Pay Invoices and/or Pay Liability Invoices Due

| Document #:	3029	Product:	CenterPoint® Fund Accounting

This topic explains how to select and pay multiple invoices due. Invoices can be selected for payment based on their due date or invoice date.

> **Note:** if you prefer to print or review a report of invoices selected for payment prior to paying the invoices, please refer to the Pay Invoices Due/Process a Check Run with a Review Step topic.

Pay Invoices Due

1. On the **Processes** menu, point to **Purchases**, **Expenditures**, or **Payroll**, and then select **Pay Invoices Due**.
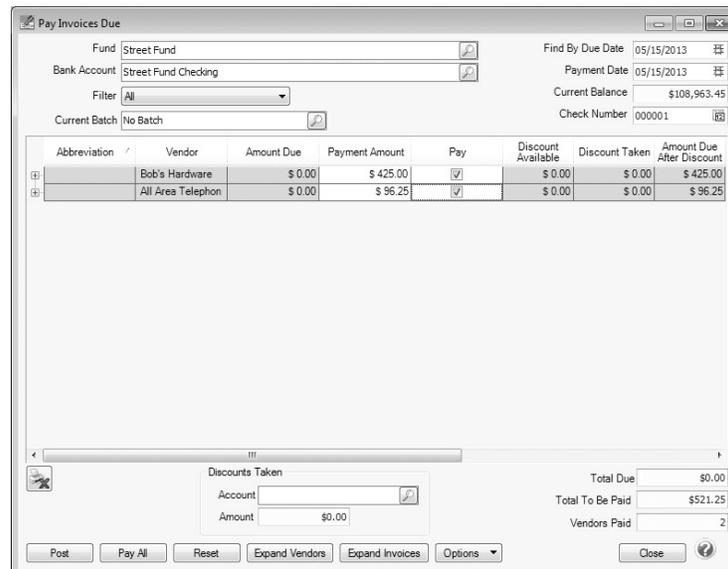
2. The criteria fields at the top of the **Pay Invoices Due** screen controls which invoices will be displayed below and available to be selected for payment.
    - » In the **Company/Fund** box, enter the company/fund name that you want to view open invoices for.
    - » In the **Bank Account** box, 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, specify a batch if you want to add these payments to a batch. See Batch Transactions document
    - » There are three options available for the **Find By** field (**Find by Due Date, Find by Invoice Date, Find by Discount Due Date**). 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). Once an option is selected, enter the appropriate date in the **Find By** field.

Last Updated 8/11/2023

» In the **Payment Date** field, enter the date to use on the printed 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).

» 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**.

» 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.

4. 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**.

» If you want to pay multiple funds from one fund with a shared bank account, the **File** > **Preferences** > **Vendor Invoices** > **One Payer Fund for Multiple Funds** must be set to **Yes**.

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Page 2 of 3

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5. The **Total Due** box displays the total of all of the unselected open invoices in the Pay Invoices Due grid.
6. The **Total To Be Paid** box displays the total of all open invoices selected to be paid in the Pay Invoices Due grid.
7. The **Vendors Paid** box displays the total number of vendors paid in the Pay Invoices Due grid.
8. 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 selections set in (File > Preferences > Vendor Invoices > Printing - Checks will display. To override the Print button default, change the settings on the Print Settings screen . Select the Print Check check box if 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.

   » 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.

> Note: If you changed the Check Type or Stub Type selections on the Print Settings screen, your selections will not be saved with the defaults.

9. Click **Post** to save the payment transactions and print checks (if you selected to do so.)

   » If you have 13 or more detail lines in a payment transaction, the *About to begin printing overflow sheets, click OK to continue* screen message displays. The first time the screen displays, the printer selected is the same as you selected in Preferences > Printing > Check Printing Settings. Select the printer to print overflow stubs to if it is a printer other than the printer you print checks to. Select the Number of Copies to print. If the printer or number of copies is changed, the selections are saved and will display for future overflow stubs. Click **OK**. All of the detail lines will print on an overflow sheet and the check stub will print "The information to be printed exceeded the available space. Please see attached detail sheet." Check Stub detail lines will be in the same order as they were entered in the transaction grid.

   » 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.