

Accounts Payable Procedural Checklist

Company: _____

AS REQUIRED

Maintain the masterfiles:

Code Files (Bank, Class, Posting, and Terms codes)

Vendor Files (additions and corrections)

Process invoices:

Use Recurring Invoice Entry to make additions and corrections.

Select invoices using the Recurring Invoice Register, verify for accuracy, and then update if correct.

Use Invoice Entry to add new invoices, adjust existing invoices, and modify recurring invoices.

Verify with the Invoice Register, then update if correct.

Process manual checks:

Use Manual Check Entry to enter hand-written checks and correct previously updated checks.

Verify with the Manual Check Register, then update if correct.

Process computer generated checks

Print the Cash Requirements Report to determine which invoices are due.

Perform Automatic Payment Selection to select a batch of invoices to pay.

Print the Payment Selection Register to verify accuracy of selection.

Run Payment Selection Entry to make corrections to the automatic selection, to make partial payments, and select/deselect individual invoices.

Print Payment Selection Register again to verify.

Print checks using Check Printing.

Print the Check Register, verify accuracy, and then update if correct.

MONTHLY

Make sure all invoices for the month have been entered and updated.

Make sure all checks for the month have been entered and updated.

Print reports:

Aged Trial Balance

Monthly Check Register

Vendor Purchase Analysis

Historical Purchase Journal

Historical Disbursements Journal

Perform Period End Update (Month End). See field description summary below.

Important: Print the first three reports before running the Period End Update because information that prints on these reports is deleted during the update and cannot be recreated except by restoring backups.

Have these reports been printed? If you have not printed them go back to the Accounts Payable Main Menu and print them.

Do you have a current backup? See the Solution-IV Utilities manual for information on backups. Once you have the backup and you answer Yes, you will be prompted for the following?

Month-end processing only?

Month and year-end processing?

If year-end, Clear 1099 payments?

If you are running year-end on a calendar-year basis (in December) and you have already printed your 1099's, you may clear the "1099 payments" bucket as part of year-end.

If not running full period end, Clear monthly check file?

The monthly check file is cleared as part of month-end processing, however, there may be times when you need to clear the monthly check file mid-month. This may happen if there is not enough room on the disk to expand when the file is full. Be sure to print the monthly register before clearing the check file.

Remove zero balance invoices? Zero-balance invoices older than the number of days specified in AP Parameters Maintenance are cleared during both month-end and year-end processing. There may be times, however, that you want to clear zero-balance invoices independently from full period-end processing.

Clear 1099 payments? You must clear the 1099 payments separately from year-end if you are on a fiscal year.

Clear historical transactions? Every transaction in the system is saved in a combination of historical transaction files. This is done so that events can be recreated if necessary. These transaction files, however, can become large very quickly. Therefore, there is an option to clear these files periodically, although it is not recommended.

Clear transactions older than Enter the oldest date you want historical information maintained.

Copy transactions before clear? This feature copies transactions to be deleted to a separate file before deleting them from the main history file. This feature allows you to create a file of deleted history records that you can then back up before erasing it from the hard disk.

Filename for copy Enter up to seven characters for the file name to which you wish to copy the transactions. A number, 1, 2, or 3, is added to the end of each filename, corresponding to one of the three Accounts Payable history files.

Perform Status Change Update. See field description summary below.

Before you start the Status Change Update, you must do the following:

- Make a current backup - this is for your own protection!
- Make sure that the invoice entry, manual check entry, and payments selection entry files have been updated.
- Make sure no one else is using Solution-IV.

Steps in Status Change

The Status Change Update works as follows:

1. Makes sure the entry files are empty and that no one else is using the system (any company, any application).
2. Builds a list of all the records that are marked to be deleted or changed (Status = D or C).
3. Once the list is built, it checks all of the records to be deleted and makes sure that they are not being used anywhere (except for the history files).
4. A report is printed showing the changes to be made and any conflicts found in steps three and four. If there are any conflicts, the remaining steps are skipped.
5. If there are no conflicts, the system prompts: **Are you sure you want to continue the update?**
6. The requested changes are performed.
7. The requested deletes are performed.
8. The history files are marked if anything was changed. There are multiple flags in each record in each of the history files - one for each element that could be changed. They are normally blank. If the element has been changed, the associated flag is set to C.

YEARLY*

Perform all the steps for monthly processing.

Print 1099 forms.

Make backups!

Perform Period End Update (Year End).

*Should be done as soon as all invoices and checks have been entered for the last month of the year, but before anything is done for the first period of the next year.