Pay Invoices Due and/or Pay Liability Invoices Due with a Review Step

Document #:	3028	Product:	CenterPoint® Accounting

This topic explains how to select these invoices for payment, print a list of the selected transactions and print the checks. Invoices can be selected for payment based on their Due Date, Discount Date or Invoice Date. The Prepayment Report allows you to review the invoices to be paid, prior to printing the checks.

Step A - Selecting Invoices for Payment

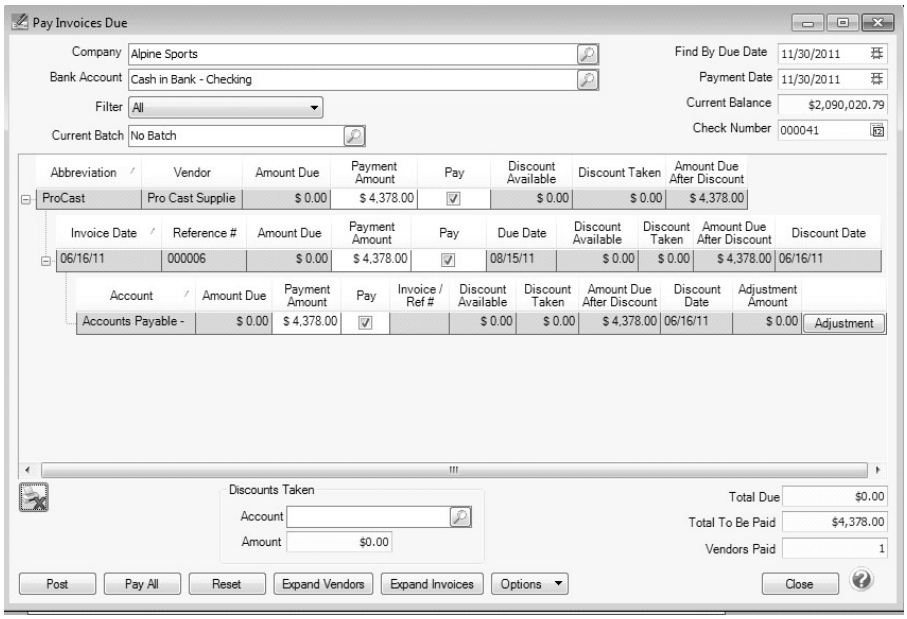
Step B - Print/Preview the Prepayment Report

Step C - Print Checks

Note: if you prefer to print the checks immediately after selecting the invoices (skipping the review step) please refer to the Pay Invoices Due/Process a Check Run topic.

Step A - Selecting Invoices for Payment

1. On the **Processes** menu, point to **Purchases**, **Expenditures** or **Payroll**, and then select **Pay Invoices Due**.



2. The criteria fields at the top of the **Pay Invoices Due** screen controls which invoices will be displayed below and available to be selected for payment.
   - In the **Company/Fund** box, enter the company/fund name that you want to view open invoices for.
   - In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.
   - In the **Filter** box, select the type of invoices you want to display on the Pay Invoices Due screen; All, Accounts Payable, Payroll Liabilities, or Credit Card Liabilities.

- In the next filter box, select which vendor invoices should display.
- In the **Current Batch** box, select a batch.
- There are four options available for the **Find By** field (**Findby Due Date, Find by Invoice Date, Find by Discount Due Date,** and **Display All**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was selected the last time you paid invoices due will display). When the **Find by Due Date, Find by Invoice Date, or Find by Discount Due Date** option is selected, enter the appropriate date in the **Find By** field. This field will not be active when the **Display All** option is selected. The last used Find By option will display when the Pay Invoices Due screen is opened.
- In the **Payment Date** field, enter the date to use on the checks.
- Verify the first **Check Number** (Advice Number).

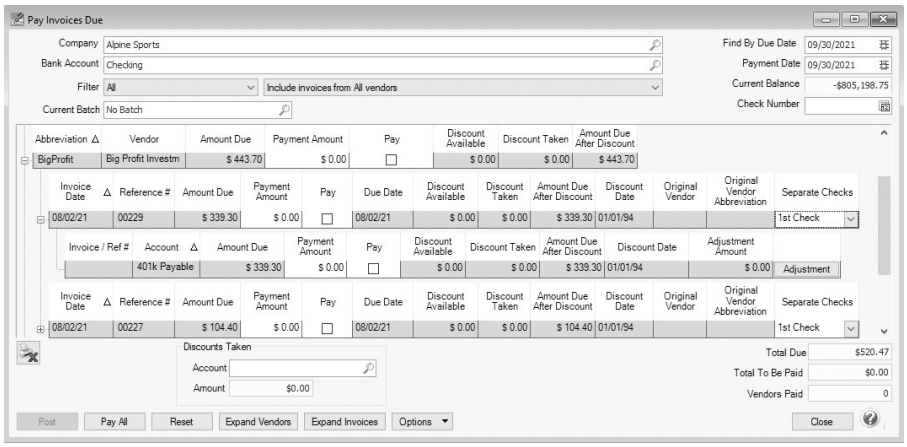
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).

4. If you want to see any changes that may have been made to invoice amounts, for example if the Pay Invoices Due screen was left open and a transactions was changed, right-click on the grid and select **Refresh**. The grid will be cleared and redisplayed using the information from the top of the screen.
   - To see all open invoices for the vendors displayed, click **Expand Vendors**. To see all open invoice detail for the vendors displayed, click **Expand Invoices**.
5. Begin selecting which invoices to pay. There are various ways invoices can be selected to pay:

   - Click on the **Pay All** button to select all invoices for all vendors displayed.
   - To select all invoices for a single vendor, select the **Pay** box for that vendor.

   To select individual invoices for a single vendor;

   1. Click on the **+** button for the appropriate vendor to display all of the open invoices for that vendor.



   2. Place a check mark in the **Pay** box for each invoice that should be paid.

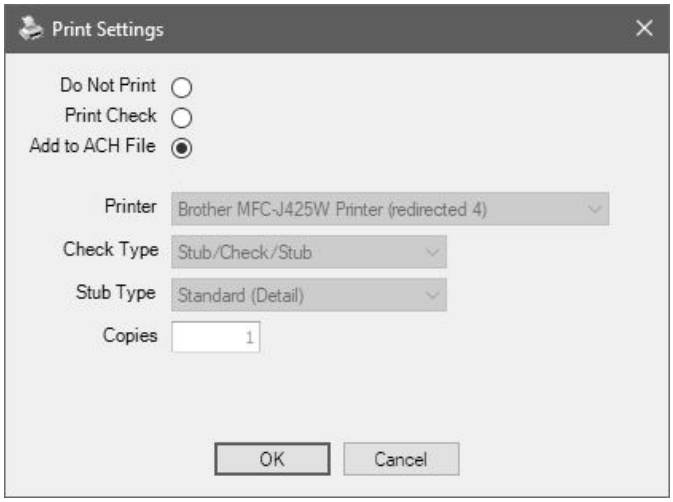
      - To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice.

      Note: If you edit a payment that has partially paid invoices that have been placed on hold, a yellow message bar will be displayed at the top of the edit screen indicating that the payment cannot be edited.

      - If the amount owed is different than the invoices total (For example, it is not uncommon for the invoices created during a pay run (for payroll liabilities) to differ slightly from the actual amount owed due to rounding.) the payment amount can be adjusted. If the amount owed is different, click on the **Adjustment** button for the invoice(s) and enter the amount you want to pay in the **Actual Amount To Pay** box. The adjustment amount will display in the Adjustment

box. Enter the **ExpenseAccount** that the adjustment amount will post to, and then click **OK**.
- If you want to print multiple checks to the same vendor in a check run, in the **Select Checks** drop-down list, select which check the invoice should be included on **1st Check - 5th Check**.

6. If any invoices have discounts available, they will automatically be taken. The totals will be listed in the **Discounts Taken** field.
7. The **Total Due** box displays the total of all of the unselected open Accounts Payable invoices in the Pay Invoices Due grid.
8. The **Total To Be Paid** box displays the total of all open Accounts Payable invoices selected to be paid in the Pay Invoices Due grid.
9. The **Vendors Paid** box displays the total number of vendors paid in the Pay Invoices Due grid.
10. Click the **Print** button. (An image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed.) The selection set in File > Preferences > Printing > Checks is will display and can be changed.. Select whether you want to immediately print a check for the payments when you click Post. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.
    - When the filter is used to *Include ACH vendors only*, the ACH icon will replace the Printer icon. Click the ACH icon  to display the Print Settings screen.



    - Select **Add to ACH File** to make an electronic payment. Click **OK**. For more information, see the ACH: Setup & Processing document
11. Click **Post** to finish saving these selected transactions.

Note: If one or more negative checks are posted, a message will display that warns you so you can go back and change their sequence number to a non-check sequence number. Negative checks do not print, but they will use a check sequence number. Changing to a non-check sequence number ensures that check numbers will not be used.

Step B - Print or Review the Prepayment Report

You can verify the invoices you have selected for payment by printing the **Accounts Payable Prepayment** report from **Reports > Reports > Transaction Reports > Batch Transactions**.

Note: The invoices selected to be paid can easily removed or edited in the batch, by clicking on the **Processes > Batch Transactions > Transaction Activity** tab prior to posting.

Step C - Print Checks

1. To print checks for the invoices that were previously selected, click on **Processes > Batch Transactions**.
2. Select the batch that was assigned in step 2 of the Selecting Invoices for Payment procedure and click **Post**. The Post process will initiate the check printing process.

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.