Accounts Payable

Users Guide

Accounts Payable

The accounts payable application is used to enter records that require cash disbursement (computer check, manual check, virtual credit card payment, ACH, or other type of payment). Records are created as accounts payable invoices and are applied to production jobs or media orders for the purpose of recording direct costs or they are applied to the general ledger for recording agency or other costs. Agency Maintenance includes a set of options that control and allow you to customize how the accounts payable module is used.

The A/P application includes the following key features:

- Search for invoices using three key levels that each include additional filters by key invoice data:
    - By Vendor – Search by vendor and key vendor data.
    - By Invoice – Search by invoice and key invoice data.
    - By Invoice Detail – Search by invoice detail such as job or order number and key detail data. This is where you'll find the media approval status and other items that reside at the invoice detail level.
    - Use search boxes and filters to narrow choices.
    - Sort on any column of data presented in a grid.
- Vendors and Invoices are shown in the left pane where filter and sorting options are available. For each vendor, invoices are shown by clicking on the plus sign. The left pane can be closed making more room for the invoice pane if needed.
- Add invoices by selecting a vendor (using one of the vendor search options available) or search for the vendor by entering a Purchase Order or Media Order number.
- The disbursement tab is selected for you based on the default vendor.
- Mark invoices 1099 or hold.
- An additional vendor category has been added for non-client invoices (see vendor maintenance).
- Other related applications are available from within the A/P module.
- Documents can be uploaded for each invoice.
- Alert assignments can be used to initiate and track approvals for any type of invoice.
- Invoices disbursed to media orders are integrated with the Media Approval application.
- The invoice general information and distribution details are displayed together on a single screen. Tabs are used to move been different distribution types that may exist on a single invoice.
- Tabs on the General Info window include more information about the record:
    - Distribution totals and balance.
    - GL Transaction with drill down to details.
    - Checks written with drill down to details.
- Application can be displayed full screen within the module tab.

Security

Accounts payable module is controlled by menu-level security as well as user detail rights. User detail rights include Can Add, Can Print and Can Update. The accounts payable module also allows access to other related applications that are individually controlled by security. The following modules are available from within the A/P module:

- Recurring A/P (setup)
- Post Recurring A/P
- Vendor Maintenance (Edit)

Setup / Options

Prior to using Accounts Payable, setup and/or review the following:

Vendor Maintenance [Maintenance | Finance & Accounting] – The following options are used in the A/P module:

- Vendor name and address vs. Pay To name and address. The A/P module can display either, based on agency setting.
- Default Office
- Default AP Account
  - Selection of an AP account in Vendor Maintenance is limited to non-current liability accounts and excludes any WIP account designated in the Office table.
- Default Expense Account
  - Selection of an Expense account in Vendor Maintenance excludes accounts with a type of income or cost of sales unless the agency option to allow entry to sales and cost of sales accounts is checked.
- Vendor Account – Defaults into the invoice description on new invoices based on agency setting.
- Notes - Displays for vendor in the A/P module.
- Default Function – This account is automatically inserted on rows disbursed to production jobs as the default function. It can be overridden by the user.
- Terms – Based on this code used and the invoice date entered, the invoice's due date is calculated automatically.
- 1099 Vendor – If this is checked, each invoice entered will be checked as a 1099 vendor invoice. This flag can be overridden by the user so that individual invoices can be set as 1099 or not based on agency setting.
  - Note that the 1099 address is not used in A/P but is used on the 1099 form.

Agency Maintenance [Maintenance | General] – The following options are used in the A/P module:

- View deleted invoices in A/P – Allows viewing (only) of invoices that have been deleted.
- Display "Pay To" information in A/P rather than vendor address.

- Flag individual vendor A/P invoices as 1099 – This option checks invoices as 1099 and also allows for overriding the default setting.
- Do not allow default A/P GL account code to be modified – Locks the GL account field so that the default is always used.
- Create Inter-company transactions – Allows invoice header and disbursement records to post to different offices but makes journal entries to intercompany accounts setup in Office Maintenance.
- Limit A/P transactions by Office – Is used to force invoice header and disbursement records to post to the same office.
- Allow entry to Sales/Cost of Sales – By default, the A/P module will not allow entries to the sales or cost of sales accounts. This option allows for posting to Sales or COS from A/P. However, we recommend not applying non-billable job costs or non-job costs to sales or cost of sales accounts so that profitability reports are accurate.
- Popup message in A/P if amount entered is greater than the PO amount.
- Reject A/P entry if amount entered is greater than the PO amount.
- Allow order not matching vendor. This option allows you to apply an invoice for any vendor to media orders and does not require the vendor to match the order's vendor. For example, if a media order is created for a generic vendor such as "Online Vendors", you can apply invoices from Google and Facebook to this order. With the option unchecked, the invoice vendor and media order vendor must match.

Accounts Payable Options using the Ribbon Bar

The ribbon bar in accounts payable includes options to add, edit and modify accounts payable and related records. Options are:

- Search – Select one of the following search options from the list:
    - By Vendor – Search for invoices by vendor and related information such as address or default GL account (default option).
    - By Invoice – Search for invoices by invoice number and related information such as the hold flag, 1099 flag, invoice date, and amount. From here, you can update the hold and 1099 flags using the Edit Flags option.
    - By Invoice Detail – Search for invoices by details found on the disbursement such as job number.
    - By Alert Status – Search for invoices based on their alert assignment status. Only invoices that have been routed using an Alert Assignment will be shown here. View the current status and update the hold and 1099 flags using the Edit Flags option.
- Add
    - The standard 'Add' option requires the selection of a vendor first.
    - Optional 'Add – Search for Order' feature allows the system to find the vendor based on a purchase order or media order entered. Click on the drop down under Add to enter a purchase order or media order number and find the related vendor for which an invoice

is to be added. This feature does not add the purchase order or media order to the disbursement record.
    - When Add is clicked, the vendor information and default data is shown on the General Info screen where the invoice can then be entered.
- Save – Save is enabled when a new or modified record is in balance and ready to be saved.
- Delete – Delete is used to delete an entire A/P invoice.
- Print – Prints a report containing A/P invoices entered for batch checking or other purposes. This report can be printed any time, even after leaving the application.
- Show Gross – This option can be used when entering media disbursement records to allow data entry using gross numbers. By default, the A/P module only displays net information for entry.
- Alerts – Alert options are available when an invoice has focus. Use the Alerts option to send an Alert Assignment and process A/P approvals using your own workflows. This version includes the Alert Assignment and the View Alerts options.
- Recurring A/P Setup
- Recurring A/P Post
- Vendor Edit – Use this option to edit the vendor record associated with the vendor displayed.
- Delete (Disbursement Tab) – deletes a row on the disbursement grid on the tab with focus.
- Documents – Document options are available when an invoice has focus. Use the Documents options to upload a scanned copy of the A/P invoice or other supporting documents. Other options include Download, Open URL (for links), and Delete.
- Media Approval (Approvals) – The approval button will appear for invoices distributed to media orders. This button displays the status and history of the media approval for each line. The status can be changed here as well. Use the Media Approval option to approve invoices by order/line. An alternative would be to use the Alert Assignment option to route the entire invoice for approval.
- QuickBooks – If enabled, this section provides the ability to send invoices to QuickBooks and to modify invoices that have already been sent to QuickBooks. See the QuickBooks Online Integration Users Guide located in the list of users guides for full details.

Adding an Accounts Payable Invoice

- Select a Vendor using the left pane
    - Search By Vendor or
    - Type information in the Search Box to find a vendor or
    - Use one of the columns filters to find a vendor
- OR Select a Vendor using the Vendor drop down box on the General Information screen
- Click on Add or Add / Search for Order
    - Search for Order selects the vendor automatically based on the PO or Media Order entered.
- Tab through fields in the General Info section (header) to enter data requested. Required fields are displayed with a teal background.
    - Note that some fields are required based on agency settings.

- Distribution occurs in the lower part of the screen on the distribution window. Based on the vendor's default 'category' and 'media categories allowed' settings (vendor maintenance), tabs are available for entry. The vendor's default category determines the active distribution tab. Tabs that include data are marked with an asterisk.
    - Production
        - Enter or search for a PO number to automatically populate job and function distribution data from the PO. The PO status appears in the list. Any purchase order can be used, regardless of its status.
        - Job and amounts will default into the new row based on the purchase order data.
        - The balance of the PO will be displayed in the row based on previous invoice postings.
        - The PO will be marked complete by default, but you can uncheck this box to leave the PO in an open status where it can be used again.
        - Enter or search for job and function and enter amounts.
        - Standard defaults apply for rates, markup percent and taxes.
            - Note that a new option exists to block entry of resale tax at the item level so that it may be calculated at the billing/invoice level on the total invoice. The setting is located in Agency Maintenance and affects the entire production system related to resale tax.
    - Media (all types have their own tab)
        - Enter or search for an order number to automatically populate distribution data and amounts.
            - With the agency option "Allow order not matching vendor" checked, you can remove a filter that allows you to select orders for any vendor.
        - Enter or search for an order number and enter amounts.
        - Standard defaults apply for taxes.
        - Order/line and amounts will default into the new row based on the media order data.
        - The order/line balance will be displayed in the row based on previous invoice postings.
        - Media approval can be set on any order/line entered on the grid. The status is set to Pending Approval automatically based on Agency settings. When an invoice is placed in Pending Approval Status, it is automatically placed on hold. The approval information flows into the Media Approvals application automatically. This allows for media buyers to review and approve individual media orders against payments posted and communicate electronically with accounting. Media buyers can view the invoice copy (if uploaded) from the Media Approval application. Use the Approval button on the ribbon to review history and/or update status.
    - Non-Client

        - Enter or search for a PO Number to automatically populate GL account distribution data from the PO.
        - Enter or search for a GL account number and enter amounts.
        - A journal entry detail row will be created for every line entered automatically.
    - Comments can be entered for any row in the distribution grid. Comments entered on the non-client grid are included in the journal entry remarks.
    - Tab through or use your down-arrow to add a row to the grid. Distribution must equal the total invoice amount in order for the A/P record to be saved.

Document Manager – Uploading a Document

- The Documents tab is located on the far right of the distribution grid and is only displayed after the invoice is saved. Because the invoice is redisplayed immediately after saving, documents can be uploaded then. Documents can be uploaded or deleted from the A/P record after entry or at any time in the future.
- To upload a document, click on the Documents tab.
- Use the Upload document to locate the document.
- The description defaults automatically but can be changed.
- An alert may also be sent as an option. But keep in mind that an Alert Assignment could be used instead, to create an invoice approval route.
- One or more documents may be uploaded. If you have multiple documents to associate with a single invoice, you may choose to 'zip' or compress them and upload the compressed file.
- Documents uploaded here are available throughout the system. The Billing Approval and QvA modules display related AP invoices for jobs being reviewed.

Modifying or Deleting an existing Accounts Payable Invoice

- Use one of the various search options to find the invoice to be modified.
    - To quickly find invoices that have been previously placed on hold, use the search option "by Invoice" and use the filter to limit to invoices marked 'Hold'.
    - To find invoices by the media approval status, use the search option by invoice detail and select Approval Status.
- Messages appear in the General Info (header) section that apply to the invoice in whole. These messages make the user aware when actions have taken place that affect modification.
- Messages appear on rows entered on the distribution tabs to make the user aware when actions have taken place that affect modification. These messages are indicated with an explanation point icon.

Possible Modification Actions

- Invoice data at the header level may be modified as long as the invoice is not paid and the original posting period is not closed.
    - Exception: The header description may be changed if the invoice is not paid.

- The posting period on the invoice (at the header level) may be changed. If this is done, the invoice is reversed from the original period (in full) and re-posted to the new period. If the original period is closed, this option is not available.
- The invoice may be deleted. If this is done, the invoice is reversed in the original posting period by default, if open. You may select any open period for the reversal. If the original period is not open, a 'posting period for modification' must be selected.
- Changes to the distribution grid can be made any time, even after payment. The modification will be recorded in the original posting period by default, if open. You may select any open period for the modifications. If the original period is not open, a 'posting period for modification' must be selected.
    - Warnings will appear as messages on the distribution rows as needed. For example, if a job is billed, you may still delete it from the distribution grid, but you will receive a warning.
- Documents can be uploaded or deleted.
- Alert assignments can be added and viewed.

Using Alerts to Route Approvals

Alert Assignments can be used to route invoices for approval. Create your own alert assignment workflow templates for determining the approval path and the staff to include. This feature is different from Media Approvals in that 1) it can be applied to any type of invoice and 2) it is designed for review and approval of an entire invoice and not by media order line (it does not make direct comparisons to order data and does not flow into the media approvals application). This feature is ideal for production and non-client invoices. However, it can also be used for approving media invoices, if appropriate for your procedures and workflow.

To create an alert assignment:

- Select an invoice
- Click on New Alert Assignment under the Alerts button. Information about the invoice will default into the alert and is not editable. Note that any documents uploaded for this invoice will be included automatically.
- Select the alert assignment template to use.
- Select the first State (first step in the route).
- Select the assignee (override the default).
- Fill-in the alert details such as priority, due date, subject, body, etc. This is an opportunity to enter note or instructions to the staff.
- Click on Send.
- If you wish to place the invoice on hold until approval is received, you'll need to click on the Hold check mark on the invoice header.
- The alert will be sent along with any documents that were previously uploaded to the invoice. The alert is presented in the Webvantage Alert Inbox or Alert Desktop Object and also sent via

Email (when settings permit). Staff members will use the Alert application and features to route the invoice to final approval.

- Search for invoices ‘By Alert Status’ to find alerts by their current state or by other alert details.

Printing a Report

The Print button is available for printing batch reports of invoice records entered. This report is not limited to data entered during a session, but can be run for a session. Print options include:

- Print by Batch – Prints invoices entered through the A/P module by batch (entry session). When this option is selected, choose a User and Batch Date to print and select either the Detail or Summary format.
- Print by Date Range – Prints invoice entered through the A/P module by entry date range and user. When this option is selected, enter a date range (A/P date entered) and choose a user. Select either the Detail or Summary format.
- Print Imported Data - Prints invoice imported through the various A/P import applications by import date range and user. When this option is selected, enter a date range (A/P date imported) and choose a user. Select either the Detail or Summary format.