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Accounts Payable Options

Settings > Accounts Payable > General Options

Controls the main accounts payable options.

IMPORTANT: This includes all high-level settings for the Accounts Payable system.

General Options

Settings > Accounts Payable > General Options

Controls the main accounts payable options.

- **Next vendor ID:** Determines the next A/P vendor ID to be added. This is automatically incremented every time a vendor is added. Therefore, it should not be modified unless this is a first-time installation or if you want to temporarily control the next vendor ID to be added.
- **Default vendor type:** When adding a new vendor, this vendor type will be set as the default.
- **Invoice field label:** The caption of the invoice# in the invoice entry and everywhere applicable. This is typically either invoice# or voucher#.
- **Display transactions not in G/L account restrictions:** If this box is checked, a user can view all A/P transactions for a vendor, regardless of this user's account restrictions.
- **Show vendor custom information on edit screen:** If this box is checked, custom information will show on the vendor edit screen rather than within the Custom Information button.
- **Generate 1099 on Payment Vendor:** The stored procedure generates 1099 detail records based on the PaymentVendorID. Otherwise, it will generate the 1099 detail records based on the Vendor ID. If this option changes, you must regenerate your 1099s for that setting to take effect.
    - **1099 Margins Top & Left:** You can adjust the margins for 1099 form printing.
- **Use G/L Bank Rec:** If the box is checked, the bank reconciliation will include all activity, including deposits, that flows through the general ledger (G/L) cash accounts defined in Checkbooks. If the box is unchecked, the older version of check reconciliation will remain in place, which includes only A/P payments, allowing payments to be marked as cleared.
    - **Daily Cash Reconciliation:** Select this checkbox to indicate if daily cash reconciliations are performed. If unchecked, the reconciliation date field and Display Future Entries will be hidden to simplify the reconciliation process.

- **Group SL Payment Methods:** This option will summarize SL-type payment entries within the bank rec screen for SGA Pulse clients.
- **Move records into G/L bank rec starting at:** This process applies information required for display in Bank Rec to all Cash account entries from the selected period forward. It should be run when new checkbooks are added and associated with existing cash GL accounts.
- **Assign Checkbook ID:** Select the checkbook(s) to add transactions to the bank reconciliation(s) and select the Month and Year the transactions are to begin. From this point forward, assign move records to the G/L bank reconciliation. All transactions with checkbooks assigned will then be displayed on the Bank Reconciliation screen.
- **Separate Bank Rec entries and create separate rows starting at:** All cash account entries from the selected period forward with source AR, JE, and/or CD that have the same batch # and GL account will have unique deposit references applied.

Entry Options

Settings > Accounts Payable > Entry Options

Controls the main preferences for A/P invoice entry.

A/P Account: The scheduled account to be charged in the A/P entry is usually Accounts Payable. This account number does not include the fund; it must exist within each fund.

Entry period range allowed:

- For specified users: Users/Groups selected are limited to the stated number of periods past and future for GL entries
- For all other users: Limits all users other than those specified above to the stated number of periods past and future for GL entries.

Warn when entry period over: Shows a warning if entry is made to a period back in time or the number of periods specified in the future. The 13th period is considered when counting #periods allowed past or future.

Update G/L Upon: This setting determines whether the general ledger is updated upon entry or after posting.

Separate Payments By:

- **Default due date:** This will assign a due date on the invoice entry screen based on the number of days specified from the invoice date entered. You can also set this per vendor, which would override this setting.

Disallow entry for specific accounts: Account numbers can be selected to prevent invoice entry or PO entry.

Require invoice number: If checked, entering an invoice number is required on the invoice entry screen. If not checked, entering an invoice number is optional.

Do not allow duplicate invoice #s for vendor: Will not allow an invoice to be posted if a duplicate invoice# is found for the same vendor. This helps prevent accidental duplicate invoice entries. *Note: This option and Warn if invoice exists for vendor are either/or settings.*

Warn if invoice exists for vendor: Displays a warning if a duplicate invoice# is found for the same vendor. This helps prevent accidental duplicate invoice entries.

Warn when invoice date and accounting period don't match: Displays a warning if the invoice date is a different month than the accounting period.

Require comments: If checked, it does not allow a blank comment upon invoice entry.

Show batch form while doing entry: Displays the invoice entry screen at the top and the batch screen below it. This allows you to view all invoices in the batch simultaneously while making an entry, and also enables you to modify or delete invoices in the batch, all within the open invoice entry screen. Anyone performing invoice entry must have a resolution of 1200 x 900 or higher for each screen to ensure proper fit.

Enter vendors by name: This option enables vendor selection through direct entry in the Vendor Name field of the invoice entry screen.

Show annual (monthly) budget remaining: Displays the budget remaining during invoice entry for the budget type specified (usually Forecast).

Allow object entry: Determines if objects can be entered in invoice or PO entries.

Default to show objects: Defaults GL distribution lines to default display the Object Type and Object # fields.

DFT object type: The default object type has not been implemented.

Update general ledger: Determines whether an entry updates account balances upon entry or upon posting.

Require an attachment: This forces the user to have at least one file attachment to post or submit an invoice for approval.

Default browse level: Attachments are given browse-level permission when initially added to the invoice. This permission can be changed from the dropdown before or after the full attachment is displayed.

Enable image attachment display on Vendor Summary and Detail screens: Display images visually when viewing the Vendor Summary and Vendor Detail screens.

Automatically display image attachments on Invoice entry screen: Attachments are automatically displayed on the screen when the invoice is viewed/edited.

Automatically show attachments on edit: Display attachments on screen automatically when the invoice is edited.

Allow Images to be shown on Vendor Summary and Detail Screens

Use Standard Invoice edit mode: Modify invoice from the invoice edit screen, displaying solely invoice entry information.

Use Split-screen Invoice Edit mode: Modify the invoice from the invoice edit screen, which displays invoice entry information, invoice list information (subject to filters), and invoice attachment(s).

Use the vendor name filter on transaction screens

Security Options

Settings > Accounts Payable > Security Options

Vendor Security

Require new vendor approval: If this box is checked, vendors must be approved by any user with the appropriate permissions. Vendors are approved by clicking the Approve checkbox on the Vendor Info screen.

- **Users/groups to notify:** Do you want a user or group to receive a notification when a new vendor is created and requires approval? There is also an option to enter an additional email address for notification. If a group is assigned, every member of the group and any additional email addresses assigned will receive this email notification. The user who made the change will not be notified.
- **Notify create user when vendor approved:** When enabled, the user who originally created the vendor will receive an automatic email notification once the vendor is officially approved.

Allow vendor name change: If this box is not checked, a new vendor must be added to reflect the vendor's name change.

- Notify Users/Groups when Name Changed: Do you want a user or group to receive a notification when a vendor's name or payment name changes? There is also an option to enter an additional email address for notification. If a group is assigned, every member of the group and any additional email addresses assigned will receive this email notification. The user who made the change will not be notified.

EFT Security

Before an administrator enables these options, all payment batches must be posted.

E**nable EFT file fraud mitigation measures:** When checked, the system locks and blocks

invoices from being tagged into an electronic payment run unless the vendor's bank account information is verified.

Upon checking this option and clicking Save (even if no sub-options are selected), a prompt will require you to choose one of two onboarding pathways to transition your existing vendors into the secure framework:

- **With Verification:** The system automatically executes a look-back scan of the preceding 12 months. EFT Vendors who have a successful computer EFT payment history within the past 12 months (and have no bank data modifications since the date of that EFT) are automatically marked as Account Verified. A secure entry is posted to each of these vendors' Verification Logs and will show the user who activated the option, the activation date, and the date of the EFT used to verify.
- **Without Verification:** All existing EFT vendor profiles default to an unverified state. All EFT vendor bank accounts must be manually verified by an authorized user before their invoices can be tagged for electronic payment runs.

Account Verification

- **Require Verification Date:** When enabled, the system requires the user verifying the account to input a date. The account verification cannot be saved without a date.
- **Require Verification Comment:** When enabled, the system requires the user verifying the account to enter a comment. The account verification cannot be saved if this field is left blank.

Fraud Mitigation (Requires Certification)

- **Same-day ACH payment file generation:** When enabled, if a payment batch is processed for a vendor on the same day that vendor's ACH info was changed, that EFT payment will require certification. A user with the appropriate permissions must certify the payment before the payment batch can be posted.
- **First payment following specific bank account information change:** When enabled, if a vendor's routing or account details have been updated, the very first EFT payment processed for that vendor after the change will require certification. A user with the appropriate permissions must certify the payment to verify the change is legitimate before the payment batch can be posted.

Purchasing Options

Settings > Accounts Payable > Purchasing Options

Select any of the following customized offerings if Enable Purchase Orders is checked.

Default PO close method: This method only applies if you enter invoices from a PO report using the detail report writer. If you right-click on a PO and choose to enter the invoice, this method will default to closing the PO.

Default PO close method: This method controls the closing of a purchase order when an invoice is entered into it.

Force PO distribution method during invoice entry

Force PO amount on full close: If you check and close a PO full during entry, you cannot change the invoice amount; thus, it is forced to match the PO.

Force account/object/trans code to be the same as PO: If checked during entry, this does not allow you to change the G/L account, object, or transaction code, thus forcing it to match the PO.

Disallow invoice to exceed PO amount: If checked, doesn't allow any invoice line to exceed a PO line by the amount/% specified. This looks at each line of the PO–not the total PO amount.

Notify first approver by email if invoice exceeds PO amount: Sends an email to the first approver if an invoice exceeds the PO amount by the specified amount. This looks at each line of the PO–not the total PO amount.

Update PO Received Status at invoice entry to: If checked, the PO status is automatically updated once an invoice is entered.

Prompt when open PO present on invoice entry

Payment Options

Settings > Accounts Payable > Payment Options

Sets up the options for payments and cash disbursements.

- **Default checkbook:** This setting defaults a checkbook to use. If none is specified, the user must choose a checkbook when payment information is required.
- **Payment process:** Select the method for processing payments for your organization.
  - **Master A/P Fund:** Invoices are charged to various funds. In the Cash Disbursements process, each fund submits the payment amount (with a manual check) to the Master A/P fund for payment from that checking account. If using the Master A/P fund option, all checks processed through the other funds are entered as manual checks.
  - **Multiple funds per checking account:** (Most commonly used) Invoices are charged to various funds but are paid out of one checking account. General Ledger (G/L) cash and Accounts Payable (A/P) accounts must exist in each fund.
  - **Separate each fund into its own payment batch:** Each fund has its own checking account, allowing for a separate payment batch for expenses related to that fund. Payment batches are then generated, and checks are printed separately.
- **Force payment date to be within accounting period:** If checked, this forces the

payment or check date to be within the same month and year as the current accounting period. This is a good safeguard for the user.

- **Payment Batch Approval Required:** When activated, payment batches will require simple approval prior to being posted and checks printed or ACH files generated.
  - When the "**Process Payments**" screen is accessed, a notification is sent to all users listed in the "**Users to Notify**" settings. An "**Approved**" checkbox is visible on the Process Payment screen that must be checked to enable the Post and Print Checks actions.
  - The "**Approved**" checkbox may only be checked by users who have "**01-Allow**" access to the "**Approve Payment Batches**" permission in the Accounts Payable application.
- **Notify vendors via email when EFT information changed:** Vendors are notified via email when their EFT payment information changes.
- **EFT Notifications**
  - **Email EFT notifications from: Designates who sent the email notification (the from address), which is also the return address.**
  - **EFT email body: The text in the body of the EFT email notification. Several variables are used here.**

Digital Capture Options

Settings > Accounts Payable > Digital Capture Options

- **Enable Digital Invoice Capture: Enable the use of Digital Capture**
  - Enable computer camera for image selection: Enables the use of a Computer camera for image creation for the Capture process.
  - Enable Capture Rows Container: Enables the Capture Template tool for extracting data from tables.
- **Enable Centralized AP Email Integration: Enable the use of Centralized AP Inbox**
  - **Mailbox setup**
  - **Enable Digital Invoice Capture Schedule**
    - **Effective Date:** The date on which the Capture Scheduler should commence.
    - **Target Folder:** Choose the folder location from the dropdown choices.
    - **Emails to include:** Criteria for which Capture Scheduler should consider emails.
    - **Minutes:** # of minutes between Capture Scheduler runs (optional)
    - **Hourly:** # of hours between Capture Scheduler runs (optional)

        - **Daily:** These are the days the Capture Scheduler should be completed. The capture process initiates at 3:00 am on the selected day(s).
        - **Create a new batch:** Batches should be created for every email or each Capture Scheduler run.
        - **Default Template:** The Master template will be used when Capture Scheduler initiates (defaulting to the Master template).
        - **Page:** lists vendors.
        - **Create blank invoices for unrecognized images:** When an invoice is not recognized, the system should create blank invoices within batches created through the Capture process. When deselected, unrecognized invoices will be disregarded.
        - **Attach email contents to the invoice as a Word document**
        - **Move Captured Email to folder:** Centralized AP inbox folder to which Captured emails should be transferred when Captured.
        - **Capture Log:** Emails received through the Centralized AP Inbox will be converted to Word documents and attached to invoices created by the Capture Scheduler.
        - **Captured Invoices**

Vendor Portal Options

Settings > Accounts Payable > Vendor Portal Options

- **Users to notify:** Users to be notified when vendor users change information through the Vendor Portal.
- **Disable the tax information tab**
- **Vendor Portal Email:** Email from which correspondence will be issued when initiated.
- **Allow payment method changes:** Enable changes to the preferred payment method by Vendor Portal users.
    - Override Company Name for Payment Acknowledgment form (insert variable)
- **Allow vendor portal payment method change from Paper Check to EFT only:** Enable change to preferred payment method only from Paper Check to EFT by Vendor Portal users.
    - EFT Payment method options:
        - EFT-Vendor

    - EFT-Individual
    - EFT-Invoices

- **Require W9 attachment before allowing save:** Vendor Portal users must add an attachment to the Tax Information tab.
- **Require Bank attachment before allowing save:** Vendor Portal users must add an attachment to the Bank Information tab.
- **Allow invoice upload:** Allow vendors to upload invoices via the Vendor Portal.
- **Notify vendor when Vendor Portal email changed**

Email

Vendor Portal Email: Enter the email address that will be sent to vendors

- **Include welcome email header:** Allow for change to the Vendor Portal welcome email subject.
- **Welcome email header title:** Subject for Vendor Portal Welcome Emails.
- **Email Header Image:** Image file to include in the welcome email body.
- **Portal welcome email body:** Wording will be used in welcome emails sent to vendors.
- **Attachments:** Added files will be included in outgoing welcome emails.
