Enter a Payment without an Invoice (record handwritten checks, quick checks, etc.)

Document #:	3062	Product:	CenterPoint® Fund Accounting

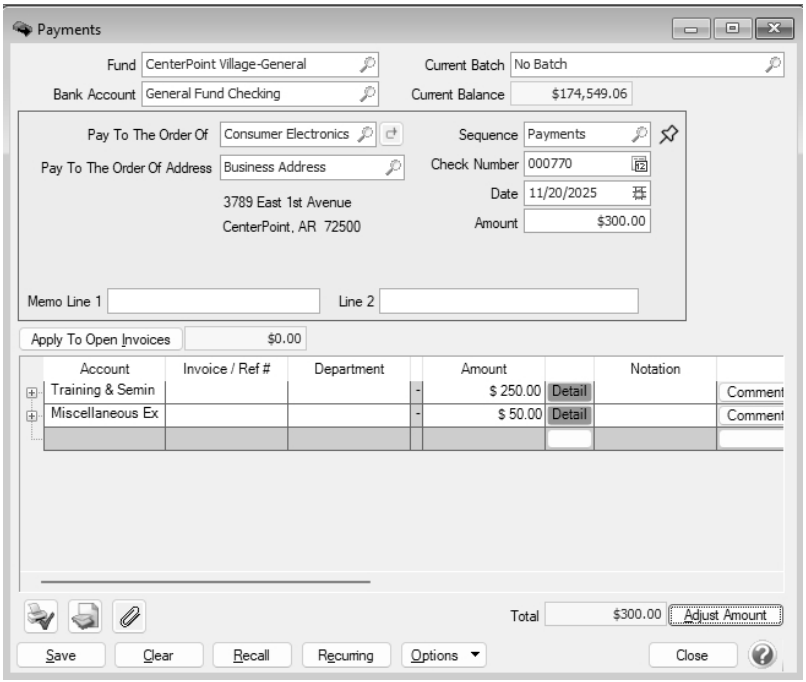
Payment entry can be used to:

- Record cash purchases
- Print a single computer generated check
- Record handwritten checks
- Record line of credit purchases

All of these scenarios use the same process to record the transaction in CenterPoint.

Note: Payment entry can also be used to pay open invoices. Please refer to the Pay Open Vendor Invoices document.

1. On the **Processes** menu, point to **Expenditures**, and then click **Payments**. The screen will look similar to a check.



2. In the **Company/Fund** box, enter the company/fund name that this payment is for.
3. In the **Current Batch** box, leave the No Batch selection to update balances in real-time (immediately) or enter a batch name to update balances at a later time.
4. In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction. If this transaction is to record a purchase made using a line of credit, select the appropriate line of credit in the Bank Account field.
   - 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**.
5. In the **Pay to the Order Of** box, enter the name this payment is being made to. The name and default address for this name will display.

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- This box also contains a Recurring icon .The Recurring button will display with a yellow background if a name has an applicable recurring transaction. The button also allows you to determine the action that will be taken when this name is used on any one of our four main transaction screens; Payments, Receipts, Customer Invoices, and Vendor Invoices. The actions that can be set for the selected name are:
  - **Leave Transaction Empty** – Basically, when this is set on a name and the name is selected in a transaction, no special action will take place. The user simply enters in the details of the transaction.
  - **Recall the Last Transaction for this Name** – When this option is set and the name is selected in a transaction, the details of the last previously entered transaction for this name will be filled into the screen. This allows you to use the same setup for this new transaction without having to re-enter all of the details.
  - **Load the Default Recurring Transaction for this Name** – When a transaction is entered for a name, it can be saved as a recurring transaction. This means that there might be future transactions to the same name that are likely to have the same details filled in each time. Multiple recurring transactions can be setup for one name, but only one can be loaded by default and that is the one marked as the default recurring transaction. If there is only one recurring transaction for a name, it is the default.
- If you enter a vendor/name into the Pay to the Order of box and it does not exist, the Lookup screen automatically displays, from this screen you can either Create a New Name or Create a One-Time Use Name:
  - **Create a New Name** - If you enter a name into the Pay to the Order of box and it does not exist, the Lookup screen automatically displays. Click **New** . The Names Setup screen displays with the name that you entered automatically displaying in the Company/Fund box. Complete the additional details to create the name and then click Save. When creating a new name through the Name Setup screen, you can identify a name as a customer, vendor, employee, or salesperson. Doing so determines which data entry screen that name will be visible on. If a name is not marked as a vendor, it will not appear on the Payments screen. Likewise, if a name is not marked as a customer, it will not appear on the Receipts screen.
  - **Create a One-Time Use Name** - If you enter a name into the Pay to the Order of box and it does not exist, the Lookup screen automatically displays. Click **New One Time Use**. The New One Time Use screen displays with the name that you entered automatically displaying in the Name box. Complete the additional details to create the one time use name and then click Save (the one time use name will be automatically marked as a vendor and customer). When creating a new name through the New One Time Use screen, the name is automatically saved as an inactive name in all companies/funds so it does not appear in Name lookups (unless you chose to lookup inactive names).
- If this transaction is a recurring transaction, see the Set a Transaction as Recurring or the Use a Recurring Transaction procedures for more information. If you want tor recall a previous transaction for this name, see the Recall a Transaction procedure.
- If your **File** > **Preferences** > **General** > **Defaults** > **Lookup Field Settings** are set to **Use Auto-Complete**, and you change a name after detail is entered on the lines of a transaction, the transaction is cleared and any transaction action (leave the transaction empty, recall the last transaction, or load the default recurring transaction) for the new name will occur.
- If your **File** > **Preferences** > **General** > **Defaults** > **Lookup Field Settings** are set to **Allow To Query for Items On Multiple Fields**, and If you change a name after detail is entered on the lines of a transaction, you will be asked if you would like to clear the information for the current transaction. If you select **Yes**, the transaction will be cleared and any transaction action (leave the transaction empty, recall the last transaction, or load the default recurring transaction) for the new name will occur. If you select **No**, the detail lines from the transaction will remain and if the new name was assigned a transaction action (leave the transaction empty, recall the last transaction, or load the default recurring transaction), the transaction action will not occur.
- To review transactions in a Transaction Search screen for the selected name, entry screen, and current year, right-click in the **Pay to the Order Of** box, and select **Review Transactions**.

» If you need to add/edit/view a note for the Pay to the Order Of vendor or name, right-click and select **Edit Notes**.

6. In the **Sequence** box, if the Push Pin icon toggle is unpinned ( ), the default Payment Sequence for the selected vendor/name from Setup > Vendors or Setup > Names > Names will display. If a default Payment Sequence is not set for the selected vendor/name, the default sequence for the Payment screen for this bank account/company or fund will display. See the Numbering Sequence topic for additional information. If the Push Pin icon toggle is "pinned" ( ), the Sequence displays from the previous entry no matter the default for the vendor or name. The sequence can manually be changed and the new sequence is the one that is "pinned".

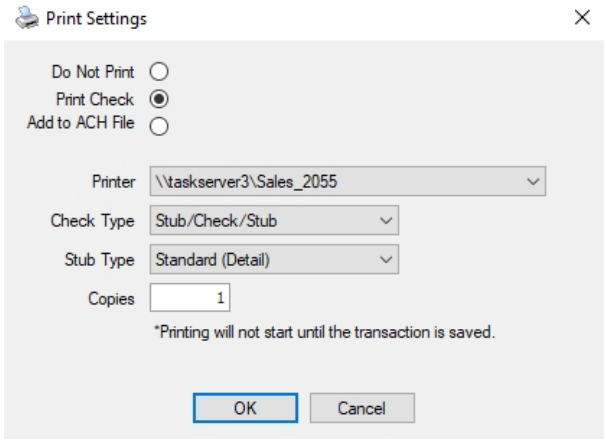
   Note: To set a default sequence for this vendor from the Payments screen, right-click on the **Sequence** box and select **Set As Default for This Vendor**.

7. In the **Check Number** box, enter the appropriate check number.
8. In the **Date** box, enter the transaction date.
9. In the **Amount** box, enter the amount that the bank account should be decreased by.
10. To select a different address for this name, click the Lookup icon in the **Pay To The Order Of Address** box, select the address, and then click **OK**..
11. In the **Memo Line 1** box, enter a memo line that you want to print immediately after the date on the check.
12. In the **Memo Line 2** box, enter a memo line that you want to print immediately after Memo Line 1 on the check.
13. If there are open Accounts Payable invoices for this vendor, a balance will appear to the right of the Apply To Open Invoices button and the button will display in yellow (if an invoice is on hold, it will not be added to the balance). To pay those open invoices, click the **Apply To Open Invoices** button, and then complete the Pay Invoices Due screen by selecting the invoices the payment applies to. Outstanding invoices that are on hold will not display. 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 you apply this payment to displayed invoices, this will be a payable payment instead of a cash expense.
14. Enter information into the Payment Entry grid. Select the **Account** that the amount, or a portion of the amount, should be charged to. If an account is entered with an amount that had a distribution previously set up, the Distribution column displays the name of the distribution in the color Orange. If you want to display the details of a distribution click the Orange column. If you decide that this entry should not be distributed, you can remove the check mark in the Use Distribution check box on the Account Distributions screen or select another distribution. Distributions allow you to assign transaction amounts to several profit centers, production centers, projects, production years, production series, or production center detail combinations by percentage. Distributions are assigned to one or many accounts. For example, electricity expense has a distribution that assigns 25% to profit center 1, 25% to profit center 2, and 40% to profit center 3. The same distribution could be assigned to all your different utility expenses.
15. If you click the **Detail** button in the Payment Entry grid, you can enter additional details about the transaction, for example for some of the fields you chose not to display on the payment entry grid such as associated account, notation, and
16. Specify the **Amount** to be charged to that account. Enter any additional information that is needed for your company (Notation, Profit Center, etc.).
17. Enter additional lines in the payment entry grid for each account that should be charged for this transaction.
18. If you choose to have the Invoice/Ref# column display in your data entry grid and you want to repeat the previous line's Invoice/Ref# entry, right-click in the Invoice/Ref # column and select **Repeat Previous Value**.
19. If you want to reorder the lines you entered on the transaction in a particular order, include the **Line Sequence** column in your data entry grid. Each line will automatically be assigned a line sequence number. The first line is assigned 10, the second 20, and so on. To reorder the lines, change the sequence number to the order in which you want the lines to print or display. For example, if you want the second line to print before the first line, change the line sequence to be 5, 6, 7, 8 or 9. To view the reordered lines, click Options, and then select Refresh.

   Note: It is not necessary to view the lines, if you click Save after the transaction is complete your lines will be reordered. When you assign a line sequence number, it will automatically be renumbered after the lines are reordered back to 10, 20, and so on to make it easy for future reordering.

20. The **Total Amount** box displays the total of all of the lines in the Payment Entry grid. If this amount is different than the Amount box, click Adjust Amount.

- Click the **Print** button. (An image of a printer displays on the button. A green check mark means the payment will be printed and a red X means the payment will not be printed.) The selections set in **File** > **Preferences** >**Vendor Invoices** > **Printing Checks** will display and can be changed. Select whether the check should be printed when the transaction is saved (for real-time transactions) or a batch is posted (for batch transactions). 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. After changes are saved on the Print Settings screen by clicking OK, printing will not start until the transaction is saved.



- When a vendor/name that has the Activate ACH Transactions check box entered into the Pay to the Order Of box, 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 want to attach a document to this transaction, see the Scan and Attach Documents topic for detailed information.

21. When the transaction is complete, click **Save**.
    - If you have 13 or more detail lines in a payment transaction, the *About to begin printing overflow sheets, click OK to continue* screen 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." Click here to see an example of an overflow stub. Check Stub detail lines will be in the same order as they were entered in the transaction grid
    - When posting a transaction for any account assigned to an Inventory account category that has a positive quantity and negative amount or a negative amount and a positive quantity, a warning message will display and the transaction will not be posted.

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