001-1; 'Additional Options' with links like '> Open Items'; and 'Auto G/L' and 'Auto J/C' sections at the bottom. The 'Main' section includes fields for Name (Hardware Supply), Address (110 Hammer Road, Suite 1000), City, St., Zip (Dallas, Texas, 75098), Contact (Jack B. Nimble), Phone (214-555-7395), Fax / Cell (214-555-8209, 972-555-1212), EMail (JackB@HardwareSupply.com), Access Site (HardwareSupply.com), and Add. Contact (Mary Jones - ext. 2000). The 'Vendor Terms' section includes Vendor Terms (Net 30), Check Memo (Acct. 20001-1), User Key (Hardware), Set Up Date (4/1/1998), Retainage % (1.000-%), Vendor 1099 Type (Rental Income (Box 1)), Vendor RIN/EIN (333-20-2022), and Default Reference. The 'Additional Options' section has links for '> Open Items', '> History Detail', '> Summary Totals', '> Check Setting', '> Contact List', '> Trans/Disc List', and '> Alert Memos'. The 'Auto G/L' section shows 70000A and C O S - Department A. The 'Auto J/C' section shows 2000. The 'AP Account' is 1 Accounts Payable Account and the 'Vendor Class' is 2 Class Number 2. A 'Close' button is at the bottom right.

## Additional Options

### Open Item Detail

Click **>Open Items** to display all open items for the selected vendor since you last compressed the history file.

The screenshot shows the 'Open Items - [Account : 80688 - Hardware Supply]' window. It features a search bar, an 'Options' dropdown, and a table of open items. The table has columns for Date, Reference, Type, Amount, and Due Date. The first row is highlighted in blue: 11/12/2012, 100-3, Invoice, \$64.21, Suspense. The second row is 12/6/2012, 301222, Invoice, \$67.43, 12/31/2012. The third row is 12/7/2012, 301444, Invoice, \$67.32, 1/6/2013. Below the table is a yellow bar with '<< Record 1 of 3 >>'. To the right of the table is an 'Invoice' section with fields for Date (11/12/2012), Type (APINV), Reference (100-3), Amount (64.21), Discount (0.00), Discount Date, Due Date (Suspense), User (JS), Job Number (00), Description (Invoice), Voucher No. (130), and GL Tracking ID (935). Below the invoice section is an 'Aged Accounts Payable' section with a table showing the balance of open items. The table has columns for No. Open Items, Balance, and a sub-table for aging. The sub-table has columns for Current, 1 to 30, 31 to 60, Over 60, Next Run, Batch, Suspense, and Total Other. The values are: Current 2 \$134.75, 1 to 30 0 \$0.00, 31 to 60 0 \$0.00, Over 60 0 \$0.00, Next Run 0 \$0.00, Batch 0 \$0.00, Suspense 1 \$64.21, Total Aged 2 \$134.75, Total Other 1 \$64.21. A 'Close' button is at the bottom right.

Double-click on an open item to display that item's detail. The **Items Vouchered List** will show the detail lines for that voucher. The **Journal Entry Distribution** will show the detailed distribution to General Ledger accounts for that voucher.

## History Detail

Click **>History Detail** to display the transaction history for the selected vendor.

The screenshot shows a software window titled "History Detail - [Account : 80688 - Hardware Supply]". It features a search bar, an "Options" dropdown, and a table of transactions. The table has columns for Date, Reference, Type, Amount, and Description. The selected transaction is an invoice dated 12/7/2012 with reference 301444 and amount \$67.32. To the right of the table is a detailed view for the selected invoice, showing fields for Date, Type, Reference, Amount, Discount, User, Due Date, PO Number, Job Number, Description, Voucher No., and GL Tracking ID.

Date	Reference	Type	Amount	Description
12/7/2012	301444	Invoice	\$67.32	Invoice
12/6/2012	301222	Invoice	\$67.43	Invoice
11/12/2012	100-3	Invoice	\$64.21	Invoice
11/3/2012	158949	Vendor Check	\$103.21	Hardware Sup
10/21/2012	1000-21	Invoice	\$103.21	Invoice

Transaction Type: ☐ Invoices Only ☐ Checks Only ☒ All Transactions

**Invoice** [Drill Down](#)

Date: 12/7/2012 Type: APINV Reference: 301444

Amount: 67.32 Discount: 0.00 User: JS

Due Date: 1/6/2012 PO Number: Job Number: 000200

Description: Invoice

Voucher No.: 144 GL Tracking ID: 955

<< Record 1 of 5 >>

Close

**Vouchered List** will show the detail lines for that voucher. The **Journal Entry Distribution** will show the detailed distribution to General Ledger accounts for that voucher.

To view payment detail from the **Vendor Item Detail** screen, double-click on a vouchered item. This will display a breakdown of the items paid and allow you to **Print Payment Recap** by clicking on the corresponding button in the bottom left corner.

## Summary Totals

Click **>Summary Totals** to display the selected vendor's current and prior years' total purchase, payment, 1099, F.I.T. and S.I.T. withholding amounts. For a detailed explanation of these fields, please refer to **Maintain Vendors**.

## Check Settings

Click **>Check Settings** to display the selected vendor's third party check information and additional check memos (if applicable). For a detailed explanation of these fields, please refer to **Maintain Vendors**.



## Contact List

Click **>Contact List** to display the selected vendor's contact information. For a detailed explanation of these fields, please refer to **Maintain Vendors**.

## Transaction Description List

Click **>Trans/Desc List** to display the selected vendor's contact information. For a detailed explanation of these fields, please refer to **Maintain Vendors**.

## Purchase Orders

Click **>Purchase Orders** to display a list of Purchase Orders for the selected vendor.

## Alert Memos

Click **>Alert Memos** to display the selected vendor's alert memos. For a detailed explanation of these fields, please refer to **Maintain Vendors**.

## Notes, Links, and Memos

Click **>Note**, **>Link**, or **>Memo** to display the corresponding information for the selected vendor's.

For detailed information Notes, Links, and Memos, refer to the *CertiflexDimension System Manager Guide*.

## Views

The Review Vendors system includes a wide variety of alternate listing methods for reviewing your vendor accounts. You can Drill-down to any account detail by double-clicking on accounts.

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**NOTE:** The **View** system uses the "Record Listing with Indirect Access Method." For more details on this style of listing, please refer to your *System Manager Reference Guide*.

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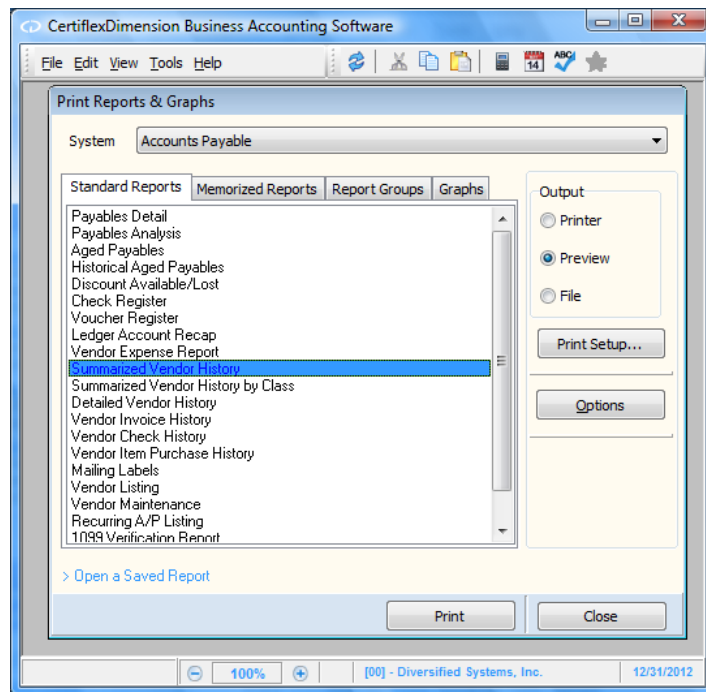
# Reports - Accounts Payable

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## Standard Vendor Reports

Printing reports in CertiflexDimension is an easy, yet powerful portion of the program. You can define the system to print almost any report based on almost any criteria you desire.

To print a report in Accounts Payable, click **>Reports >Accounts Payable >Standard Vendor Reports**. Select the report you wish to print from the list. Click **>Options** and select the **Report Criteria** tab to define report-specific details.



Refer to your *CertiflexDimension System Manager Guide* for an explanation of each field on the **Print Reports & Graphs** screen and how to use the **Sort/Selects** feature.

Below is a list of Accounts Payable reports and their corresponding criteria.

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**NOTE:** The Pro-Forma Check Run report and the Check Run are not covered in this section. Printing the Pro-Forma and the Check Run is discussed in the **Checks/Deposits** section.

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## Payables Detail

The Accounts Payable Detail Report is used to point out data entry errors, duplicate vouchers, and upcoming cash needs. For each vendor included on this report, the system will display each unpaid transaction, the due date, and amount for each unpaid transaction, and the total amount owed for each vendor. The report will also display the amount currently owed to each vendor and the amount due in the next two weeks.

### **Report Criteria**

- **Include Inactive Vendors:** Select this check box if you want the report to include the vendors set to inactive.
- **Include Zero Balances:** Select this check box if you want the report to include the vendors with a zero balance.
- **Print Transaction Description:** Select this check box if you want the system to print the transaction description as entered during vouchering. If you do not select this check box, the system will print the transaction type instead of the description.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

## Payables Analysis

The Accounts Payable Analysis report provides a breakdown of the cash you will need to pay your vendors in the coming weeks. You use this report to help plan your company's cash flow.

The total of all unpaid transactions currently on the Accounts Payable system is aged and presented on this report in three different ways: By vendor invoice date, due date (based on the payment terms defined for each transaction during vouchering), and discount date, including the discount amounts.

### **Age of Accounts Payable by Invoice Date**

This portion of the Payable Analysis report will display the unpaid transactions aged in six columns: Total, 0-10, 11-20, 21-30, 31-60, and Over 60. The amount shown in the Total column represents the total of all unpaid transactions on the Accounts Payable program. The remaining columns show the age of the Accounts Payable transactions by invoice date, based on the current system date.

For example, if the current system date is 12/31/08, the amount shown in the 11-20 column will include only unpaid transactions with invoice dates between 12/11/08 and 12/20/08.

### **Upcoming Cash Requirements by Due Date**

This portion of the Payable Analysis report will display the unpaid transactions aged in ten columns: Next Run, 1-7, 8-14, 15-21, 22-28, Over 28, Batch Total, Suspense, Retainage, and Total. The amount shown in the Total column represents the total of all unpaid transaction on the Accounts Payable program. The columns with a heading of 1-7, 8-14, 15-21, 22-28, and Over 28 show the total due for that future time period. This aging is based on the due dates calculated for each transaction during vouchering and the current system date.

For example, if the current system date is 12/31/08, the amount shown in the 1-7 column will include all transactions with due dates through 01/07/09.

The columns with a heading of Next Run, Batch Total, Suspense, and Retainage are provided to show the totals for transactions entered with those payment terms which do not result in an actual due date.

You can use this section of the report to forecast how much cash you will need to meet the current commitments as well as those in the near future.

### ***Upcoming Cash Requirements with Discounts by Discount Date***

This portion of the Payable Analysis report will display the unpaid transactions, including any discounts allowed, and aged in seven columns: Next Run, 1-7, 8-14, 15-21, 22-28, Over 28, and Total. The amount shown in the Total column represents the total of all unpaid transactions with discount amounts on the Accounts Payable program. The columns with a heading of 1-7, 8-14, 15-21, 22-28, and Over 28 show the total due for that future time period. This aging is based on the early pay discount due dates calculated for each transaction during vouchering and the current processing date.

For example, if the current processing date is 12/31/08, the amount shown in the 1-7 column will include all transactions with early pay discount due dates through 01/07/09.

You can use this section of the report to forecast how much cash you will need in order to take advantage of the early pay discount amounts.

If the cash flow is tight, you can use this report in conjunction with the Accounts Payable Detail or the Pro-Forma Check Run to determine if you need to reschedule any invoice due date.

### ***Batch Analysis***

If there are any unpaid transactions defined for batch payment, the Batch Analysis report will print immediately after the Accounts Payable Analysis report. The Batch Analysis lists each batch number for which there are transactions assigned, and the total amount to be paid for each batch.

## **Aged Payables & Historical Aged Payables**

The Aged Accounts Payable report will print the vendors aging as of the current processing date in the current processing period. This report will print for all current open items.

The Historical Aged Accounts Payable report allows you to print an aged report as of a specific prior date. For example, suppose today is 12/31/08 and your accountant or banker just notified you that they have misplaced your aging report of 10/31/08 and they would like another copy. If you did not have an extra copy of the report to give them, you could print this report for the aging as of that day. This report will only print the outstanding items as of the date you select.

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**NOTE:** We strongly recommend that you print the regular Aged Accounts Payable report at the end of each processing period. Although the Historical Aged Accounts Payable report will allow you to print an aged report for a prior date, there are many features of the CertiflexDimension Accounts Payable program that could affect the correctness of the historical report, such as voiding checks and vouchering invoices with a prior period date.

This report generates its information from the archived transaction information of the Open Item file, not the regular transaction file. Since this report is generated from the archived transaction file, archived information must exist for the date you are attempting to print for. For example, if you were to attempt to print a historical aging report as of 11/30/03 but last month you compressed your archived transaction file to 12/31/03, the system will not be able to generate a historical aging as of 11/30/03 because you have already compressed the information.

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For both of these reports, there are three factors the system considers when determining the age of each vendor's accounts:

**Aging Criteria:** In the Accounts Payable Master Data, you define the aging criteria the system should use when calculating the age of the accounts payables.

**Transaction Date:** When a transaction is entered into the system, in most cases the system will request the terms. The terms used for a transaction is used by the system to calculate a due date.

**Current Processing Date:** The system will compare the current processing date with the transaction due date to determine the age of the transaction.

For example, suppose that we defined the Master Data field **Aging Criteria** as:

Oldest Invoice - Column Two: 30  
Oldest Invoice - Column Three: 60

The current open item information for a vendor is as follows:

<u>Trans. Number</u>	<u>Trans. Date</u>	<u>Amount</u>	<u>Due Date</u>
20411	09/01/08	\$364.71	10/01/08
23874	11/20/08	\$89.44	12/19/08
25008	12/10/08	\$45.88	01/09/09
25221	12/15/08	\$252.98	01/14/09

Our current processing date is set to 12/31/08. The aging would display on the report as:

<u>Current</u>	<u>1-30</u>	<u>31-60</u>	<u>Over 60</u>
\$298.86	\$89.44	\$0.00	\$364.71

Invoice numbers 25008 and 25221 would age in the Current column because their due dates are in January 2009. Since the processing date was set to 12/31/08, these two invoices are not past due. Invoice number 23874 would age in the 1-30 column because it has been 12 days since the due date. Therefore, it falls between 1 and 30 days past due. Invoice 20411 would age in the Over 60 column because it has been three months (91 days) since the transaction's due date.

Basically, the system ages as follows: If the processing date is less than the transaction's due date, the transaction is a Current transaction. If the current processing date is older than the due date, the system counts the number of days between the due date and the processing date and then places the transaction in the appropriate aging column as defined in the aging criteria. If the terms for a transaction are Suspense, Batch, or Next Run, the transaction is placed in the Other column.

### ***Aged Payables Report Criteria***

- **Include Inactive Vendors:** Select this check box if you want the report to include the vendors set to inactive.
- **Print Detailed Report:** Select this check box if you want the report to print each vendor's outstanding transaction. For aging totals only, leave this box clear.
- **Print Past Due Only:** Select this check box if you want the report to print only vendors with past due amounts.
- **Include Zero Balances:** Select this check box if you want the report to include the vendors with a zero balance.
- **Print Transaction Description:** Select this check box if you want the system to print the transaction description as entered during vouchering. If you do not select this check box, the system will print the transaction type instead of the description.
- **Print Index Page:** Select this option if you wish to include an index page at the end of your report.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

### ***Historical Aged Report Criteria***

- **Include Inactive Vendors:** Select this check box if you want the report to include the vendors set to inactive.
- **Print Detailed Report:** Select this check box if you want the report to print each vendor's outstanding transactions. If you do not select this check box, the system will only print the vendor's aging totals.
- **Print Transaction Description:** Select this check box if you want the system to print the transaction description as entered during vouchering. If you do not select this check box, the system will print the transaction type instead of the description.
- **Reporting Period:** Enter the **As of Date** you want the report to print for.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

## Discounts Available/Lost Report

This report details the discounts available for each unpaid transaction or the discount amount lost by not paying a transaction by the early pay discount date. The system will use the current processing date when determining whether or not the discount amount is available or lost.

### **Report Criteria**

- **Include Inactive Vendors:** Select this check box if you want the report to include the vendors set to inactive.
- **Print Transaction Description:** Select this check box if you want the system to print the transaction description as entered during vouchering. If you do not select this check box, the system will print the transaction type instead of the description.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

## Check Register & Voucher Register

The Check Register lists only vendor check transactions that were posted from the **Direct Checks**, **Check Run**, **Manual Checks**, or **Void Checks** options. The Voucher Register lists voucher transactions entered through the **Voucher Transactions** or **Voucher Recurring Entries**.

### **Report Criteria**

- **Summarize:** Select this check box if you want the register to print for only one General Ledger account. If you want to print for all General Ledger accounts, do not select this check box.  
If you select this box, the system will allow you to click **Account** to select the account to print for.
- **Sort by Check Number (Check Register only):** Select this check box if you want the Check Register report sorted by check number.
- **Reporting Period:** Select the period to report for. If you select **Date Range**, the system will prompt you for the beginning and ending dates to report for.

## Ledger Account Recap

This report contains a summary of the entries made to the various General Ledger accounts. This is especially useful if you are not operating interactively with the CertiflexDimension General Ledger program.

### **Report Criteria**

- **Reporting Period:** Select the period to report for. If you select **Date Range**, the system will prompt you for the beginning and ending dates to report for.

## Vendor Expense Report

This report contains the totals of the transactions posted to a vendor's expense accounts.

### **Report Criteria**

- **Include Inactive Vendors:** Select this option if you want inactive vendors to be included on this report.

- **Reporting Period:** Select the period to be included on the report. If you select **Date Range**, you will be prompted for the beginning and ending dates of the period to be included on the report.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

## History Reports

The history reports generate their information from the history file. Therefore, history information must exist for the date you are attempting to print a history report for. For example, if you were to print a history report including transactions dated 11/30/03 but last month you compressed the history file to 12/31/03, the system will not be able to generate a history report including transactions dated 11/30/03 because you have already compressed the information.

## Summarized Vendor History Report

This report will print, for each vendor included, the vendor's 1099 amount, YTD number of payments, YTD payment amount, last purchase date and amount, last check date and amount, and the last check number used.

### *Report Criteria*

- **Include Inactive Vendors:** Select this check box if you want the report to include the vendors set to inactive.
- **Include Last Check Number:** Select this check box if you want the system to include the last check number posted to this vendor. If you do not select this check box, the system will print the vendor's outstanding balance, if any, instead of the vendor's last check number.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

## Summarized Vendor History By Class Report

This report will print, for each vendor included, the vendor's 1099 amount, YTD number of payments, YTD payment amount, last purchase date and amount, last check date and amount, and the last check number used. This report is sorted by vendor class. Each vendor class will be printed on a separate page.

### *Report Criteria*

- **Include Inactive Vendors:** Select this check box if you want the report to include the vendors set to inactive.
- **Include Last Check Number:** Select this check box if you want the system to include the last check number posted to this vendor. If you do not select this check box, the system will print the vendor's outstanding balance, if any, instead of the vendor's last check number.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

## Detailed Vendor History Report

This report will print, for each vendor included, each transaction posted to the vendor. The system will print each transaction's transaction number, transaction type, transaction date, due date, transaction description, non-discountable amount, total amount, purchase order number, and the user who entered the transaction.



### ***Report Criteria***

- **Include Inactive Vendors:** Select this check box if you want the report to include the vendors set to inactive.
- **Included Invoices:** Select this check box if you want the report to include invoice information on the report
- **Include Payments:** Select this check box if you want the report to include payment information on the report.
- **Print Index Page:** Select this check box if you want the report to include a vendor index.
- **Reporting Period:** Enter the beginning and ending dates to report for.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

### **Vendor Invoice History Report**

This report will print, for each vendor included, each invoice transaction posted to the vendor. The system will print each invoice transaction's invoice number, transaction type, transaction date, amount, check number, check date, amount applied, and the discount applied.

### ***Report Criteria***

- **Include Inactive Vendors:** Select this check box if you want the report to include the vendors set to inactive.
- **Reporting Period:** Enter the beginning and ending dates to report for.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

### **Vendor Check History Report**

This report will print, for each vendor included, each check transaction posted to the vendor. The system will print each check transaction's vendor number, vendor name, check number, and check amount. The system will also print all items which that check paid, showing the transaction number, transaction type, transaction date, transaction amount, and discount amount.

### ***Options***

- **Include Inactive Vendors:** Select this check box if you want the report to include the vendors set to inactive.
- **Print Offsetting Transactions Only:** Select this check box if you want the report to compile offsetting transactions only.
- **Reporting Period:** Enter the beginning and ending dates to report for.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

## Vendor Item Purchase History Report

<i>This report is only available if you are operating the CertiflexDimension Accounts Payable program interactively with the CertiflexDimension Inventory program.</i>	This report will print, for each vendor included, each vendor's transactions that included an inventory item. This report will allow you to review which inventory items were purchased from the vendors. The system will print by inventory item for each vendor the stock number, description, transaction date, transaction type, transaction number, quantity, unit cost, extended cost, location, and the user who entered the transaction.
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### Report Criteria

- **Include Inactive Vendors:** Select this check box if you want the report to include the vendors set to inactive.
- **Print Detailed Report:** Select this check box if you want the system to print the detail of every purchase of the included inventory items. Do not select this check box if you want the system to only print each inventory item's stock number, description, total quantity purchased, and total extended cost.
- **Reporting Period:** Enter the beginning and ending dates to report for.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

### Sorts/Selects

- **Item Class:** Enter the beginning and ending Inventory item class to report for.
- **Inventory Item:** To specify the beginning and ending inventory items to report for, click **Sorts/Select** and define the range of inventory items.

## Mailing Labels

Mailing Labels allows you to print labels for the vendors.

### Report Criteria

- **Include Inactive Vendors:** Select this check box if you want the report to include the vendors set to inactive.
- **Print Check Address:** Select this check box if you want the system to print the mailing label address as the address printed for the check run. Do not select this check box if you want the address on the mailing label to be the vendor's default address as defined on the vendor's record.
- **Avery Label Brand:** Select the label type to print.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

## Vendor Listing

The Vendor Listing report prints a list of all vendors for the company.

### ***Report Criteria***

- **Include Inactive Vendors:** Select this check box if you want the report to include the vendors set to inactive.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

### **Vendor Maintenance Report**

The Vendor Maintenance Report prints each vendor's complete record information as seen in **Adding a Vendor**.

### ***Report Criteria***

- **Include Inactive Vendors:** Select this check box if you want the report to include the vendors set to inactive.
- **Vendor Class:** Enter the beginning and ending vendor class to report for.

### **Recurring A/P Listing Report**

The **Recurring A/P Listing Report** prints a list of all recurring payables entries. There is no **Report Criteria** for this listing.

### **1099 Verification Report**

The **1099 Verification Report** prints each vendor set up as requiring a 1099. Incomplete data will be highlighted and should be corrected before printing 1099s.

### ***Report Criteria***

- **Include Inactive Vendors:** Select this check box if you want the report to include vendors set as inactive.
- **Current Year 1099 Data:** Select this check box if you want the report to include all current year 1099 information.
- **Vendor Class:** Enter the beginning and ending vendor class to be included on the report.

### **Vendor Detail Notes**

The Vendor Detail Notes report prints detailed notes associated with individual accounts.

### ***Report Criteria***

- **Include Inactive Accounts:** Select this check box to include the accounts set to inactive.
- **Date Range:** If you select this check box, the system will prompt you for a date range and only include detail notes within these dates. Leaving the date range blank will print all notes for each account.

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## Vendor 1099 Forms

To obtain correct 1099 information, several different fields from the set up of the Company, the Accounts Payable Master Data, and the history files for each vendor are used.

The system will allow you to print 1099 forms before you start the Accounts Payable data files for the new year or even after the new year's files have been created.

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**NOTE:** The system maintains separate history fields for the 1099 reporting. Therefore, if the company's fiscal year is not a calendar year, the system will still maintain 1099 totals on a calendar year basis, regardless of when the company's fiscal year ends.

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Before printing 1099s, be sure that all Accounts Payable data entry for the reported year is entered. Also, print the applicable Accounts Payable reports and review them for accuracy.

To print 1099 forms, select **>Reports >Accounts Payable >Vendor 1099 Forms**.

When printing the 1099 forms, the system will retrieve the company name and address information, Federal ID number, payer's phone number, and the minimum amount to print information from the Accounts Payable Master Data for the selected company. Please refer to the Accounts Payable Master Data for accuracy before printing.

## Print 1099 Forms

CertiflexDimension Business Accounting Software

File Edit View Tools Help

Print 1099 Forms

Diversified Systems, Inc. - Tax Year 2008

Welcome to the Certiflex Dimension 1099 Forms Generator. Make any necessary changes to your Payer, Options and 1096 Contact information on this screen, then click the 'Next' to calculate the 1099 forms and continue.

**Payer Information**

Company Name: Diversified Systems, Inc.

Street Address: 1000 Main Street  
Suite 103

City, State, Zip: Dallas TX 75555

Telephone Number: (214)-484-4747 State ID Number:

Federal ID Number: 65-6565656

**1099 Options**

Type

☒ Miscellaneous 1099 Forms

☐ Interest Income 1099 Forms

Vendor Class Range: 1 - 98

Override 1099 Minimums: ☐

Use Prior Year Totals: ☐

**1096 Contact Information**

Contact Name: Telephone Number:

E-mail Address: Fax Number:

Additional Help Back Next Close

100% [00] - Diversified Systems, Inc. 12/31/2012

## Company Information

Your company information is retrieved from the information set up under **Company Properties**. The **Minimum 1099 Amount to Print** is retrieved from Master Data. You can change this information if you choose. Any changes made will apply to this 1099 run only. You can select a range of Vendors to print, and you can data from a prior year.

Select the box to use **Prior Year Data** if you are on a non-calendar Fiscal Year have already created January's data files for Accounts Payable. Do not select this check box if you have not yet started January data files. You must print 1099s with a December 31 processing date.

## Error List

If you have any errors in your Vendor data that affects 1099s, an error list will appear. You should fix all errors before printing 1099s to ensure that all information on the 1099s is correct for both the IRS and your vendor. Click **Print** in the error dialogue to print the error list.

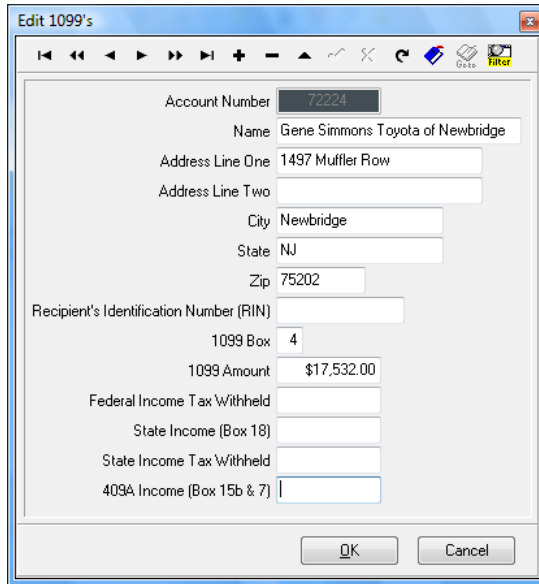
## 1099 Listing

If no errors were found, or if you selected **Next** from the error screen, a list of all 1099.s available for printing will print. You can add, delete or change vendors on the 1099 listing by copying the listing to a spreadsheet and performing the required alterations.

Name	1099 Box	1099 Amount	Number	Address1
Gene Simmons Toyota of Newbridge	4	\$17,532.00	72224	1497 Muffler Row
Paul Bunyun Lumber Company	7	\$33,463.06	160736	123 Loggers Road
Texas Utilities Company	7	\$18,633.34	202384	123 Bolt Road

## Edit 1099

To change any vendor's information, select the vendor and click on the **Edit 1099** button.



The 'Edit 1099's' dialog box contains the following fields:

- Account Number: 72224
- Name: Gene Simmons Toyota of Newbridge
- Address Line One: 1497 Muffler Row
- Address Line Two:
- City: Newbridge
- State: NJ
- Zip: 75202
- Recipient's Identification Number (RIN):
- 1099 Box: 4
- 1099 Amount: \$17,532.00
- Federal Income Tax Withheld:
- State Income (Box 18):
- State Income Tax Withheld:
- 409A Income (Box 15b & 7):

Buttons: OK, Cancel

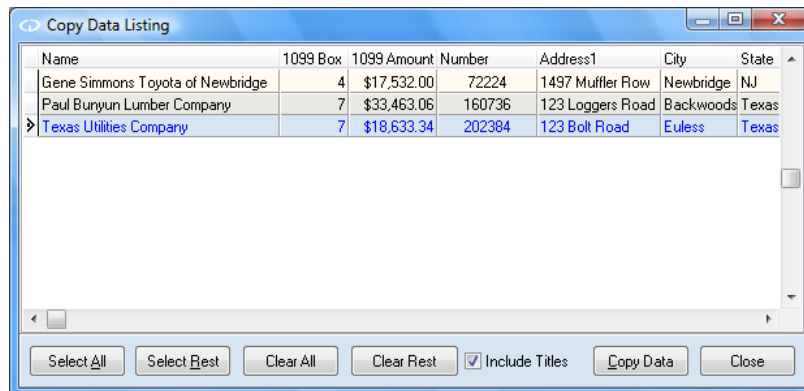
Here you can change the information that prints on the vendor's 1099. Any changes made are applied to this run only and do not affect vendor records.

To add a vendor to the **Edit 1099's** screen, click on the plus sign **+** (**Insert New Record**) and add the vendor to include on this run.

Once all changes have been made, click **>Ok** to return to the 1099 vendor listing.

## Export All

To export vendor 1099 information, click on the **Export All** button.



Name	1099 Box	1099 Amount	Number	Address1	City	State
Gene Simmons Toyota of Newbridge	4	\$17,532.00	72224	1497 Muffler Row	Newbridge	NJ
Paul Buryun Lumber Company	7	\$33,463.06	160736	123 Loggers Road	Backwoods	Texas
> Texas Utilities Company	7	\$18,633.34	202384	123 Bolt Road	Eules	Texas

Buttons: Select All, Select Rest, Clear All, Clear Rest, ☒ Include Titles, Copy Data, Close

Define the export criteria using the buttons at the bottom of **Copy Data Listing** screen. To copy the selected data to the windows clipboard, click the **Copy Data** button.

## Find

To locate a vendor by field value, click the **Find** button.

## Delete

To delete a vendor from the 1099 list, select the vendor and click on the **Delete** button.

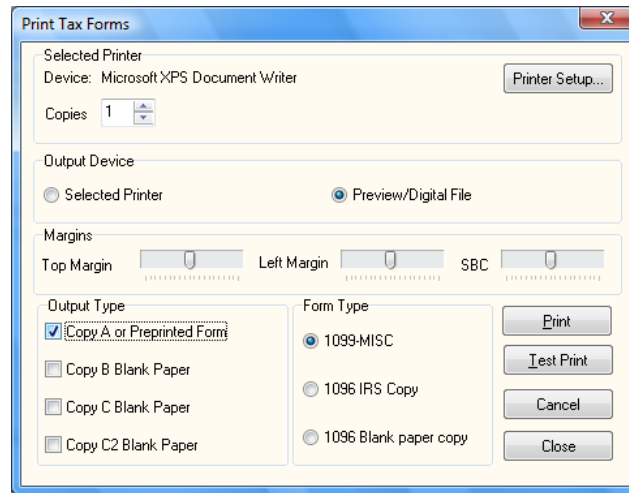
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**NOTE:** If you click **Back**, any modified information will not be retained. Click **Next** on the first screen will recalculate all 1099 information.

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## Print Tax Forms

The **Print Tax Forms** screen has the same standard printer controls found in other CertiflexDimension programs.



- **Margins**
  - **Top margin:** Moves the top margin up or down.
  - **Left margin:** Moves your left margin.
  - **SBC (Space Between Copies):** Increases or decreases the space between the two 1099 copies on the page.

- **Output type**

If you are printing copy A, or if you are printing on a preprinted form, check **Copy A or Preprinted Form**. If you are printing Copy B or Copy C on blank paper, make the appropriate selection. You may choose both Copies B and C. If you choose to print both copies B and C, all of 1099 Copy B will be printed before 1099 Copy C. You cannot choose Copy A and blank paper copy at the same time. These options are available for 1099s only. The options will not be available if you are printing Form 1096.

- **Form Type**

Select the **Form Type** you wish to print: **1099-Misc.**, **1096 IRS Copy**, or **1096 Blank Paper Copy**. If you choose **1099-Misc.** make sure the correct **Output Type** is selected as above. If you choose **1096 IRS Copy** make sure to print on a red scanable form required by the IRS. **1096 Blank Paper Copy** is for your records only.

Click **>Print** after all selections have been made. Click **>Test Print** to print and view a test copy for alignment and spacing.

Once actual forms have been printed, click **>Cancel** to return to the Form 1096 screen to change information and reprint, if necessary.

When you are finished printing your 1099 and 1096 forms, click **>Close** to exit the 1099 Forms Generator.



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## Accounts Payable WorkSheet Reports

Using WorkSheet Reports in CertiflexDimension is an easy, yet powerful portion of the program. You can use this system to create almost any interactive WorkSheet you desire.

To use an Accounts Payable WorkSheet Report, click **>Reports >Accounts Payable Cost >WorkSheet Reports**.

The system will display a WorkSheet Listing for your selected module. Select the WorkSheet you wish to use and click **> Create**.

---

**NOTE:** Each WorkSheet can be saved in three different styles. The system will always start with the “Default” style saved for this WorkSheet.

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The options for formatting and printing Worksheets are the same in all systems. For detailed information about each of these specific functions, please refer to your *CertiflexDimension System Manager Guide* – WorkSheet Reports.

### Worksheets

Below is a list of WorkSheet Reports available for this module.

- **Payment Totals**
- **Invoice Totals**
- **Last Used**
- **1099 Tax Amounts**
- **Aged Payables**
- **Transaction History - MTD**
- **Transaction History - QTD**
- **Transaction History - YTD**

# Month-End Procedures

## Start New Period Files

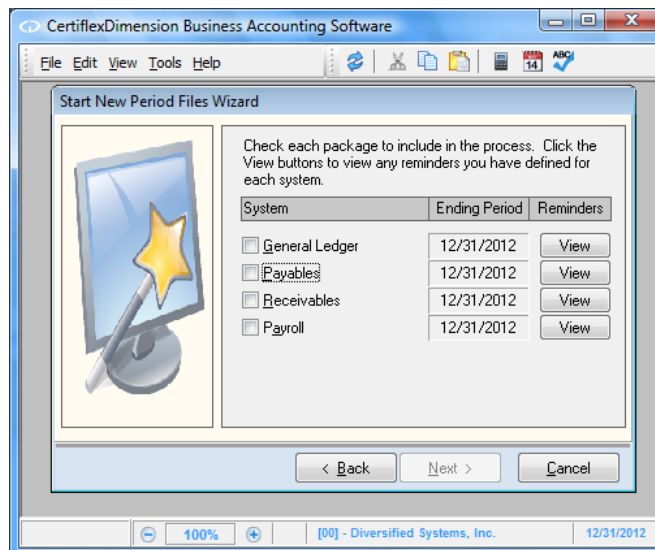
Starting new period files at the end of each processing period zeros out the current period totals (and year-to-date totals at year-end) for all vendors.

The Accounts Payable data files are not monthly dated files. When you execute the option to start new period files at the end of each processing period, the system will not actually create a brand new file for the new period, but will instead zero out the Total fields on the same Accounts Payable file. For these reasons, prior to executing the option to start files for a new period, be sure that you print all reports you need for accounting management and control purposes. You should also make a current backup of your data files.

For the sake of simplicity and conformity to normal accounting procedures, we recommend that you execute this option at the end of each processing period to clear out that period's totals.

To start new period files, first make sure that you have a current backup of the system. It is very important that a backup is performed prior to starting new period files. In case an error occurs during the new period creation process, a backup may be required.

When the backup is complete, click **>File >Start New Period Files**. The system will display the Start New Period Files Wizard. Click **>Next** to continue.



The system will display the individual programs to start the new periods for. The **Ending Period** column will display the old period ending date. This is the period you just completed. The 'Active Period Ending Date' should be set to match the date shown for the Current Period Ending of the Payables. When you check Payables, the system will then display the new period ending date in the **Ending Period** column. This is the period the system will create. Click >**View** to display any reminders you have defined for the program.

When you click >**Next**, the system will begin the new period creation process for the programs you selected. The system will display a status bar as the process is completed. If the system encounters any errors during the process, an error message screen will display.

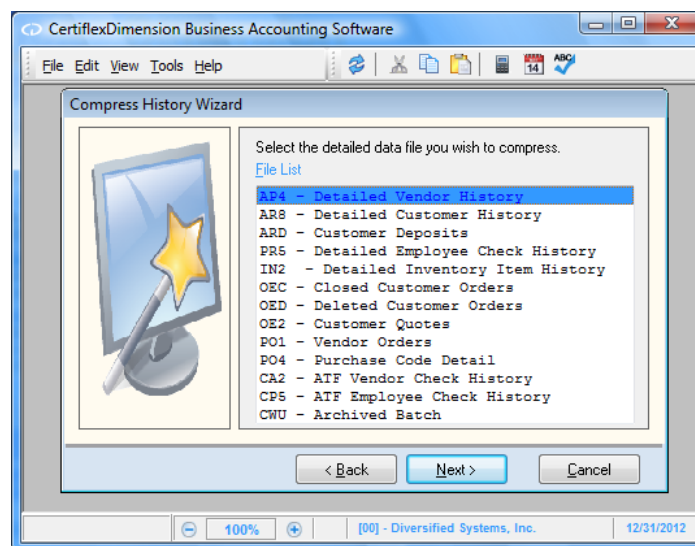
# Compressing Data Files

## Compress Vendor History

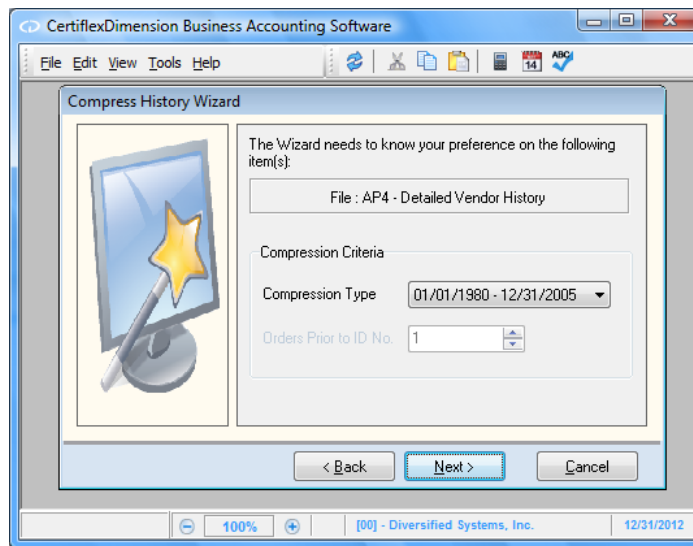
Compressing the vendor history allows you to have the system remove old vendor history transactions from the system's data files. You would periodically select this option to remove old transaction information that you no longer need or want in the data files.

We recommend that you perform this option as part of the year-end processing procedure. For example, if the company needs to have the last two years of transaction information on file, at the beginning of each year, you would compress of the unneeded year.

To compress the vendor history information, click **>File >Data File Maintenance >Compress Data Files**.



**File List:** Select the data file to compress. For the vendor history information, select **AP4 - Detailed Vendor History**. Click **>Next**.



**Compression Type:** This selection allows you to define how many years of history transactions to remove from the vendor's files.

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**NOTE:** Many CertiflexDimension reports generate their information from the history files. Be careful of the selection here for the compress to date. If you compress history transactions and then later attempt to print a report that generates its information from the history files for a date that has been compressed, the system will not be able to retrieve the information without restoring a backup.

---

Click **>Next**. The system will display a screen detailing the information selected to compress. To begin the compression, click **>Compress**.

---

**NOTE:** Make sure you have at least two good backups of the data files before you begin the compression. Once the compression option begins, you must allow the system to complete the process. If you experience a power failure or if something interrupts the compression process, the system will require you to restore a backup.

If you are operating on a network, make sure that all users have logged off of CertiflexDimension. The compression program will not operate properly if there are users, except for yourself, logged on to the CertiflexDimension program.

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The amount of time the compression program takes is dependent upon the number of transactions currently in the history file and the speed of your machine. We recommend that you do not perform this option during the busy part of your day because once you start the compression, you cannot stop the process for any reason without restoring a backup.

Once the compression program is complete, the system will have deleted all history transactions for the selected program through the selected date. The system will not be able to access any transactions prior to the compress through date without restoring a backup.