MoversSuite

Training Guide

Accounts Payable Training

Mover's Suite users training on the Accounts Payable functionality within Microsoft Dynamics GP

Accounts Payable Training

Version 3.7 (Fall 2008)

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Accounts Payable Training

🔁 Click icon to open this entire document in Adobe Portable Document Image (PDF) format.

Apply Payables Document

If there has been a manual check entered into Great Plains, or a check was created without an invoice, the check will need to be applied to an invoice. The invoice must be entered into the system prior to this step. This can also be used on Credit Memo's to adjust for returns and adjustments. Once an invoice has been applied to a payment/credit memo, both items will move to a status of history in the system, if fully applied. This is the finalization of the process.

/endor ID	1000000	0161800	0		Documer	nt No.	ŀ	•	255555		•
lame	A + Prop	erty & Fu	rniture Reha	Ь	Documer	nt Type:		ł	Dayment		-
					Apply Fro	m Currency	ID				÷
Apply Date	1/1/;	2008			Apply F	Posting Da	te		2/19/200	18	
)riginal Amount				\$15,000.0	IO Unap	plied Amour	nt				\$15,000.00
Apply to Doc	ument		Due Date	I	Branch	Amount Re	maining		Apply /	Amount	3
Type Original D	ocument.	Amt	Discou	nt Date	Terms Availa	ible	Terms T	ak	en	Writeoff	8
Apply To Curren	sy ID	Excha	nge Rate	(Calculation N	lethod	Rea	lize	d Gain/Lo	220	
APPLY DOC			1/1/2008	l	LTI		\$15,00	0.0	0		\$0.00
									_		
											_
								-			

To apply a payables document, go to:

Transactions> Purchasing> Apply Payables Documents

Enter the Vendor ID for the payment that is to be applied.

In the dropdown for the Document Type, select payment, or credit memo.

Click on the right arrow, directly above the field for document type, to find the document that is not yet applied.

Make sure the apply date is correct.

The invoices that are available to be applied to a document will display in the lower Apply to Document area. There is a checkbox on the left. If the invoice is to be applied, check the box.

The original amount (displayed about the middle of the window) will show and the unapplied amount should change to "0.00", if the invoices clear the amount of the payment/credit memo.

Checking Distributions in Accounts Payable

To check the distributions on a Payables document, go to Inquiry> Purchasing > Transaction by Vendor Enter the VendorID. Find the document that the distributions are needed for. Click on the line to higlight. Click on <u>Document Number</u> above to open the Zoom Window.

Vendor II	2	.114251109140	0	Q				
Name		Anykind Handyr	man Ser	vice, L.l	C.]		
Documer	nts:	by Document N	umber		- 🍳 Al	I C From:		
						To:		
Include:		Vork V	Open		 History 			
Origin	IC	Document Number		Туре	Doc. Date	Original Amount	Unapplied Amount	3
-	_	ment Number	Due D		Disc. Date	Transaction Description	Currency ID	
OPEN		12312412		INV	1/23/2008	\$5,000.0	0	\$0.00
OPEN		123456789		INV	9/28/2007	\$120.0	0	\$120.00
WORK		266959		PMT	4/18/2008	\$5,000.0	0	\$0.00
HIST		269084		PMT	4/12/2007	\$11,765.0	0	\$0.00
HIST		778		INV	4/10/2007	\$11,765.0	0	\$0.00
WORK		NEXTONE		INV	10/10/2007	\$52,230.1	6	\$52,230.16

The Payables Zoom window will open. The window will be dififerent for payment and for invoice.

Both windows will have the apply and Distribution Buttons. Click on Distribution.

Accounts Payable Training

Payment No.	005135			Batch ID	41107SP
Date	4/12/2007	>		Date Voided	0/0/0000
/endor ID	.1142511091400)		Currency ID	
Check Name	Anykind Handym	an Service, L.L.	C.		
Payment Method:	Check	🔿 Cash	C Credit Card	ł	
Checkbook ID	OP-LVL				Amount
Document No.	269084			Unapplied	\$0.
Amount		\$11,765.00		Applied	\$11,765.
Comment				Total	\$11,765.
				Writeoff	\$0.
Ferms Discount Tal	ken		\$0.00	WIILCOIL	

The Payables Distribution Zoom will display the distributions for the transaction.

Click on the Blue chevron down to see the account descriptions. Click on the one up to bring back to a single line per account.

Accounts Payable Training

	stribution Zoom				_ 🗆 >
Vendor ID	.1142511091400		Payment Number	005135	
Name	Anykind Handyman Service	, L.L.C	Document Type	Payment	
Currency ID			Functional Amount		\$11,765.00
			Originating Amount		\$11,765.00
CO. ID 🕏	Account	ୟୁ Type	Debit	Credit	*
Description			Originating Debit	Originating Credi	
Distribution Rel	erence				
LINT	01 -01 -10200000 -00	CASH	\$0.0	00 \$11	1,765.00 🔺
LINT	01 -01 -21000000 -00	PAY	\$11,765.0)0	\$0.00
					-
	F	unctional Totals	\$11,765.0		,765.00
<u>R</u> ates	0	riginating Totals	\$0.0	0	\$0.00
() ()				Г	OK

Checking Vendor Totals for Year End

There are 3 reports you can run, if the 1099 flag was (or wasn't) set. These can help you verify the 1099 totals you should report for the drivers and sales persons.

	<u>Windows</u> <u>H</u> elp
System	🕨 🍉 🏠 🕋 🛛 📴 🦻 🙋 🗛 🖉 🎥 % 👘 🚱 🍲 🍕
_ <u>⊂</u> ompany	• P =P
Einancial	•
<u>S</u> ales	Payables Trial Balance Reports
<u>P</u> urchasing	🕨 <u>Trial Balance</u> 🌌 Clear 🎒 <u>P</u> rint
I <u>n</u> ventory	History
Payr <u>o</u> ll	<u>Analysis</u> Reports:
Customi <u>z</u> ed	Check Information Historical Aged Trial Balance
Com <u>b</u> ined Group	Posting Journals
Letter Writing Assistant	Setup/Lists Options: Groups A D DATA ALCE
My Reports	Beport List A/P BALANCE Insert >>
Report List	Sales Remove

Run the Historical Trial Balance in Purchasing

Reports> Purchasing> Trial Balance

In the dropdown select Historical

🖬 Movers Cu	stom Programs - Payable	s Trial Balance R	eport Options					
F Save 🛛	🜿 Clear 🗙 <u>D</u> elete	🎒 <u>P</u> rint [<u>M</u> y Reports					
Option:	Driver Comm	▼ Report	Historical Aged Trial Balance	🔽 In Detail				
Sort Vendors:	Vendor ID	•	Sort Documents: Docu	iment Date 🔹				
Branch:	🔎 All 🛛 🔿 Individual							
Print/Age as of	f: Enter Date		 8/8/2007 III 					
	ctions For Report Using:	C GL Po	sting Date 🔎 Document [Date				
📕 Credit Bala	Exclude : Credit Balance Credit Balance Credit Balance Credit Documents Credit							
Print Currency	In: 🚳 Functional	C Reporting	Exchange Rate	0.0000000				
			Rate Calculation Method:	Multiply 👻				
Ranges:	Vendor ID	▼ From:		Q				
		To:		Q				
	Restrictions:	0 10007						
Insert >>	Date From First Date To 8/ Vendor Class From DRIVER							
Remove				Destination				
				Destination				
				(h. c)				
				🥥 🔘				

Make a title in the Option.

Leave Branch as all.

Select a Range, Vendor Class – enter the class the drivers or sales persons are part of. Click insert.

Select a Range, Date. From 1/1/07 to 12/31/07.

Destination set to print where the report needs to print. Click Print.

Run the Summary

<u>⊂</u> ards E <u>x</u> tras	<u>W</u> indows <u>H</u> elp
, S <u>v</u> stem	🕨 🖶 🏠 🕋 🛛 🔛
Einancial	•
<u>S</u> ales	>
Purchasing	▶ <u>V</u> endor
- I <u>n</u> ventory	Addresses
Payr <u>o</u> ll	▶ <u>S</u> ummary
	0 Buyers
	<u>C</u> ustomer/Vendor

To see a summary, go to Cards> Purchasing> Summary

🛾 Vendor Credit Summary								
🔚 Save 🛛 🛃	🕻 Cļear	Write Letters	÷ 🚽					3
<u>Vendor ID</u>	.1142511	091400]		Current Balan	ce	:	\$120.00
Name	Anykind H	Handyman Service, L.	-		On Order			\$0.00
	Number		Date		Amount			
Last Check	269084		4/12/20)07 🛛 🧱		\$11,765.00		
Last Invoice	1234567	89	9/28/20)07 🛛 🧱		\$120.00		
		Balance		Unp	aid Finance Charges	2		
Unapplied Paym	<u>ent</u>			First	Purchase Date		4/10/2007	
Highest Balance		\$11,	765.00	Day	s For Checks to Clea	76		
Aging Period		Amount		Ave	rage Days to Pay:			
Current Period		\$0	.00 🔺	Yea	r to Date			2
31 - 60 Days			.00	Life	to Date			2
61 - 90 Days		• •	.00					
91 and Over		\$120		Nun	nber of Paid Invoices	:		
		\$0	.00	Yea	r to Date			1
			.00	Life	to Date			1
		\$0	.00 💌					
						<u>P</u> eriod		early
	by Vendo	rID	•					۵ 🎝

Enter the Vendor ID. Tab.

The screen will populate with amounts in summary.

Click on Yearly for totals, including anything that has been recorded as a 1099.

Make sure the year is right. Click calculate, if it wasn't correct.

🖥 Vendor Yearly Su	mmary			_ 🗆 X
Vendor ID	.1142511091400			
Name	Anykind Handyman Service, L.L.C.			
Summary View	Calendar Year 💌 💌			
Year	2007 Period @ All	C From	0	
		То	0	C <u>a</u> lculate
	Year to Date	Last Yea	r	Life to Date
Amount Billed	\$11,885.00			\$11,885.00
Amount Paid	\$11,765.00			\$11,765.00
1099 Amount				
Withholding				

Historical Commission Statement

In Movers Suite, go to Accounting Tools> Commission Statement

Under Tools on the window, select Build Historical Statement

👙 Commission Statement Ma	nagement					×	
<u>File</u> <u>T</u> ools							
Build Historical Statement							
Create Statement							
Vendor Class:	Vendor Class: Due Date: Create <u>N</u> ew Statement						
Drag a column header here to	group by that column					-	
Vendor Class	🛆 💌 Date C	Created	[Due Date	Final		
Agents	5/8/20	007	5	5/8/2007			
Driver	2/8/20	006	2	2/8/2006	v		
Driver	2/21/2	2006	2	2/22/2006	v		
Driver	3/8/20	006	3	3/8/2006			
Differen	1,000			222220000			

4	Build Historical Sta	- 🗆 ×		
	Report Parameters			
	Vendor Class:	Driver		-
	Vendor:	2211807152500		-
	Beginning Due Date:	1/1/2006	•	
	Ending Due Date:	12/31/2006	•	
		,		
	<u>B</u> uild Statement			<u>C</u> lose

Enter the parameters and click Build Statement.

The Summary for the year will display. The detail for each order will be below the summary.

Commission Statement Summary

Commission Statement

for Driver from 01/01/2006 to 12/31/2006

ı (11011916051800)

Revenue Amount	Commission Amount	After Split	Amount Pai
\$0.00	\$0.00	\$0.00	(\$56,831.83
\$12,057.12	\$8,263.83	\$8,263.83	\$8,263.8
\$623.01	\$425.24	\$425.24	\$425.2
\$1,193.51	\$767.97	\$767.97	\$767.9
\$2,147.20	\$0.00	\$0.00	\$0.0
\$7,589.82	\$4,987.54	\$4,987.54	\$4,987.5
\$10,110.28	\$5,455.00	\$5,455.00	\$5,455.0
\$10,588.23	\$6,807.16	\$6,807.16	\$6,807.1
\$4,666.10	\$2,912.86	\$2,912.86	\$2,912.8
\$1,321.84	\$990.28	\$990.28	\$990.2
\$2,759.96	\$1,644.80	\$1,644.80	\$1,644.8
\$6,317.86	\$3,659.55	\$3,659.55	\$3,659.5
\$1,337.85	\$795.56	\$795.56	\$795.5
\$2,524.02	\$1,675.53	\$1,675.53	\$1,675.5
\$9,755.36	\$5,779.92	\$5,779.92	\$5,779.9
\$3,472.84	\$2,208.40	\$2,208.40	\$2,208.4
\$4,162.46	\$2,226.93	\$2,226.93	\$2,226.9
\$4,046.57	\$2,374.16	\$2,374.16	\$2,374.1
\$7,991.73	\$5,757.58	\$5,757.58	\$5,757.5
\$7,659.62	\$4,797.46	\$4,797.46	\$4,797.4
\$4,432.26	\$2,677.94	\$2,677.94	\$2,677.9
\$104,757.64	\$64,207.71	\$64,207.71	\$7,375.8
	\$0.00 \$12,057.12 \$623.01 \$1,193.51 \$2,147.20 \$7,589.82 \$10,110.28 \$10,588.23 \$4,666.10 \$1,321.84 \$2,759.96 \$6,317.86 \$1,337.85 \$2,524.02 \$9,755.36 \$3,472.84 \$4,162.46 \$4,046.57 \$7,991.73 \$7,659.62 \$4,432.26	\$0.00 \$0.00 \$12,057.12 \$8,263.83 \$623.01 \$425.24 \$1,193.51 \$767.97 \$2,147.20 \$0.00 \$7,589.82 \$4,987.54 \$10,110.28 \$5,455.00 \$10,588.23 \$6,807.16 \$4,666.10 \$2,912.86 \$13,21.84 \$990.28 \$2,759.96 \$1,644.80 \$6,317.86 \$3,659.55 \$1,337.85 \$795.56 \$2,524.02 \$1,675.53 \$2,759.96 \$1,644.80 \$6,317.86 \$3,659.55 \$1,337.85 \$795.56 \$2,524.02 \$1,675.53 \$2,759.94 \$2,208.40 \$4,162.46 \$2,226.93 \$4,404.57 \$2,374.16 \$7,991.73 \$5,775.58 \$7,659.62 \$4,797.46 \$4,432.26 \$2,677.94	\$0.00 \$0.00 \$0.00 \$12,057.12 \$8,263.83 \$8,263.83 \$623.01 \$425.24 \$425.24 \$1,193.51 \$767.97 \$777.97 \$2,147.20 \$0.00 \$0.00 \$7,589.82 \$4,987.54 \$4,987.54 \$10,110.28 \$5,455.00 \$5,455.00 \$10,588.23 \$6,807.16 \$56,807.16 \$10,588.23 \$6,807.16 \$56,807.16 \$10,588.23 \$6,807.16 \$56,807.16 \$10,588.23 \$6,807.16 \$56,807.16 \$11,2184 \$5990.28 \$5990.28 \$2,759.96 \$1,644.80 \$1,644.80 \$6,317.86 \$3,659.55 \$3,659.55 \$2,524.02 \$1,675.53 \$1,675.53 \$2,524.02 \$1,675.53 \$1,675.53 \$2,524.02 \$1,675.53 \$1,675.53 \$2,524.02 \$1,675.53 \$2,208.40 \$2,208.40 \$2,208.40 \$2,208.40 \$4,162.46 \$2,226.93 \$2,226.93 \$4,046.57 \$2,374.16

n (11011916051800)

Edit Check Batch

The Edit Check batch window shows the invoices have been selected to be paid based on the parameters that were entered on the Select Payables Checks Window. Click on the **Edit Check Batch** button to open the window. It can also be used to build a batch without using Select Checks.

Bat	<u>ch ID</u>	TEST		(୍କ		Checkbook	(ID	OP-LVL		
Cur	rency ID				÷.		Checkbook	Currency ID			
Bat	ch Total		\$99,909.	.84			Balance be	efore checks		(\$3,431,	.468.61
۵pp	ly Date		11/15/2007				Balance af	ter checks		(\$3,531,	.378.45
/er	ndors		🔢 Colum	ns	S	elect the documents yo	ou would like to	o pay for vendor:		<u>.</u> C	olumns
☑	Vendor ID	🛆 Tol	al Amount Paid		1	3011414052000 Man	netter, Jared				
	.1142511091400		\$0.00		B	Voucher Number	Due Date	Amount Remaining A	mount Paid	Δ.	
	11011916051800		\$0.00		F	MSSVCH0000233	8/16/2007	\$0.00		<u>\$4.92</u>	4
~	11051423151801		\$1,041.68		F	MSSVCH00002335	8/16/2007	\$0.00		<u>\$15.19</u>	
~	1181319201800		\$11,837.10		F	MSSVCH00002311	8/14/2007	\$0.00		<u>\$18.98</u>	$\overline{\mathbf{z}}$
~	12012318051401		\$10,540.00		F	MSSVCH00002338	8/17/2007	\$0.00		<u>\$36.65</u>	
~	13011414052000		\$3,359.33		F	MSSVCH00002338	8/17/2007	\$0.00		<u>\$41.04</u>	
	130514091400110)	\$0.00		F	MSSVCH00002338	8/16/2007	\$0.00		<u>\$45.18</u>	
~	13090423051903		\$194.14		F	MSSVCH00002338	8/17/2007	\$0.00		<u>\$56.46</u>	
~	13152205181900		\$1,450.24		F	MSSVCH00002338	8/17/2007	\$0.00		<u>\$64.12</u>	
	14011601000101		\$0.00		F			\$0.00		<u>\$77.28</u>	
~	15192301120400		\$4,988.76		F			\$0.00		<u>\$151.39</u>	
~	18052514151202		\$205.10	-	F	MSSVCH00002312	8/14/2007	\$0.00		<u>\$200.00</u>	-

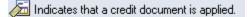
When using Select Checks, the items that are selected have a check mark next to the Vendor ID, on the left side of the screen. When there is a check mark, the Total Amount Paid Column will have a dollar amount. This gives a quick view of the total amount to be paid.

To see detail on the invoices being paid, click on the Vendor number and look to the window on the right. It will show Voucher number, amount remaining and amount paid.

Selecting Invoices - When looking at the Window that shows the invoices (on the right part of the screen), items can be unchecked that are not to be paid. If the invoices are removed, the amount paid on the vendor will change in the display.

The distribution for the check will not update the amounts. This will need to be changed by going into Edit Check and fixing the distribution**

Credit Memos - Placing a checkmark on the vendor will cause the credit memos to auto apply to the invoices. If the vendor was checked during the select check process, uncheck and the credit memos will unapply. Highlight the vendor number. The box to the left will "ghost". Then click on the items on the right that are to be paid. No credit memos will be applied.



To see more detail on the Invoice, click on the Amount in blue. A window will open showing credit memos (CRM) and the payment (PMT) that will be made with this batch.

Applied Vendor Cre	dits								- 0 >
Voucher Number	[MSSVCH000023119		Vendo	r ID	130114140520	000		
Document Number		428-917-7/1		Name		Mannetter, Jar	ed		
Payment Number	Do	cument Number	Туре	Original Amount	Δ	pplied Amount		Currency ID	
006599			PMT	\$	3,359.33		\$18.98		-
MSSVCH000023357	19-	1379-7/1	CRM		\$6.02		\$6.02		
									-
() ()								0	IK

Click **OK** to close the window.

If the window is closed or OK is clicked on the Edit Batch Window, go back to **Transactions> Purchasing>** Select Checks to use Select Checks.

Edit Payables Check

To pay one vendor, a partial payment on a vendor, or to pay an amount without an invoice, use Edit Check.

🔟 Edit Payables Ch	ecks							ſ	_ 🗆 🗙
🔚 Save 🗙 🛛	<u>)</u> elete 🏼 🐔	🔒 Auto Apply	y						3
Payment Number	000	6710		Q 🗋		Checkbook ID			
Batch ID				Q →		Currency ID			÷.
Batch Total			\$	0.00		Apply Date	5/1	9/2008	
<u>Vendor ID</u>				\bigcirc		Amount:			
Check Name						Unapplied			\$0.00
						Applied			\$0.00
Comment						Check			\$0.00
List Documents on R	emittance:		All Docu	iments	•				
Sort Documents on F	Remittance	by:	Date		٠				
Terms Discount Take	en			\$0.00		Writeoff			\$0.00
Terms Discount Avai	lable			\$0.00					
				Check <u>S</u> tu	ь	Apply Di	stri <u>b</u> ution	Print Cl	hec <u>k</u> s
III I I I I I I I I I I I I I I I I I	Batch ID		•	Status	U	nsaved			۵ 🎝

To get to Edit Check,

Transactions> Purchasing> Edit Check

Microsoft Dyn	amics GP
(į)	Do you want to add this batch?

Each check will need to be part of a batch. Type in the Batch ID and tab. There will be a prompt to add the batch. Click on Add.

Batch ID 👘	020108TEST	Q 🗋	Origin:	Computer Check	<
Comment	1				
Frequency:	Single Use		Posting Date	5	/19/2008
			Check Date		0/0/0000
Recurring Postir	ng	0			
		0	<u>Checkbook ID</u>		
		-	<u>Checkbook ID</u> Currency ID		
Days to Increme	ent	0	Currency ID		
Days to Increme		-	Currency ID		
Days to Increme Times Posted Transactions	ent	0	Currency ID Last Date Posted	.00	Q
Recurring Postin Days to Increme Times Posted Transactions Batch Total	ent	0	Currency ID Last Date Posted	.00	

Select the Checkbook ID to be used.

Type or Lookup the checkbook.

Click on Save

🖥 Edit Payables Ch	ecks					_	
🚽 Save 🗙 🛛	<u>)</u> elete 👫 A <u>u</u>	to Apply					6
Payment Number	006710		Q 🗋	Checkbook ID	TMC OF	s	
Batch ID	020108T	EST	Q >	Currency ID			÷
Batch Total		:	\$0.00	Apply Date	5/	19/2008	
<u>Vendor ID</u>	0215040914050	0	Q	Amount:			
Check Name	Bodine Inc.			Unapplied		\$5	00.00
				Applied		1	\$0.00
Comment	Paying a flat amo	ount		Check		\$5	00.00
				_			
List Documents on R	lemittance:	All Doc	uments 🚽				
Sort Documents on F	Remittance by:	Date	-				
Terms Discount Tak	en		\$0.00	Writeoff			\$0.00
Terms Discount Avai	ilable		\$0.00				
			Check <u>S</u> tub	Apply	Distri <u>b</u> ution	Print Che	c <u>k</u> s
I I I I I I I I I I I I I I I I I I I	Batch ID	-	Status L	Insaved		4	7 (

Select the Vendor ID and tab through to the Unapplied Amount. Use this field if there is no invoice to select, or anytime an unapplied payment is to be made.

Movers Cust		1.000	oply Payables Do Unapply 🛛 👫		ents Apply							
Vendor ID	-	1091400				ent No.	•	00	6711		Þ	
Name	Anykind	Handymar	Service, L.L.C.	1	ocum	ent Type:		Pa	yment		1.	-
	1.000			4	pply F	rom Curren	cy ID					1.
Apply Date	5/1	9/2008			Apply	Posting L	Date	5/	19/20	08		
Original Amount	[\$0	.00	Che	ck Amount					\$0	.00
Apply to Doc	ument	D	ue Date	Bran	ch	Amount	Remaining		Apply	Amount		\$
Type Original C	ocument	Amt	Discount Date	Tern	ns Avai	lable	Terms Ta	aken		Writeoff		¥
Apply To Curren	cy ID	Exchang	je Rate	Calc	ulation	Method	Reali	zed	Gain/L	.088		
12312412		1	/23/2008				\$0	0.00	-		\$0.00	
123456789		9	/28/2007				\$120	0.00			\$0.00	

If there is an invoice, click on apply and the Apply Payables Documents Window opens. Select the invoice.

If only paying a partial amount on an invoice, click on the zero on the right of the invoice amount. Type in the amount to be paid. Click tab. This will set the amount. Click OK.

🖬 Payables Tr	ansaction	Entry Dist	ribution								×
Vendor ID	0215	0409140500					1	Payment Number	006710		
Vendor Name	Bodin	e Inc.					[Document Type	Payment		
Currency ID							F	Functional Amount		\$500	.00
							(Driginating Amount		\$0	.00
	Account	4	- <u>2</u> Q	>	Туре			Debit	Credit		*
Description								Originating Debit	Originating Cred	dit	*
Distribution Refe									Corresp. Co. ID		
-		-10200000		_	CASH		•	\$0.0	-	\$500.00	
LINT	 01 - 01 	-21000000	1-00	۲	PAY		•	\$500.0	0	\$0.00	
	▲ - ·	-	-	۲			•	\$0.0	0	\$0.00	
											.
											•
			Func	tion	al Totals	\$		\$500.0	0	\$500.00	
<u>R</u> ates			Origin	natir	ng Totals	s		\$0.0	0	\$0.00	
۵ 💭					[(эк	Delete	Def <u>a</u> ult	Redispl	∍y

The window will close and an amount will display in the Applied field (see above). The Check Amount will also be completed.

Click on Distribution to be sure that the accounts have defaulted through. Click OK.

Microsoft Dyna	mics GP
(Į)	Do you want to save changes to this payment?
	Save Delete Cancel

Click on Save, if there are more vendors to enter on the Batch, or click on Print Checks. There will be a window asking if changes should be saved. Click on Save.

📧 Print Payables Che	cks				_ 🗆 🗙
🎒 <u>P</u> rint <u> </u> C <u>l</u> e	ar (a
Batch ID	020108TEST	Q	Checkbook ID	TMC OPS	
Batch Total		\$500.00	Currency ID		÷.
Check Number	<u>2135130</u>				
Check Date	5/19/2008				
Check Comment					
Sort Checks By:	Payment Number		▼ 🗖 Sep	parate Remittance	
Check Format:	Stub Top/Bottom - G	raphical	▼ Print:	C Alignment Form	Checks
					۵ 🕼

The Print Payables Checks window opens. Verify the Check Number, Date and Check format. Click on Print.

Report Information Name: Chei	ck w/Stub on Top & Bottom
Name: Cher	ck wy stub on rop a bottom
Option:	
E A	ask Each Time
Destination —	
Screen	
Printer	
File	
	(-
File Name:	
File Name: File Format:	
	 Append Replace

Select the Destination.

Click OK.

🖬 Post Payables	Checks				
Batch ID	020108TEST	Q	Checkbook ID	TMC OPS	
Posting Date	05192008		Name	Moving Company Operating Ckbk	
Process:	Post Checks	-	Currency ID		÷,
			Check Date	5/19/2008	
Void or Reprint Ra	nge: 🧔 All	C From: To:			
Starting Check	Number 2669	161			
۵ 🖒				Process Process Later	Cļear

When the check has printed, leave the Process as Post Checks.

Click on Process.

The checks will post and a journal will print.

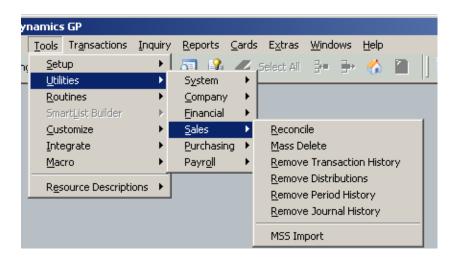
MSS Import

To import new MS transactions into Great Plains, we use the MSS Import.

Tools > Utilities > Sales > MSS Import

or

Tools >Utilities > Purchasing > MSS Import



Either path accesses the same window.

📶 MSS Transact	tion Import Options	
By Module:	• All C	A/P C A/R C G/L
User:	le All C Specific	
Processing Option	n: 🔎 Import Transactions	🔘 Validate Data Only
D		🍇 Process 🛛 🙆 Cancel

Report Information Name: Import Register Option: by Sequence Number Ask Each Time						
Destination Screen Printer						
File Name:			~	[-		
The Format		C Replace				

Accept the defaults, as you will normally not need to run imports separately.

Click the Process button.

Report Destination window will open. Select where you want it to print. The MSS Import Register will print and transactions will be imported into Great Plains. Transactions with errors will not import until errors are resolved.

Common errors are:

- Customer On Hold
- Customer Not found
- GL account does not exist
- Vendor Missing or Inactive

узсеш. //10/2000	10.10.07 MM					noving a sec MPORT REGIST					Us
Iodule:	ALL	Process Start Time:	10:15:37 A								
fser:	ALL	Process End Time:	10:15:38 A	м							
atch:		Elapsed Minutes:	0								
'rocessing Option:	Validate Data Only										
'ransaction Type	AFS Document Number	Vendor/Customer	Branch	Doc Date	GL Date	Amount	Account Number	Opposing Account	Apply-To Doc Number	Error Description	
./P Invoice	MSSVCH000000009	PERSON01001	MSS1	1/6/2006	1/6/2006	\$152.58	01-01-42201440-01	01-01-20350000-00			
./P Invoice	MSSVCH00000008	PERSONO1001	MSS1	1/6/2006	1/6/2006	\$50.86	01-01-42201440-00	01-01-20350000-00			
./P Invoice	MSSVCH000000007	PERSONO1001	MSS1	1/6/2006	1/6/2006	\$44.50	01-01-42201440-00	01-01-20350000-00			
./P Invoice	MSSVCH00000020	PERSONO1001	MSS1	3/15/2006	3/15/2006	\$189.00	01-01-41111420-01	01-01-20350000-00			
./P Invoice	MSSVCH00000019	PERSONO1001	MSS1	3/15/2006	3/15/2006	\$38.25	01-01-41111420-01	01-01-20350000-00			
./P Invoice	MSSVCH00000018	PERSONO1001	MSS1	3/15/2006	3/15/2006	\$0.98	01-01-41111420-01	01-01-20350000-00			
./P Invoice	MSSVCH000000017	PERSONO1001	MSS1	3/15/2006	3/15/2006	\$0.30	01-01-41111420-01	01-01-20350000-00			
./P Invoice	MSSVCH000000016	PERSONO1001	MSS1	3/15/2006	3/15/2006	\$5.40	01-01-41111420-00	01-01-20350000-00			
./P Invoice	MSSVCH00000013	PERSONO1001	MSS1	3/15/2006	3/15/2006	\$0.25	01-01-41111420-00	01-01-20350000-00			
./P Invoice	MSSVCH000000012	PERSONO1001	MSS1	3/15/2006	3/15/2006	\$114.75	01-01-41111410-00	01-01-20350000-00			
./R Sales / Invoice	MSSD0C00000052		MSS1	6/23/2006	6/23/2006	\$90.00	01-01-42443310-02	01-01-11000000-00		Customer not foun	.d
./R Sales / Invoice	MSSD0C00000051		MSS1	6/23/2006	6/23/2006	\$8.00	01-01-62330000-00	01-01-11000000-00		Customer not foun	.d
./R Debit Memo	MSS1-24-5/3	UNITEDVLOOOL	MSS1	7/7/2006	7/7/2006	\$60.00	01-01-15550000-00	01-01-11000000-00			
./R Credit Memo	MSS1-24-5/2	UNITEDVL0001	MSS1	7/7/2006	7/7/2006	\$650.00	01-01-15550000-00	01-01-11000000-00			
./P Credit Memo	MSSVCH00000066	ADVANCED0001	MSS1	7/7/2006	7/7/2006	\$80.00	01-01-15550000-00	01-01-20350000-00			
./P Invoice	MSSVCH00000065	ACETRAVE0001	MSS1	7/7/2006	7/7/2006	\$5.00	01-01-15550000-00	01-01-20350000-00			
ournal Entry	MSSD0C00000062	Journal Entry	MSS1	7/7/2006	7/7/2006	\$100.00	01-01-15550000-00	01-01-62330000-00			
ournal Entry	MSSD0C00000061	Journal Entry	MSS1	7/7/2006	7/7/2006	\$365.00	01-01-15550000-00	01-01-52500000-00			
		Report 1	otal:	18	Records Reje	ected:	2				

After MSS transactions are imported into Great Plains, a Great Plains user will post the transactions, usually from the Master Posting window. This is frequently the accounting manager. Not all users will have access to this window.

Tools > Routines > Master Posting

namics GP					
Tools Transactions Inq	Juiry	<u>R</u> eports <u>C</u> ards	E <u>x</u> tras	<u>W</u> indows	Help
<u>S</u> etup Utilities	*	💐 🗳 🖉	Select All	}	
 <u>R</u> outines	Þ	⊆ompany	+		
SmartList Builder	►	<u>F</u> inancial	+		
Customize	•	<u>S</u> ales	+		
Integrate	•	Purchasing	+		
<u>M</u> acro	•	Payr <u>o</u> ll	+		
Resource Descriptions	۲	Master Posting Batch Recovery			

🖬 Master Posting					_ [IJ×
🕂 Post 🔯 Redis	play					-
Series: All	•					
Display Batches: 🔴	All 🔘 Marked			Mark <u>A</u> ll	U <u>n</u> mark A	
Batch ID	Origin	Status				\$
Comment			No. of Trx	Last Posted	Frequency	8
🔲 101007MJ	Payables Trx Entry	No Transactions	:			
BM-121207-1148	Receivables Sales Entry	Available				
TEST	Receivables Sales Entry	Available				-
TEST	Clearing Entry	No Transactions	:			-
						-
						-
•	i	i				Ŀ

Be careful - **DO NOT MARK ALL BATCHES!!** There could be recurring batches that will post if Mark All and Post were selected.

Payables Transaction Entry

To enter a payables transaction, go to: Transactions> Purchasing> Transaction Entry

Microsoft Dynamics	GP	
<u>File E</u> dit <u>V</u> iew <u>T</u> ools	Tr <u>a</u> nsactions	Inquiry <u>R</u> eports <u>C</u> ards E <u>x</u> tras <u>W</u> ind
sa The Moving Compa	<u>F</u> inancial <u>S</u> ales	🗼 🛛 💐 🗳 🖉 Select All 📴
] 📴 📴	Purchasing	Iransaction Entry
	Payr <u>o</u> ll	Scheduled Payments Manual Payments Select Checks Edit Check Batch Edit Check

The Payables Transaction Entry Form will open.

Movers Custom Pro		Pri <u>n</u> t	I ● ≣ Additional	Info		
Voucher No.	006572	Q] 🗖 Intercompa	ny Batch ID		Q →
Document Type:	Invoice	•	_	Doc. De	ate 11/6/2007	
Description						
MSS Order Number		Q				
MSS Branch Code		Q				
Vendor ID			Currency	ID		ОП
Name		~		ent Number		
Address ID		Q	P.O. Nur			
Remit-To ID		Q	Shipping	Method		
Payment Terms		Q 🔾	Tax Sch	edule ID		Q >
Purchases		\$0.00	1099 Am	ount		\$0.00
TrdDisc/VL Amount		\$0.00	Cash			\$0.00 🔶
Freight		\$0.00	Check			\$0.00 >
Miscellaneous		\$0.00	Credit Ca	rd		\$0.00 🔶
Tax		\$0.00 🔿	Terms D	sc Taken		\$0.00
Total		\$0.00	On Acco	unt		\$0.00
I ∢ ∢ ▶ ▶ I by Bat			Status	Apply	Distri <u>b</u> utions	Print Chec <u>k</u>

The Voucher number will be assigned through Dynamics GP.

Invoice 🗾 👻
Invoice
Finance Charge
Misc Charge
Return
Credit Memo

The entry will start with the Document Type. Select from the dropdown. Only Invoice and Credit Memo are used. Click Tab to move. Fill in the Description. Tab. Lookup/Enter the MSS Order Number, if it applies. To Lookup, click on the magnifying glass. Tab. Enter the Branch Code. This is required. Type in or Lookup. Tab.

Enter the Batch ID.

Microsoft Dyr	namics GP
	Do you want to add this batch?
	Add <u>C</u> ancel

Batch ID's must be entered. There is no Transaction Posting, only Batch Posting.

If this is the first transaction entry for the batch, a window will open with "Do you want to add this batch?" Click Add.

🚺 Payables Bat	ch Entry					_ 🗆 🗡
🚽 Save 🛛 🖉	Cļear 🔀	🕻 Delete 🕂 🔚	<u>P</u> ost			6
Batch ID	101007MJ	Q 🗋	Origin:	P	ayables Tr	x Entry
Comment	1					
Frequency:	Single Use	-	Posting Date			11/6/2007 🏢
	_		Check Date			0/0/0000
Recurring Posting	3	0				
Days to Incremen	nt	0	Checkbool	<u>t//</u> 0	P-LVL	Q
			Currency ID			이미허
Times Posted			Last Date Po	sted		
. .	Control		Actual		1	
Transactions		\$0.00		\$0.00	-	
Batch Total		\$0.00		\$0.00		
	User ID		Approval Date			
Approved						Transactions
						۵ و

Enter a comment.

Select the Checkbook ID.

Click Save.

Tab off of the Batch ID field.

🖬 ¥endors			
Find by Vendor Name	•		
▼ View: Restricted	Lis	t: by Vendor Name	
Vendor ID	7	Vendor Name	
11120914111400		Klinkner, Jane	
11151901180000		Kosar, Jane	
		$\langle \rangle$	
		\smile	

Enter the Doc. Date. This will be the date of the invoice, or the date due, depending on how Payablesare handled in the organization. This will be considered the Date for the calculation of the payment terms for Dynamics GP. Tab.

Enter the Vendor ID. Lookup can be used on this field. Click on the magnifying glass. Once in the window, place the mouse over the Vendor Name and click on it. This changes the search criteria to Name. Tab.

The Vendor name, Address ID, Remit-To ID and Payment terms will default in from the Vendor Card. Tab through to the Document Number.

Enter the Document Number. (Required field) This can be the invoice number, reference number, etc. Tab.

Enter the P.O. Number if it is available. Tab.

Tab through Shipping Method and Tax Schedule ID.

Enter the amount in Purchases field. Tab.

Click the Distributions Button.

The Purchasing (Accounts Payable) account will default in on the PURCH line. You will enter the Payables Expense account on the PAY line.

Click OK.

Click Save.

Voucher No.	006572	QD	Intercompany	Batch ID	Q >
Document Type:	Invoice	-		Dec. Date 11/6/	
Description					
MSS Order Number		\bigcirc			
MSS Branch Code		Q			
Vendor ID		Q	Currency ID		ОБІ
Name			Document N	lumber	
Address ID		Q	P.O. Number		
Remit-To ID		<u>_</u>	Shipping Meth	od	
Payment Terms		Q 🔾	• Tax Schedule	ID	Q >
Purchases		\$0.00	1099 Amount		\$0.00
TrdDisc/VL Amount		\$0.00	Cash		\$0.00 >
Freight		\$0.00	Check		\$0.00 >
Miscellaneous		\$0.00	Credit Card		\$0.00 >
Тах		\$0.00 🔿	• Terms Disc Ta	ken	\$0.00
Total		\$0.00	On Account		\$0.00
				Apply Distrib	utions Print Check

Parts of the Payables Transaction Entry Form

Voucher Number - (Required field) Automatically assigned by Dynamics GP

Document Type – Dropdown with 5 options (Invoice, Finance Charge, Misc Charge, Return, Credit Memo)

Description – Complete as needed

MSS Order Number - If it applies to a Vendor

MSS Branch – (Required field) Enter the Branch Code ID or use the magnifying glass to look-up

Vendor ID - (Required field) Enter the Vendor ID or use the magnifying glass to look-up

Batch ID - (Required field) Enter the Batch ID

If this is the first transaction in a batch, you will be prompted for more information. The format is 6 digit date with the initials of the user. E.g 101007MJ This makes it easier to search for reports later with Batch ID's being date. Document Number – (Required field) This is the number of the Payables invoice.

Purchases – The Invoice Amount

Note : If the Credit Memo was selected in the dropdown, this field changes to Credit Memo.

Apply Button – Use this if there is already a payment made in the system and you want to apply the invoice to it. **DON'T EVER APPLY ON DRIVERS OR SALESPEOPLE!!**

Distributions Button – Use this to select the Payables account and the expense account the invoice/credit memo is to be charged to.

Payables Transaction Entry Distribution

PAY line will default in by the Branch selected. This account number is tied to the branch and company the branch is part of.

PURCH line is where the Payables Expense account is entered. The account can be entered directly, or use the magnifying glass to lookup.

The item circled in red is the Show Details buttons. If clicked, it will expand to show the name of the account and other details.

📊 Payables Transa	action Entry Distribution					_ 🗆 🗙
		_				
Vendor ID	11120914111400		1	Voucher Number	006572	
Vendor Name	Klinkner, Jane		I	Document Type	Invoice	
Currency ID			I	Functional Amount		\$500.00
			1	Originating Amount		\$0.00
Co. ID 🔿 🗟 Acco	ount 🔤 🖉 🔍 🔶	Туре		Debit	Credit	
Description				Originating Debit	Originating Credit	: \ 📚
Distribution Reference	ce				Corresp. Co. ID	
LINT 🔳	1 -01 -50055001 -00 🔹 🕨	PURCH	•	\$500.0	0	\$0.00 🔺
)1 -01 -21000000 -00 🔹 🕨	PAY	•	\$0.0	0	\$500.00
		·	•	\$0.0	0	\$0.00
	Function	al Totals		\$500.0	0 :	\$500.00
<u>R</u> ates	Originatin	ng Totals		\$0.0	0	\$0.00
۵ 💭			эк	<u>D</u> elete	Def <u>a</u> ult	Redisplay

Post Payables Checks Window

The final step after printing the Payables Checks is to Post them.

If the Posting date is different than the Check date, change it before Posting.

In the Process field, a dropdown, there are 4 options: Post Checks, Print Stub Alignment, Reprint Checks, and Void Checks.

🖬 Post Payables (Checks						_ 🗆 🗙
Batch ID	TEST		୍ଦ୍	Checkbook ID	0P-LVL		
Posting Date	11/15/2007			Name	Moving C	ompany Operating Ckbk	
Process:	Post Checks		-	Currency ID			÷.
	Post Checks			Check Date	11/15/20	07	
	Print Stub Alig Reprint Check						
	Void Checks						
Void or Reprint Rar	nge: 🧔	AI C	From:				
			To:			0	
Starting Check	Number	266955					
۵ 🕼					Process	Process Later	Clear

Select **Post Checks** and Click the **Process** Button on the lower right, if your checks have printed correctly and you are ready to post.

🔟 Post Payables C	hecks				
Batch ID	TEST			Q	Chec
Posting Date	11/15/2007				Name
Process:	Reprint Chec	ks		-	Curre
					Chec
Void or Reprint Ran	ge: 🧯	All	0	From:	
				To:	
Starting Check N	lumber	266955			
۵ 💭					

Select the **Reprint Checks**, if the checks did not print correctly. This will void all of the check numbers already printed in Great Plains and reissue the checks with new numbers. Enter the Starting Check Number in the field in the lower left. Click the **Process** Button.

Select Void Checks, if the batch is entirely wrong. Process finalizes the Voids.

Print Check & Remittance

There are four ways to print checks – from the **Print Checks** button on the Select Checks window, **Print Checks** on the Edit Payables Checks, **Print Checks** on the bottom of the Edit Check Bath window or **Transactions> Purchasing> Print Checks**. Any of these will display the Print Payables Checks window.

💶 Print Payables Ch	ecks		>
🛃 <u>P</u> rint 🛛 🜌 C	jear		4
Batch ID	TEST	Checkbook ID OP-LVL	
Batch Total	\$210.0	Currency ID	÷
Check Number	<u>2565355</u>		
Check Date	9/10/2007		
Check Comment			
Sort Checks By:	Payment Number	 Separate Remittance 	
Check Format:	Stub Top/Bottom - Graphical	 Print: O Alignment Form 	Checks
			· · · ·
			(

Enter your starting check number, if it is different than the default .

Confirm the date you want the check to print with.

Check the Separate Remittance, if you want Remittance Statements.

Verify the Sort Checks By Order.

Payment Number	
Name	
State - City	
ZIP Code	

Verify the Check Format. Stub/Stub/Check and Stub Top/Bottom – (Graphical or Text) are the supported formats.

Stub on Bottom	٠
Stub Top/Bottom - Text	
Stub Top/Bottom - Graphical	
Stub/Stub/Check	
3 per Page/No Stub	
User-Defined Check 1	Ŧ

Click Print in the top left corner . The printer in the top right corner gives you the Check Edit List.



Printing Remittances

When the checks are printed, if there are more than 12 lines, or if there will be no checks printed, a remittance paper will print. The Post Payables Checks window will open, click on Process.

Batch ID	TEST	Q	Checkbook ID	OP-LVL	
Posting Date	11/15/2007		Name	Moving Company Operating Ckbk	
Process:	Post Checks	·····	Currency ID	moving company operating exert	÷
	Post Checks Print Stub Alignme Reprint Checks Void Checks	int	Check Date	11/15/2007	
Void or Reprint R					
		To:			

Please note: If the checks need to be reprinted, that must be done before clicking on Post Checks and Process. Once Post Checks is started for the Remittance, the only option will be to void all checks by manual process. This is discussed more on the next section Post Payables Checks Window.

🖬 Process Pay	ables Checks		
	TEATERWO		
Batch ID	TESTDRVR	S	
Comment			
Process: Remittance	Alignment Form	Remittance Form	O Post
۵ 🖒		Process	Process Later

Process Payables Checks Window will display, click on the radio button next to Remittance Form. Click Process. The Remittances will print and the window will open again.

Vendor ID	Vendor Name	Check Nan	ne	Payment Number	Check Da	ite Check Nu	ımber
19130920080004	Smith, Miles	Smith, Mile:	5	006720	5/16/2007	266963	
Our Voucher Numbe	er 🛛 Your Voucher N	lumber Date	Amount	Amount Paid	Discount	Writeoff	Net
MSSVCH000018257	428-93-7/2	5/9/2007	\$2,671.16	\$2,671.16	\$0.00	\$0.00	\$2,671.16
MSSVCH000018258	428-93-7/3	5/9/2007	\$1,203.90	\$1,203.90	\$0.00	\$0.00	\$1,203.90
MSSVCH000018259	428-93-7/4	5/9/2007	\$589.22	\$589.22	\$0.00	\$0.00	\$589.22
MSSVCH000018260	428-93-7/5	5/9/2007	\$49.15	\$49.15	\$0.00	\$0.00	\$49.15
MSSVCH000018261	428-93-7/6	5/9/2007	\$2,003.59	\$2,003.59	\$0.00	\$0.00	\$2,003.59
MSSVCH000018262	428-93-7/7	5/9/2007	\$2,297.84	\$2,297.84	\$0.00	\$0.00	\$2,297.84
MSSVCH000018466	428-534-7/3	5/15/2007	\$6.34	\$6.34	\$0.00	\$0.00	\$6.34
MSSVCH000018467	428-534-7/4	5/15/2007	\$4.05	\$4.05	\$0.00	\$0.00	\$4.05
MSSVCH000018468	428-534-7/5	5/15/2007	\$3.40	\$3.40	\$0.00	\$0.00	\$3.40
MSSVCH000018469	428-534-7/8	5/15/2007	95.51	95.51	\$0.00	l \$0.00	\$5.51

The second time the window opens, click on the radio button next to Post. Click on Process. The batch will now post and if the system is setup to print the posting journals, they will print once the posting is done.

🖬 Process Pay	ables Checks		_ 🗆 🗙
Batch ID	TESTDRVR		
Comment			
Process: –	Alignment Form	Remittance Form	C Post
۵ 💭		Process	Process Later

Post Payables Checks Window

If there is no Remittance Forms to print, the posting process will be as follows.

Check the Posting Date to be sure it has not changed, or change it if needed.

In the Process field, a dropdown, there are 4 options: Post Checks, Print Stub Alignment, Reprint Checks, and Void Checks.

Batch ID	TEST		Q	Checkbook ID	0P-LVL	
Posting Date	11/15/2007	7		Name	Moving Company Operating Ckbk	
Process:	Post Checks	s	•	Currency ID		-
	Post Checks Print Stub Al			Check Date	11/15/2007	
	Reprint Cheo Void Checks	eks :				
Void or Reprint R	ange: 🧖	All	C From: To:			
	k Number	266955				

Select **Post Checks** and Click the **Process** Button on the lower right, if your checks have printed correctly and you are ready to post.

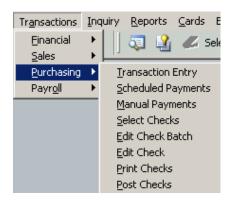
Select the **Reprint Checks**, if the checks did not print correctly. This will void all of the check numbers already printed in Great Plains and reissue the checks with new numbers. Enter the Starting Check Number in the field in the lower left. Click the **Process** Button.

📑 Post Payables (.hecks			
Batch ID	TEST		Q	Chec
Posting Date	11/15/2007			Name
Process:	Reprint Chec	ks	-	Curre
				Chec
Void or Reprint Ran	ige: 🌾	All	C From:	
			To:	
Starting Check	Number	266955		

Select Void Checks, if the batch is entirely wrong. Process finalizes the Voids.

With the Reprint and Void, a range can be selected, if only part of the Batch printed incorrectly.

Use **Process Later**, if checks will be reviewed before being sent. You can still Reprint or Void if needed. Go to **Transactions> Purchasing> Post Checks** to get to the Post Payables Checks.



Processing driver checks

Select Checks	Edit Check Batch	Edit Check 1	Edit Check 2
Run Commission Statements in MSS	Run Commission Statements in MSS	Build each check by hand into a batch, Edit Check	Build each check by hand into a batch, Edit Check
Build checks in Select Checks Process	Build checks in Edit Check Batch	Pick invoices to pay and credit memos	Review amount want to pay each driver
Review that amounts match MSS	Review that amounts match MSS	Review amount want to pay each driver	Print checks
Print checks	Print checks	Print checks	
Finalize the Commission Statements in MSS	Finalize the Commission Statements in MSS	Transactions cleared in GP, MSS statements need to be settled to create Balance Forwards	Transactions are not cleared in GP or MSS. Apply process will need to be done manually, for each driver. Credit memos will need to be applied manually.
GP & MSS are cleared and balance forwards completed	GP & MSS are cleared and balance forwards completed		Commission statements will need to be ran to clear MSS and create Balance Forwards
Time : 30 – 60 minutes in total	Time: 60- 90 minutes in total	Time: 15 minutes per driver	Time: 2-3 minutes per driver to cut checks. 30 minutes per driver to apply records.
Advantages:	Advantages:	Advantages:	Advantages:
Faster. Automatically applies all invoices and credit memos. Can control date ranges and vendor classes paid.	Faster. Can automatically apply credit memos.	Can create single check with all doc's related.	Can create check "on demand".
Disadvantages:	Disadvantages:	Disadvantages:	Disadvantages:
All cash/vanline statements must be processed for	Can't control dates ranges. Manually have to remove any items	All cash/vanline statements must be processed for	Can not apply credit memos/invoices/payments until vanline statements are processed. Everything

commissions to show.	outside of dates.	commissions to show.	is manual.
	All cash/vanline statements must be processed for commissions to show.		

Processing Commission Checks

Introduction

The process of running checks for people receiving commissions should be done quickly, as errors can occur in statements, if not. Movers Suite and Great Plains applications are used to process the final check to the person receiving the commissions.

Depending on how the person is paid (live check, ACH/Wire/CommData, or sent to payroll), will determine the checkbook used later in this document.

IMPORTANT!!!!! Once a check/invoice (real or clearing) has been issued in Great Plains and the Statement has been Finalized in Movers Suite, DO NOT void the check/invoice. It will not show on the statement correctly and the balance forwards will not adjust. Please see the document on handling commission statement voids/adjustments.

To start the process, login to MoversSuite and click on Accounting Tools > Commissions Statement Management

👙 Mover's Suite - msuite		
File <u>G</u> o To <u>T</u> ools <u>R</u> eports	Accounting Tools Help	
Order 🕴	Recurring Billing Management Commission Statement Management	Branch: U S Sales Perso
<u><u> </u></u>	Customer Statement Generation Customer Statement Reprint Great Plains Order Inquiry	<u>S</u> a

Select the vendor class from the dropdown. Examples are listed below, but may be different for different company setups. Also select the Due Date from the Calendar dropdown. Click on Create New Statement.

Scommission S	tatement Management							×
Create Stateme	nt							
Vendor Class:	•	Due Date			-		Create New Statement	
	Agents Claims			ember MTW		007) S	·	
Drag a column	Driver			6 27 2	3 29 30			4
Vendor Class	General Sales	ated	91	0 11 12		15	Final	
Agents Driver	× 27072000	<u>[]</u>		7 18 1				
Diver	12/0/200	· .	30 3	1113	2 3 4	1 5		
		-		Too	lay		ł	

View Reports window will open. To view each person click on the name on the left and highlight. Their statement will show on the right in detail.

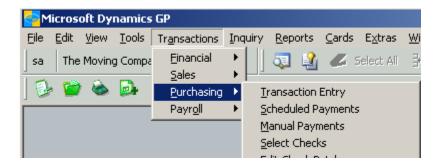
🄞 View Reports					
🗹 🗆 🗖 🖨					
Arthur, Joseph (118 Burrows, Jeff (2211 Casper, Don (1101 Conner, Nichalas () French, Becky (60) Gold, David (1211)	Commissio Good, Sam (7	n Statemen 71	t		Commission Statement Summary for Driver to 06/28/2006
Good, Sam (71515)	Vendor Summar	у			
Gopher, Robby (70	Order Number	Shipper Name			Revenue Amount
Heffner, Jason (80)					\$0.00
James, Kevin (101) Justice, Rod (1001		J.L WALKER			\$1,319.49
Kohler, Peter (1115		STEVEN NILES			\$4,935.68
Manson, Jared (13		SAPNA AIYER			\$1,592.89
McAllister, Robert (CAROLINE HORNE	ER.		\$1,213,16
 Ringer, Evan (1803) Rogers, Roger (1903) 		SONIA KALRA			\$1,217.59
Rossignol, Denver		5 Orders			\$10,278.81
 Rossignol, Inc. (18 Roundberg, James 	Gooa, Sam (7	71:	-		
 Smith, Millard (1913) Stephens, Oswald 	{Other Transact	ions}			
Vondiver, Glen (22	Document Number MSSDOC000005810	Doc Date 06/08/2006	Invoice Amt	Revenue Amt	Net Amt Commission
		06/14/2006			
	10168	06/14/2006			
	Su	ıb Total			
I					

Click on the green "Commission Statement Summary" (upper right hand corner of the report), it will take you to a summary of the commissioned people.

Vendor	Amount
Arthur, Joseph (1181	\$10,033.31
Burrows, Jeff (22118)	\$10,812.87
Casper, Don (110119	\$7,375.88
Conner, Nichalas (31	\$9,111.66
French, Becky (6012	\$13,800.68
Gold, David (1211204	\$2,594.28
Good, Sam (7151504(\$7,271.32
Gopher, Robby (705)	\$3,422.47
Heffner, Jason (8011)	\$10,184.21
James, Kevin (10150)	\$24.55
Justice, Rod (100103	\$4,135.75
Kohler, Peter (11150)	\$12,788.25
Manson, Jared (1301	\$8,149.25
McAllister, Robert (1	\$6,210.29
Ringer, Evan (180914	\$3,559.06
Rogers, Roger (1901)	(\$620.00)
Rossignol, Denver (1	(\$100.97)
Rossignol, Inc. (1815	\$7,373.97
Roundberg, James (1	(\$1,033.79)
Smith, Millard (19130	\$3,146.72
Stephens, Oswald (1	\$0.00
Vondiver, Glen (2215	\$\$,090.09
Wright, Mary (23180	\$9,568.51
23 Total Vendor(s)	\$135,898.36

This is the summary to use when comparing payment numbers in Great Plains.

In Great Plains go to Transactions> Purchasing> Select Checks and the window will open.



Type in your Batch ID. Use the 6 digit date, with user initial format.

📷 Movers Custom Programs - Select Payables Checks					
<u>B</u> uild Batch 🛛 🜌 Clear					
<u>Batch ID</u>	12010711=Sh	Q >			
Batch Total		\$0.00			

A window prompting to add this batch will open. Click Add.

Microsoft Dyr	namics GP
(į)	Do you want to add this batch?

Here is where the checkbook that will be used for the check run is entered. Be sure to follow the practice of the company. Type in or look up with the magnifying glass. Click Save.

🔋 Payables B	atch Entry				
🚽 Save 🛛	💋 Clear 🗙 🛛	<u>)</u> elete 🕂 P	ost		6
Batch ID	120107TEST	QD	Origin:	Computer Ch	eck
Comment					
Frequency:	Single Use		Posting Date		12/19/2007
			Check Date		0/0/0000
Recurring Post	ting	0			
Days to Increm	ient	0	<u>Checkbook ID</u>	OP-LVL	

A "real" check is normally generated from the operating checkbook. For checks that are more for clearing the commissionable persons account, use the clearing or dummy checkbooks.

Move to the Select Vendor by dropdown box. Select Class ID.

Click the radio button next to From. Use the look up and select the class id for the commissionable people. Make this the To: also.

🖬 Vendor Classes	
Find by Class ID	
▼ <u>V</u> iew: All Vendor Class	ses; by Class ID
Class ID	Description
AGENT	Agents
CLAIMS	Claims
DRIVER	Driver
GENERAL	General
SALES	Sales

Enter the Due Date for cutoff to match the Commission Statement Date.

The Select checks screen should look something similar to this one.

Click on the Build Batch button, upper top left corner. Then wait!!!!! Until the amount shows in the Batch Total field, the process has not completed. If the process is not complete and other buttons are clicked, the batch can build in error and accidently pull all checks.

in the second of the	rograms - Select Pa	yables Checks			
<u>B</u> uild Batch	💋 Clear 🛛				
<u>Batch ID</u> 120 Batch Total	107TEST	() → \$0.00		Checkbook ID Currency ID	OP-LVL
Select Vendor by:	Class ID	← C All	From: To:	DRIVER	
Select Document by:	Voucher Number	- 🏹 All	C From: To:		
Branch:	í € All i C Ir	ndividual		0	
Due Date Cutoff:	None	🔘 Due Da	ate C		
Discount Date Cutoff: Select Documents:	None Functional Current	C All		Discount Date	Vendor
Automatically Apply Ex	kisting Unapplied: Credit Memos		3		s Only s Beyond Due Date Qualifying Discounts
	y Only C	All Currencies		🔽 Pay Only Mi <i>Apply Date</i>	
Payments Functional Currence Remittance:	y Only O	All Currencies			inimum

When the amount is in the field, click on the printer icon in the top Right corner for review.

If any changes need to be made, click on the Edit Check Batch button.

🖬 Movers Custo	om Programs - Sele	ect Payables Checks
4 Add to Bate	s h 🖉 C <u>l</u> ear 🗍	
<u>Batch ID</u>	120107TEST	Q >
Batch Total		\$90,187.17

In the Edit Check Batch window, the vendors and the invoices associated to the check can be edited for payment. This should not need to be done for most of the commissionable people, this is done more on regular vendors. Use the check boxes next to the Vendor ID to add/remove a vendro entirely. Use the check boxes next to the voucher number to remove the individual invoices.

Bati	<u>ch ID</u>	120107TE	ST		0	2		Checkbool	< ID		OP-LVL		
Cun	rency ID				÷	2		Checkbool	< Currency ID				
Bati	ch Total		\$90,10	37.17	7			Balance be	efore checks			(\$3,432,5)18.8
Арр	ly Date	12/1	9/2007					Balance af	ter checks			(\$3,523,1	06.0
Ven	ndors		🛄 Colu	imns		Sel	ect the documents yo	ou would like t	o pay for vendor:			Co	olumn
V	Vendor ID	Total Amount F	Class ID	7	7	151	92301120400 Osw	vald, Justin					
•	15192301120	\$4,988.76	DRIVER			☑	Voucher Number	Due Date	Amount Remaining	Amount Pa	id	Δ	
V	18211404070	\$4,422.37	DRIVER				MSSVCH0000233(8/16/2007	\$0.00			<u>\$14.64</u>	
✓	19012500230	\$6,324.48	DRIVER				MSSVCH0000233(8/16/2007	\$0.00			<u>\$21.55</u>	
✓	20000114040	\$7,816.97	DRIVER				MSSVCH0000233(8/16/2007	\$0.00			<u>\$23.74</u>	
•	20251818051	\$5,429.47	DRIVER				MSSVCH0000233(8/16/2007	\$0.00			<u>\$291.91</u>	
✓	22152305121	\$9,401.58	DRIVER				MSSVCH0000233(\$0.00			\$307.64	
•	23080920050				L		MSSVCH0000233(\$0.00			,863.41	
✓	23180907082	\$5,130.36	DRIVER		L		MSSVCH0000233	8/16/2007	\$0.00		\$2	2,465.87	
•	31514190905	•	DRIVER										
✓	31514190905	\$1,949.79	DRIVER										
•	71515040000	\$7,478.47	DRIVER										
<	80118180000	\$12,351.84	DRIVER		-								

From either the Select Checks window, or the Edit Checks Window, checks can be printed. Click the print checks button.

📧 Print Payables Che	ecks						_ 🗆 🗙
🎒 <u>P</u> rint 🛛 🜌 Clje	ear						ک
<u>Batch ID</u>	120107TEST	Q	Cheo	:kbook ID	0P-LVL		
Batch Total		\$90,187.17	Curre	ency ID			÷.
Check Number	201001012						
Check Date	12/19/2007						
Check Comment							
Sort Checks By:	Payment Number		-	🔲 Separ	ate Remittance		
Check Format:	Stub Top/Bottom -	Graphical	-	Print:	C Alignment Form	æ	Checks
							🤍 🥥

Input the check number, if it should be different then displayed. If checks were ran on a clearing account checkbook, then let the number default into the field.

Click Print. The Post Payables Checks window will open. In the dropdown there are four options. Post, Print Stub Alignment, Reprint and Void. If the check printed correctly, or ran without errors, select the Post Checks. Click on Process. The checks will Post and you can select to prit to screen or print out the Posting report.

For the other options and more details on the Select Checks Process, please review the Select Checks Document.

Batch ID	TEST		6	୍ଦ	Checkbook ID	0P-LVL		
Posting Date	11/15/2007	7			Name	Moving Com	pany Operating Ckbk	
Process:	Post Checks	\$	-		Currency ID			
	Post Checks Print Stub Ali				Check Date	11/15/2007		
	Reprint Checks							
Void or Reprint Ra			C From To:	n:				

Commission Checks are now done in Great Plains. To finish the checks, the Commmission Statements will need to be finalized in Movers Suite.

Go back into Movers Suite and the Commission Statement Management. Find the statement that checks were just printed for. Highlight the Statement and click on Finalize.

Sales 7/3/2006 6/14/2006	
	✓
Sales 6/12/2007 6/30/2006	

When the Statement is is Finalized, there will be a checkmark in the box on the right of the date and the Finalze button will be greyed out. Commissions are done.

Driver		6/28/		6/28/2006	
Sales		7/3/2	2006	6/14/2006	
Sales		6/12/		6/30/2006	_
		,			
⊻iew	<u>R</u> e-Query	Finalize	<u>D</u> elete		<u>C</u> lose

Select Checks Process

The select checks method of processing and printing payables checks is a functional and efficient way of handling large check runs, running checks by vendor class, or by date due. Combinations of the criteria can be done as well.

To start the Select Checks processing, go to:

Transactions> Purchasing> Select Checks

<u>_</u> ~	licros	oft Dy	namics	GP											
<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>T</u> ools	Tr <u>a</u> nsactions	Inq	uiry <u>R</u> e	eports	<u>C</u> ards	E <u>x</u> tras	<u>W</u> i	ndows	<u>H</u> elp	1		
sa	The	Moving	g Compa	<u>F</u> inancial Sales	+] 🧔	1	🗶 Se	elect All	3-	•				
				 Purchasing	•	<u>T</u> ran:	saction	Entry			🚺 Mo	vers (Euston	n Prog	ran
				Payr <u>o</u> ll	►	<u>S</u> che	duled P	ayments	5		6	<u>B</u> uild I	Batch		C
						<u>M</u> anu	Jal Payr	ments			_				
					\rightarrow	<u>S</u> elec	t Ched	ks			Bah	<u>ch ID</u>	1		
						<u>E</u> dit (Check E	Batch			Batc	h Total			
						<u>E</u> dit (Check								
						Print	Checks	;			Seler	ct Vend	for bur		V
						Post	Checks	;			5660	SC Y CHI	Jor by.		Y
						Proce	ess Ren	nittance							

The Select Payables Checks window will appear. Enter a Batch Id. The Add a batch window will appear, click **Add**.

Microsoft Dyn	amics GP
(Do you want to add this batch?
	Add Cancel

The Payables Batch Entry window will open. At a minimum, you will need to enter the Batch ID and select the Checkbook Id. This will control which checkbook you issue the payables checks out of. You are not able to select more than one account. You will have to open another Batch to process checks on another checkbook.

Batch /// TEST Checkbook ID Batch Total \$0.00 Currency ID Select Vendor by: Payables Batch Entry Select Vendor by: Save Clear Batch /// TEST Origin: Comment Comment Branch: Frequency: Single Use Posting Date 9/10/2007 Check Date 0/0/0000	🖬 Movers Custa	m Programs - Si	elect Payables Check	s			
Batch Total \$0.00 Currency ID ? Select Vendor by: ■ Payables Batch Entry ■ Save	🛅 🛛 <u>B</u> uild Batch	🌌 Clear					3
Select Vendor by: Payables Batch Entry Select Vendor by: Save Batch ID TEST Comment Comment Branch: Frequency: Single Use Posting Date Origin: Computer Check	Batch ID	TEST	Q >		Checkbook ID		
Select Vendor by: Image: Select Vendor b	Batch Total		\$0.00		Currency ID		÷.
Select Document b Save Clear Delete Post Select Document b Branch: Frequency: Single Use Posting Date 9/10/2007 Due Date Cutoff: Recurring Posting 0 0 0			atch Entry				
Select Document b Comment Branch: Frequency: Single Use Posting Date 9/10/2007 Due Date Cutoff: Recurring Posting 0 Check Date 0/0/0000	Select Vendor by:	🚽 Save	🗶 Clear 🗙 De	elete 🕂 🛛 🖻	ost		ے
Comment Branch: Frequency: Single Use Posting Date 9/10/2007 Due Date Cutoff: Recurring Posting 0 Check Date 0/0/0000	Calcal Dammark	Batch ID	TEST	QD	Origin:	Computer Che	ck
Due Date Cutoff: Recurring Posting 0	Select Document	Comment					
Due Date Cutoff: Recurring Posting 0							
Due Date Cutoff: Recurring Posting 0	Branch:	Frequency:	Single Use		Posting Date		9/10/2007
Hecurring Posting U					Check Date		0/0/0000
Discount Date Cuto Days to Increment 0 Checkbook // 0P-LVL			ting				
	Discount Date Cu	to Days to Incre	nent		Checkbook ID	0P-LVL	Q

Click on Save and you will be returned to the Select Payables Checks Screen.

There are several areas of the Select Payables that you can set parameters on to limit the number of checks that will be built for your check run. You can use as many of them as you would like, or use the defaults and get everything!

Batch ID 115	1	Q >		Checkbook ID	0P-LVL
Batch Total		\$0.00		Currency ID	
elect Vendor by:	Vendor ID	• 🖲 A	I C From:		
			To:		
elect Document by:	Voucher Number	- 🏽 A	I C From:		
			To:		
Iranch:	● All _ O Indiv	idual			
ue Date Cutoff:	None	C Due	Date		
iscount Date Cutoff:	None	O Al	0) Discount Date	
elect Documents:	Functional Currency	Only	*	One Check Per	Vendor
				Select EFT'	
utomatically Apply Exi					s Beyond Due Date
Payments	Credit Memos	Retur	ns	Pay Only Mi	Jualifying Discounts
	Uniy C Al	Currencies		Apply Date	9/10/2007
Functional Currency					
					Print Checks
Functional Currency	All Documents	Print	Previously App	lied Documents	Edit Checks

Select your Vendor by and then All or From (enter range).

Select Document by and All or From (enter range).

Select Branch, All or Individual. The magnifying glass will appear for Individual. Click on this and select branch.

Mover's Suite Software, LLC

Due Date Cutoff: None or Due Date. Due date is the Doc Date you put on the invoice when it was entered, plus any days based on payment terms. It will pull all documents up to that date.

One check per : Vendor or Invoice. Most people leave it as Vendor.

In the Automatically Apply Existing Unapplied Box: Be careful here. If you leave the payments, credit memos and returns marked. It will automatically apply these documents to any and all invoices it can for that vendor.

The Apply Credits Beyond Due Date, Take Non-Qualifying Discounts, and Pay Only Minimum – tend to be selections most of users do not use. If you should want to or need to use them, please check them accordingly.

Apply Date is for the Discounts.

Tronicanoo.

Remittance: This area allows you to show what is on a Remittance or check stub.

Remittance: —	
List Documents:	All Documents 🗸 🗸
Sort Documents by:	Invoices Only
	All Documents
	Applied Order
	Totals Only

List Documents:	All Documents	-
Sort Documents by:	Date	-
	Date	
	Number	

Print Previously Applied Documents: If you select this option, previously applied documents, such as payments, credit memos, etc., will print on the Remittance Statement.

If you have used the Due Date cutoff, you can also select it in the Remittance window to show the documents previously applied that should print on the Remittance, prior to the Due Date.

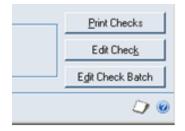
After you have made your selections, you will need to build the batch. Click on the **Build Batch**, in the upper left corner.

📑 Movers Custo	om Progr	ams - S	elect	: Payat	oles Cl	necl	ks		
🄏 🛛 <u>B</u> uild Batch	i 🛛 🜌	Clear							
<u>Batch ID</u>	112511				Q →]			Checkb
Batch Total					\$0.00				Currenc
Select Vendor by	:	Vendor	ID		-	۲	All	C From:	
								To:	

Once you click the Build Batch, the top corner will change to Add Batch. The Batch total will still be \$0.00, until it is finished processing. Then the Batch Total field will populate with a number.

<u>,</u>								
📑 Movers Custo	om Progr	ams - Select Payable	es Cl	nec	ks			
∔ <u>A</u> dd to Bate	🏭 Add to Batch 🛛 🜌							
Batch ID	112511	<u></u>	∢ ∢]				Checkboc
Batch Total		\$106,098.99						Currency I
Select Vendor by	:	Payment Priority	•	۲	All	0	From:	
							To:	
Select Document	t by:	Voucher Number	•	۲	All	0	From:	
							To:	

You have three choices of what to do now that the Batch is built. **Print, Edit Check or Edit Check Batch**. This is at the lower left of the Select Payables Check Screen.



Before you do any editing or printing, run the Computer Check Edit List Report. Click on the **printer** in the top right hand corner.

🖬 Movers Cust	om Program s - S	elect Payables Checks			_ 🗆 🗙
∔ 🚹 🚹 Add to Bat	ch 🔏 Cļear				ے
<u>Batch ID</u>	TEST	Q >	Checkbook ID	0P-LVL	
Batch Total		\$99,909.84	Currency ID		÷.

Print to screen if you wish to review, or to printer for a final copy for your records. Click in the white box to select the destination. Click **OK**.

eport Destination
Report Information
Name: Computer Check Edit List
Option:
Ask Each Time
Destination
Screen
Frinter
File
File Name:
File Format:
Append C Replace
DK Cancel

Sample Report

System: User Date:	11/15/2007 11/15/2007	9:53:13 AM	COMPUTER	Moving Company R CHECKS EDIT LIST bles Management		Page: User ID:	l sa
Batch ID: Batch Comme	TEST					Batch Frequency: Audit Trail Code: Posting Date:	-
	Count	Totals	Approved:	No		-	
Control:	0	\$0.00	Approved By:			Checkbook ID:	OP-LVL
Actual:	25	\$99,909.84	Approval Date:	: 0/0/0000			
Batch Error	: Messages:						
Check Numbe	er:						
Payment N	lumber:	006596	Terms Disc Au	vailable:	\$0.00	Check Total:	\$1,041.68
Document	Date:	11/15/2007	Voided:				
Vendor II):	11051423151801					
Vendor Ch	neck Name: 1	Kenworth Mid-Iowa					
Messages:							

Edit Check Batch

The Edit Check batch window allows you to see what invoices have been selected to be paid based on the parameters that were entered on the Select Payables Checks Window. Click on the **Edit Check Batch** button to open the window.

The items that are selected have a check mark next to the Vendor ID, on the left side of the screen. When there is a check mark, the Total Amount Paid will have a dollar amount. This gives a quick view of the total amount to be paid.

To see detail on the invoices being paid, click on the Vendor number and look to the window on the right. It will show Voucher number, amount remaining and amount paid.

Batch ID TEST				Q]		Checkbook	: ID		
Cur	rency ID				÷	Checkbook Currency ID				
Bat	ch Total		\$99,909.	.84	4	Balance before checks				
Арр	oly Date		11/15/2007			Balance after checks				
Ver	ndors		🔢 Colum	ine		Sole	ect the documents yo	u would like k	n pau for vendor:	
	Vendor ID	A	Total Amount Paid				еск (пе босатенку) 111414052000 Мап		pay for vendor.	
Г	.1142511091400		\$0.00				Voucher Number	Due Date	Amount Remaining	A
Г	11011916051800		\$0.00	ſ			MSSVCH00002335	8/16/2007	\$0.00	
•	11051423151801	\$1,041.68			▼	MSSVCH00002335	8/16/2007	\$0.00		
▼	1181319201800		\$11,837.10	t			MSSVCH00002311	8/14/2007	\$0.00	
V	12012318051401		\$10,540.00	1			MSSVCH00002338	8/17/2007	\$0.00	
7	13011414052000		\$3,359.33	ľ			MSSVCH00002338	8/17/2007	\$0.00	
Π	130514091400110)	\$0.00			•	MSSVCH00002338	8/16/2007	\$0.00	
•	13090423051903		\$194.14	Ī			MSSVCH00002338	8/17/2007	\$0.00	
7	13152205181900		\$1,450.24			•	MSSVCH00002338	8/17/2007	\$0.00	
Г	14011601000101		\$0.00				MSSVCH00002312	8/14/2007	\$0.00	
7	15192301120400		\$4,988.76	T		•	MSSVCH00002338	8/17/2007	\$0.00	
•	18052514151202		\$205.10	•	-		MSSVCH00002312	8/14/2007	\$0.00	
		_					🔊 Indicates tha	t a cradit docu	ment is applied	

When looking at the Window that shows the Invoices, you can uncheck items that you don't wish to pay.

The icon here helps to quickly identify what documents have credit memos applied to them.

🚈 Indicates that a credit document is applied.

To see more detail on the Invoice, click on the Amount in blue. A window will open showing credit memos (CRM) and the payment (PMT) that will be made with this batch.

Accounts Payable Training

Voucher Number	Γ	MSSVCH000023119		Vendor ID	13011414052000	
Document Number		428-917-7/1		Name	Mannetter, Jared	
	D		-	o	. r. 1	
Payment Number	Doc	cument Number	Туре	Original Amount	Applied Amount	Currency ID
006599			PMT	\$3,359.33		
MSSVCH000023357	19-1	1379-7/1	CRM	\$6.02	\$6.0)2
	_		_			

Click **OK** to close the window.

If you close or click **OK** on the Edit Batch Window, you will need to go back to **Transactions> Purchasing> Select Checks** to use Select Checks.

Edit Payables Checks

To Edit an individual check, click on the **Edit Check** button, either on the Select Checks or the Edit Check Batch window.

The Edit Payables Checks window opens.

Verify that the correct batch is displayed.

🔟 Edit Payables Ch	necks						_	
🔚 Save 🗙 [<u>)</u> elete 🛵	Auto Apply						3
Payment Number	- 0066	22	QD	Checkbook	ID	0P-LVL		
Batch ID	TES	Т	🔍 🗲	Currency ID				÷.
Batch Total		\$9	9,909.84	Apply Dat	Apply Date 11/15/2007			
<u>Vendor ID</u>	8011818000	0000	Q	Amount:				
Check Name	Harr, Jason			Unapplied			\$500).00
				Applied			\$12,351	.84
Comment				Check			\$12,851	.84
List Documents on R	emittance:	All D)ocuments	*				
Sort Documents on F	Remittance by	n Dat	e					
Terms Discount Tak			\$0.00 \$0.00				\$0	0.00
Terms Discount Avai	liadie		\$0.00					
			Check <u>S</u> t	ub Apply	Dis	tri <u>b</u> ution	Print Chec <u>l</u>	<u><</u> s
II I I I by	Batch ID	•	Status	Unposted			5	1

Select the vendor that you want to edit. Use the VCR buttons on the lower left.

To pay more than the invoices show, click on the **Unapplied** field under Amount:. Enter the amount to pay. The Applied Amount will not change, but the Check amount will increase.

If you want a comment for the vendor's check, enter it in the Comment field.

The Distribution Button just lets you verify the distributions already entered on the Purchasing Invoice.

Click on **Check Stub**, in the lower right, to see what will print on the stub.

Paym Vendo	ent Nur or ID	nber	006622 801181800000)	Check Amount Currency ID	\$11,970.55
Print	Туре	Voucher I	Number	Doc Date	Amount	Amount Paid
☑	CRM	MSSVCH	000023220	7/26/200	' (\$10.	00) \$0.00 🛓
✓	INV	MSSVCH	000023099	8/13/200	' \$75	.41 \$65.41
✓	INV	MSSVCH000023100		8/13/200	' \$75	.41 \$75.41
✓	INV	MSSVCH000023123		8/14/200	⁷ \$1,431	.25 \$550.00
✓	INV	MSSVCH000023124		8/14/200	' \$30	.66 \$30.66
✓	INV	MSSVCH000023125		8/14/200	' \$778	.87 \$778.87
✓	INV	MSSVCH000023126		8/14/200	\$328	.22 \$328.22
✓	INV	MSSVCH	000023127	8/14/200	⁷ \$1,197	.99 \$1,197.99
✓	INV	MSSVCH	000023128	8/14/200	\$2,529	.46 \$2,529.46
✓	INV	MSSVCH	000023376	8/17/200	⁷ \$1,045	.80 \$1,045.80
✓	INV	MSSVCH	000023377	8/17/200	\$568	.72 \$568.72
✓	INV	MSSVCH	000023378	8/17/200	305	.14 \$305.14
✓	INV	MSSVCH	000023379	8/17/200	\$2,771	.49 \$2,771.49
✓	INV	MSSVCH	000023457	8/20/200	\$12	.25 \$12.25

Click OK to close.

Mover's Suite Software, LLC

Click on the **Apply Button** to make changes to the amounts paid.

Verify the Vendor ID and the Document No.

If you only want to pay \$550.00 of an Invoice, click on the Apply Amount (end of line). Type in the amount to pay. The number to the left (Amount Remaining) will change from \$0.00 to the new Amount Remaining.

👖 Movers Custo	om Progra	ams - Ap	ply Payables Do	ocuments				>
/ OK 🆓	Find	φΞ ι	Jnapply 🛛 🐔	A <u>u</u> to Apply				
Vendor ID	80118180	000000	0	Docume	nt No.	•	006622	▶ 🔍
Name	Harr, Jaso	n		Docume	nt Type:		Payment	-
				Apply Fr	om Currency I	D		÷,
Apply Date	11/15	/2007]	Apply	Posting Dat	te	11/15/2007	
Original Amount	iment	Du	ue Date	.00 Cheo Branch	ck Amount	maining	Apply Amount	\$11,470.59
Type Original De			Discount Date	Terms Avail		Terms Tal		*
Apply To Currenc	y ID	Exchange	e Rate	Calculation I			ed Gain/Loss	
428-1039-7/1		8/	/14/2007	U0433		\$881.	25	<u>855000</u> 🔺
428-1039-7/2		8/	/14/2007	U0433		\$0.	00	\$30.66
428-1039-7/3		8/	/14/2007	U0433		\$0.	00	\$778.87
428-1039-7/4		8/	/14/2007	U0433		\$0.	00	\$328.22
428-1039-7/5		8/	/14/2007	110433		¢Ω	nn	\$1 197 99

Click **OK** to close and Save.

Print Check

There are four ways to print checks – from the **Print Checks** button on the Select Checks window, **Print Checks** on the Edit Payables Checks, **Print Checks** on the bottom of the Edit Check Bath window or **Transactions> Purchasing> Print Checks**. Any of these will display the Print Payables Checks window.

🧮 Print Payables Che	cks			
🎒 <u>P</u> rint 🛛 🜌 Cle	ar			a
Batch ID	TEST	Checkbook ID	OP-LVL	
Batch Total	\$210.00	Currency ID		÷.
Check Number	2003000			
Check Date	9/10/2007			
Check Comment				
Sort Checks By:	Payment Number	🝷 👘 🔽 Separate	Remittance	
Check Format:	Stub Top/Bottom - Graphical	 Print: C 	Alignment Form	Checks
				۵ 🎝

Enter your starting check number, if it is different than the default .

Confirm the date you want the check to print with.

Check the Separate Remittance, if you want Remittance Statements.

Verify the Sort Checks By Order.

Payment Number
Name
State - City
ZIP Code

Verify the Check Format. Stub/Stub/Check and Stub Top/Bottom – (Graphical or Text) are the supported formats.

Stub on Bottom	*
Stub Top/Bottom - Text	
Stub Top/Bottom - Graphical	
Stub/Stub/Check	
3 per Page/No Stub	
User-Defined Check 1	•

Click Print in the top left corner . The printer in the top right corner gives you the Check Edit List.



Printing Remittances

When the checks are printed, if there are more than 12 lines, or if there will be no checks printed, a remittance paper will print. The Post Payables Checks window will open, click on Process.

Please note: If the checks need to be reprinted, that must be done before clicking on Post Checks and Process. Once Post Checks is started for the Remittance, the only option will be to void all checks by manual process. This is discussed more on the next section Post Payables Checks Window.

🖬 Post Payables	Checks						_ 🗆 X
Batch ID	TEST		Q	Checkbook ID	0P-LVL		
Posting Date	11/15/2007			Name	Moving Compa	ny Operating Ckbk	
Process:	Post Checks		-	Currency ID			÷,
	Post Checks Print Stub Aliq			Check Date	11/15/2007		
Void or Reprint Ra	Reprint Check Void Checks	s	From: To:		ſ		
Starting Check	Number	266955			L		
۵ 🕼					Process Pr	ocess Later	Cļear

Process Payables Checks Window will display, click on the radio button next to Remittance Form. Click Process. The Remittances will print and the window will open again.

🖬 Process P	ayables Checks		_ 🗆 ×
Batch ID	TESTDRVR		
Comment			
Process:		Remittance Form	C Post
• nemillari	ce Alignment Form		• FUSI
۵ 💭		Process	Process Later

Vendor ID	Vendor Name	Check Name	e	Payment Number	Check Da	Check Date Check Num		
19130920080004	Smith, Miles	Smith, Miles		006720	5/16/2007	266963	266963	
Our Voucher Numb	er Your Voucher Numb	er Date	Amount	Amount Paid	Discount	Writeoff	Net	
MSSVCH000018257	428-93-7/2	5/9/2007	\$2,671.16	\$2,671.16	\$0.00	\$0.00	\$2,671.1	
MSSVCH000018258	428-93-7/3	5/9/2007	\$1,203.90	\$1,203.90	\$0.00	\$0.00	\$1,203.9	
MSSVCH000018259	428-93-7/4	5/9/2007	\$589.22	\$589.22	\$0.00	\$0.00	\$589.2	
MSSVCH000018260	428-93-7/5	5/9/2007	\$49.15	\$49.15	\$0.00	\$0.00	\$49.1	
MSSVCH000018261	428-93-7/6	5/9/2007	\$2,003.59	\$2,003.59	\$0.00	\$0.00	\$2,003.5	
MSSVCH000018262	428-93-7/7	5/9/2007	\$2,297.84	\$2,297.84	\$0.00	\$0.00	\$2,297.8	
MSSVCH000018466	428-534-7/3	5/15/2007	\$6.34	\$8.34	\$0.00	\$0.00	\$6.3	
MSSVCH000018467	428-534-7/4	5/15/2007	\$4.05	\$4.05	\$0.00	\$0.00	\$4.0	
MSSVCH000018468	428-534-7/5	5/15/2007	\$3.40	\$3.40	\$0.00	\$0.00	\$3.4	
MSSVCH000018469	428-534-7/8	5/15/2007	95.51	\$5.51		\$0.00	95 1	

The second time the window opens, click on the radio button next to Post. Click on Process. The batch will now post and if the system is setup to print the posting journals, they will print once the posting is done.

🖬 Process Pa	yables Checks		
Batch ID	TESTDRVR	Q	
Comment			
Process:	e Alignment Form	Remittance Form	O Post
۵ 💭		Process	Process Later

Post Payables Checks Window

If there is no Remittance Forms to print, the posting process will be as follows.

Check the Posting Date to be sure it has not changed, or change it if needed.

In the Process field, a dropdown, there are 4 options: Post Checks, Print Stub Alignment, Reprint Checks, and Void Checks.

Batch ID	TEST		୍ଦ	Checkbook ID	0P-LVL	
Posting Date	11/15/200)7		Name	Moving Company Operating Ckbk	
Process:	Post Check	s	-	Currency ID		
	Post Check Print Stub A Reprint Che Void Check	lignment cks		Check Date	11/15/2007	
Void or Reprint Ra		All 🕈	C From: To:			
			10.		<u> </u>	

Select **Post Checks** and Click the **Process** Button on the lower right, if your checks have printed correctly and you are ready to post.

Select the **Reprint Checks**, if the checks did not print correctly. This will void all of the check numbers already printed in Great Plains and reissue the checks with new numbers. Enter the Starting Check Number in the field in the lower left. Click the **Process** Button.

💶 Post Payables (hecks				
Batch ID	TEST			୍ଦ	Chec
Posting Date	11/15/2007				Name
Process:	Reprint Chec	ks	-		Curre
					Chec
Void or Reprint Rar		All	C Fro	FO :	
void or rieplink ria	ige. re	~"			
			To:		
Starting Check I	Number	266955			

Select Void Checks, if the batch is entirely wrong. Process finalizes the Voids.

With the Reprint and Void, a range can be selected, if only part of the Batch printed incorrectly.

Use **Process Later**, if checks will be reviewed before being sent. You can still Reprint or Void if needed. Go to **Transactions> Purchasing> Post Checks** to get to the Post Payables Checks.

Tr <u>a</u> nsactions	Ind	quiry <u>R</u> eports <u>C</u> ards E
Einancial	≁	📔 🔍 💐 🔏 🖉 Sele
<u>S</u> ales	≁	
<u>P</u> urchasing	•	Transaction Entry
Payr <u>o</u> ll	►	Scheduled Payments
		<u>M</u> anual Payments
		<u>S</u> elect Checks
		<u>E</u> dit Check Batch
		<u>E</u> dit Check
		Print Checks
		<u>P</u> ost Checks

SmartList for 1099 Vendors and Transactions

SmartList is a querying tool of Dynamics GP. The results of the query can be exported to Excel, Word or printed for use. Also the items that display from the query can be double-clicked on and Dynamics GP will open the window in the series that holds the information.

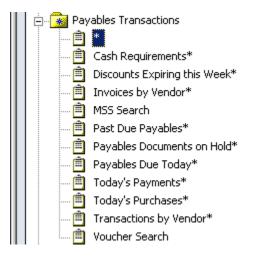
To build a SmartList for finding 1099 transactions and 1099 Vendors, start by opening SmartList. It is a lightbulb icon under Reports on the menu bar. Click on this.

Microsoft Dynamics GP	- [SmartList]						
🗾 Eile Edit Yiew Tools							
sa The Moving Company	5/14/2008	0	2	Select	All Bre	🖶 🏠	

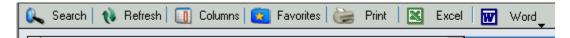
Once open, SmartList will display folders on the left side of the window. The right side is used for displaying the results.

Find the Payables Transactions folder and click on the plus sign next to the folder. The expanded folder will display the contents and there should be a "*" and other queries with titles and "*". Any prebuilt query in Dynamics GP will have a "*".

Click on the "*" to run the query. This query will display results on the right side of the window. This window will need to be modified to show the 1099 amounts.



At the top of the SmartList is a menu. Click on the Columns. This will allow the query to have information added or removed. The Change Column Display window will open.



Click on the Add button in the lower left.

Display Name	Original Name	
Voucher Number	Voucher Number	
Vendor ID	Vendor ID	-
Document Type	Document Type	
Document Date	Document Date	
Document Number	Document Number	
Current Trx Amount	Current Trx Amount	
		-

Another window will open, this is the Columns that are available by the series that is being worked in. Under the "Find Next" button, click on the White down arrow to display the All Columns. The first field name is 1099 Amount. Highlight this and click on OK.

Eolumns		
Field Name 🔺	Туре	2 4
1099 Amount	Currency	2
1099 Amount LIFE	Currency	2
1099 Amount LYR	Currency	2
1099 Amount YTD	Currency	2
1099 Type	Drop Down List	1
Account Number With Vendor	String	1
Accounts Payable Account Number	Account Index	1
Accrued Purchases Account Number	Account Index	2
Address 1	String	1
Address 2	String	1
Address 3	String	1
•		١
Select <u>A</u> ll	OK Canc	el

The Change Column Display Window will now show the 1099 Amount. Click OK.

Display Name	Original Name	
Voucher Number	Voucher Number	
Vendor ID	Vendor ID	_
Document Type	Document Type	
Document Date	Document Date	
Document Number	Document Number	
Current Trx Amount	Current Trx Amount	
1099 Amount	1099 Amount	•
		•

The Results window will refresh and display the new column.

Payables Transaction	15					
Voucher Number	Vendor ID	Document	Documen	Document Number	Current	1099 A
000215	030119080012000	Invoice	1/9/2006	010906	\$0.00	\$0.00
002396	013151807011405	Invoice	7/24/2006	072406	\$0.00	\$0.00
000620	10010311191501	Payment	2/23/2006	10019	\$0.00	\$0.00
003225	013151807011405	Invoice	10/4/2006	100406	\$0.00	\$0.00
003275	1000000180000	Invoice	10/4/2006	100406	\$0.00	\$0.00
003227	01120524011400	Invoice	10/5/2006	100506	\$0.00	\$108.00
001342	10010311191501	Payment	5/3/2006	10092	\$0.00	\$0.00
001492	10010311191501	Payment	5/17/2006	10111	\$0.00	\$0.00
001610	10010311191501	Payment	6/2/2006	10130	\$0.00	\$0.00
001746	10010311191501	Payment	6/14/2006	10149	\$0.00	\$0.00
001860	10010311191501	Payment	6/28/2006	10170	\$0.00	\$0.00
002072	10010311191501	Payment	7/12/2006	10193	\$0.00	\$0.00
002198	10010311191501	Payment	7/26/2006	10216	\$0.00	\$0.00
004334	01120524011400	Invoice	1/11/2007	11107	\$0.00	\$174.00
004344	01120524011400	Invoice	1/12/2007	11207	\$0.00	\$72.00
003702	10150809191500	Invoice	11/21/2006	112106	\$0.00	\$0.00
004340	10150814191503	Invoice	1/16/2007	11607	\$0.00	\$111.00
004475	10052019151400	Invoice	1/17/2007	11707	\$0.00	\$96.00
002825	100040922010004	Invoice	8/26/2006	1172	\$0.00	\$0.00

To save this query, click on the Favorites on the SmartList Menu. It is a Blue Folder with a yellow star.

🔍 Search	🛛 📢 Refresh 🗌 🚺	Columns	🫐 Favoril	ies 😂	Print	Excel	Word_
Add or Remove	Favorites						
Category:	Payables Transactions						
Name:	1099 Transactions						
Visible To:	System	•					
Remo <u>v</u> e	Modify		<u>A</u> dd ↓	Cancel	J		
	b6		***********************				
Add 🖕	Cancel 106						
Add favorite	e l						
Add favorite	e and reminder						

Give the query a name, click on Add. The dropdown will give you two choices – Add Favorite or Add Favorite and a Reminder. Use the Add Favorite.



The new query will display under the Payables Transaction Folder.

To find a specific Vendors Transactions, click on Search.

In the Search Payables Transaction window, click on the magnifying glass to bring up the Vendor ID. Leave filter as "is equal to" and type in the vendor id. Click OK in the lower right. Up to four search definitions can be added to the query.

Vendor ID			
	🔍 is equal to	• 01120524011400	
📕 Field Comparison	🔲 Match Case		
Search Definition 2			
Column Name:	Filter:	Value:	
	🔍 is equal to	*	
📕 Field Comparison	📕 Match Case		
- Search Definition 3			
Column Name:	Filter:	Value:	
Solumin ryanic.	is equal to	value.	
E Guidemarian	Match Case		
Field Comparison	Match Lase		
Search Definition 4			
Column Name:	Filter:	Value:	
	🔍 is equal to	*	
Field Comparison	📕 Match Case		
- Search Options			
	1.000	Search Type: Mat	ch All 🔹

The query will display just the records based on the search criteria.

oucher Number	Vendor ID	Docu	Docume	Document 🔺	Current Trx Amount	1099 Amount	
003227	01120524011400	Invoice	10/5/2006	100506	\$0.00	\$108.00	
004334	01120524011400	Invoice	1/11/2007	11107	\$0.00	\$174.00	
004344	01120524011400	Invoice	1/12/2007	11207	\$0.00	\$72.00	
000431	01120524011400	Invoice	1/26/2006	12606	\$0.00	\$0.00	
000604	01120524011400	Invoice	2/6/2006	13106	\$0.00	\$0.00	
000694	01120524011400	Invoice	2/15/2006	21506	\$0.00	\$87.00	
000300	01120524011400	Payment	1/27/2006	265011	\$0.00	\$0.00	
000488	01120524011400	Payment	2/10/2006	265160	\$0.00	\$0.00	
000570	01120524011400	Payment	2/23/2006	265227	\$0.00	\$0.00	
000911	01120524011400	Payment	3/23/2006	265537	\$0.00	\$0.00	
001629	01120524011400	Payment	6/1/2006	266173	\$0.00	\$0.00	
002106	01120524011400	Payment	7/14/2006	266536	\$0.00	\$0.00	
002320	01120524011400	Payment	8/3/2006	266692	\$0.00	\$0.00	
002480	01120524011400	Payment	8/10/2006	266821	\$0.00	\$0.00	
002508	01120524011400	Payment	8/17/2006	266845	\$0.00	\$0.00	
002781	01120524011400	Payment	9/7/2006	267090	\$0.00	\$0.00	
002809	01120524011400	Payment	9/14/2006	267114	\$0.00	\$0.00	
002923	01120524011400	Payment	9/21/2006	267217	\$0.00	\$0.00	
003098	01120524011400	Payment	10/5/2006	267368	\$0.00	\$0.00	
004204	01120524011400	Payment	1/12/2007	268295	\$0.00	\$0.00	

To see what Vendors are setup as 1099

Use SmartList and click on the Vendors Folder. Open the folder and select the prebuilt "1099 Vendors*" query.



The results will show the Vendor ID, Vendor Name and 1099 type. Clicking on the Vendor Name will change the display to show vendors by Alphabetical order.

Vendors		
Vendor ID 🔺	٧	1099 Type
01120524011400	Al	Miscellaneous
04012107080500	D	Miscellaneous
10010311150200	Ja	Miscellaneous
10010311191504	Ja	Miscellaneous
10011305190018	Ja	Miscellaneous
10051619151400	Je	Miscellaneous
10052019151400	Je	Miscellaneous
10150809191500	Jo	Miscellaneous
101508141900100	Jo	Miscellaneous
10150814191503	Jo	Miscellaneous
10150814191509	Jo	Miscellaneous
10150814191510	Jo	Miscellaneous
10150814192002	Jo	Miscellaneous
101514190018150	Jo	Miscellaneous
11091811231500	Ki	Miscellaneous
11150801182000	К	Miscellaneous
1121205140000	All	Miscellaneous
112120514000700	All	Miscellaneous
1140405181900	A	Miscellaneous

The search can be used to further restrict the results, if needed.

To see what Vendors are setup as 1099 with YTD on amounts

Open the 1099 Vendors* query.

Click on Columns, in the menu bar.

Click "Add".

nge Column Display		
Display Name	Original Name	
Vendor ID	Vendor ID	▲ ▶
Vendor Name	Vendor Name	
1099 Type	1099 Type	
		•
Add Remove	Default	0 <u>K</u> Cance

On the Columns window highlight and click on "1099 Amount YTD". Click "OK".

Columns		
<u>F</u> ind Next		
- Available Columns		
Field Name 🔺	Туре	Sequence 🔺
1099 Amount LIFE	Currency	98 💻
1099 Amount LYR	Currency	99
1099 Amount YTD	Currency	97
Account Number With Vendor	String	27
Accounts Payable Account Number	Account Index	65
Accrued Purchases Account Number	Account Index	77
Address 1	String	14
Address 2	String	15
Address 3	String	16
Amount Billed LIFE	Currency	92
Amount Billed LYR	Currency	93 💌
▲		
Select <u>A</u> ll	ОК	Cancel

The results window will now display the 1099 YTD Amount column.

Vendors			
Vendor ID 🔺	۷	1099 Type	1099 Amount YTD
01120524011400	Α	Miscellaneous	\$2,833.00
04012107080500	D	Miscellaneous	\$954.00
10010311150200	J	Miscellaneous	\$0.00
10010311191504	J	Miscellaneous	\$524.00
10011305190018	J	Miscellaneous	\$0.00
10051619151400	J	Miscellaneous	\$90.00
10052019151400	J	Miscellaneous	\$189.00
10150809191500	J	Miscellaneous	\$198.00
101508141900100	J	Miscellaneous	\$0.00
10150814191503	J	Miscellaneous	\$389.00
10150814191509	J	Miscellaneous	\$96.00
10150814191510	J	Miscellaneous	\$0.00
10150814192002	J	Miscellaneous	\$0.00
101514190018150	J	Miscellaneous	\$0.00
11091811231500	к	Miscellaneous	\$1,051.00

Click on Favorites, blue folder with a yellow star.



Give the query a name. Click on Add, use the "Add Favorite".

Add or Remove	Favorites		
Category:	Vendors		
Name:	1099 Vendors w/Amnts		
Visible To:	System	•	
Remove	Modify	Add 🗸	Cancel

The query will now show under the Vendors folder in SmartList.

🗄 🙀 Ven	dors
Ê	*
Ê	1099 Vendors w/ Amnts
Ê	1099 Vendors*

To find a check number paid to a Vendor

Inquiry>Purchasing>Transaction by Vendor ics GP Transactions Inquiry Reports Cards Extras Windows Help nc. 4/12/2007 System Select All 📴 🖶 🛅 My Reports 🗸 Financial Sales Transaction by Vendor
 Transaction by Document Purchasing Inventory Payables Summary Payroll . Human Resources Purchase Order Documents Fixed Assets Purchase Order Items Service Call Management 🔸 Contract Administration • Vendor Returns Management . Vendor Credit Depot Management Vendor Yearly Vendor Period 🂞 Tasks

Enter the Vendor number, or search for it using the magnifying glass. Locate the transaction being researched. Click on that line (anywhere). Then click on the <u>Document Number</u> above to drill down.

Vendor II	2	0131518070114	05	2				
Name		Morgan, Becca]		
Documer	nts:	by Document Nu	ımber		- 🍳 Al	I C From:		
						To:		
Include:	V	Work 🔽	Open		 History 			
Origin	IC Do	cument Number	T	уре	Doc. Date	Original Amount	Unapplied Amount	1
Voucher/	Paymer	<u>ht Number</u>	Due Da	te	Disc. Date	Transaction Description	Currency ID	2
HIST	07	2406	I	NV	7/24/2006	\$200.00)	\$0.00 🔺
HIST	10	0406	1	NV	10/4/2006	\$300.00)	\$0.00
HIST	26	6377	F	ΜТ	7/5/2006	\$200.00		\$0.00
HIST *	26	6377	F	ΜТ	7/5/2006	\$200.00)	\$0.00
HIST	26	6596	F	ΜТ	7/24/2006	\$200.00)	\$0.00
HIST	26	7365	F	мт	10/4/2006	\$300.00)	\$0.00
HIST	70	506	1	NV	7/5/2006	\$200.00)	\$0.00

The Payables Payments Zoom will open. The document number is the check number.

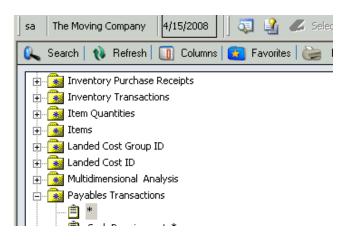
Payment No.	001933			Batch ID	70506BSP
Date	7/5/2006	÷		Date Voided	0/0/0000
Vendor ID	01315180701140)5		Currency ID	÷
Check Name	Morgan, Becca				
Payment Method:	Check	🔿 Cash	🔿 Credit Card		
Checkbook ID	0P-LVL				Amount
Document No.	266377			Unapplied	\$0.00
Amount		\$200.00		Applied	\$200.00
Comment				Total	\$200.00
Terms Discount Tał	ken		\$0.00	Writeoff	\$0.00
Terms Discount Ava	ailable		\$0.00		
					Apply Distribution

To find a Voucher Number in Account Payables

To find a voucher number in Great Plains Accounts payables, SmartList will be the only way to search for this number.

To access SmartList, click on the Yellow Light Bulb that is displayed below the Reports Menu in the header.

Click on the plus sign next to the Payables Transactions folder. Click on the asterisk. Once the report generates, click on the button for Columns. (Top left corner of SmartList)



When the window opens, click on Add. Search for the Voucher Number. If it is not in the dropdown list.

Click on the white down arrow and select the All Columns. Select the Voucher Number.

Click OK on the columns window. Click OK on the change column display window. The Smart list will change the display.

C	hange Column Display			
	Display Name	Original Name		
	Voucher Number	Voucher Number		▲ ▲
	Vendor ID	Vendor ID		
	Document Type	Document Type		- T
	Document Date	Document Date		
	Document Number	Document Number		- fc
	Document Amount	Document Amount		
	Current Trx Amount	Current Trx Amount		t
				Ŧ
				-
	Add Remo <u>v</u> e	<u>D</u> efault	0 <u>K</u>	<u>C</u> ancel

lumns		
Find Next		
Turguese		
- Available Columns		
	1	
Available Columns	Туре	- 2
All Columns	Currency	2
1022 Amount Eline	Currency	2
1099 Amount LYR	Currency	2
1099 Amount YTD	Currency	2
1099 Type	Drop Down List	1
Account Number With Vendor	String	1
Accounts Payable Account Number	Account Index	1
Accrued Purchases Account Number	Account Index	2
Address 1	String	1
Address 2	String	1
Address 3	String	1 🕶
•		•
· 1		_
Select All	OK Cance	al
Jeleot All		51

The SmartList will display all vouchers in the system for Payables. If there is the need to look at one vendor, particular date, etc., use the Search button in the top left corner and restrict the criteria.

MSSVCH000023558 23080920050 Invoice 8/20/2007 428-1076-7/7 \$32.45 \$32.45 MSSVCH000023557 23080920050 Invoice 8/20/2007 428-1076-7/6 \$15.02 \$15.02 MSSVCH000023557 23080920050 Invoice 8/20/2007 428-1076-7/6 \$15.02 \$15.02 MSSVCH000023556 7230914142100 Invoice 8/20/2007 428-1076-7/5 \$42.83 \$42.83 MSSVCH000023555 23080920050 Invoice 8/20/2007 428-1076-7/4 \$1,013.67 \$1,013.67 MSSVCH000023554 23080920050 Invoice 8/20/2007 428-1076-7/3 \$22.12 \$22.12 MSSVCH000023553 23080920050 Invoice 8/20/2007 428-1076-7/1 \$171.32 \$171.32 MSSVCH000023552 23080920050 Invoice 8/20/2007 428-1076-7/1 \$171.32 \$171.32 MSSVCH000023551 6180114031000 Invoice 8/20/2007 433-64002-6/50 \$419.41 \$419.41 MSSVCH000023550 1181319201800 Invoice	Payables Transaction	IS					
MSSVCH000023557 23080920050 Invoice 8/20/2007 428-1076-7/6 \$15.02 \$15.02 MSSVCH000023556 7230914142100 Invoice 8/20/2007 428-1076-7/5 \$42.83 \$42.83 MSSVCH000023555 23080920050 Invoice 8/20/2007 428-1076-7/4 \$1,013.67 \$1,013.67 MSSVCH000023554 23080920050 Invoice 8/20/2007 428-1076-7/3 \$22.12 \$22.12 MSSVCH000023553 23080920050 Invoice 8/20/2007 428-1076-7/3 \$22.12 \$22.12 MSSVCH000023553 23080920050 Invoice 8/20/2007 428-1076-7/1 \$171.32 \$171.32 MSSVCH000023552 23080920050 Invoice 8/20/2007 433-64002-6/50 \$419.41 \$419.41 MSSVCH000023550 1181319201800 Invoice 8/20/2007 433-90002-7/16 \$1.26 \$1.26 MSSVCH000023549 1181319201800 Invoice 8/20/2007 433-90002-7/15 \$2.93 \$2.93 MSSVCH000023548 1181319201800 Invoice <td< th=""><th>Voucher Number 🔍 💌</th><th>Vendor ID</th><th>Docume</th><th>Document Date</th><th>Document Number</th><th>Document Amount</th><th>Current Trx Amount 🔺</th></td<>	Voucher Number 🔍 💌	Vendor ID	Docume	Document Date	Document Number	Document Amount	Current Trx Amount 🔺
MSSVCH000023556 7230914142100 Invoice 8/20/2007 428-1076-7/5 \$42.83 \$42.83 MSSVCH000023555 23080920050 Invoice 8/20/2007 428-1076-7/4 \$1,013.67 \$1,013.67 MSSVCH000023554 23080920050 Invoice 8/20/2007 428-1076-7/3 \$22.12 \$22.12 MSSVCH000023553 23080920050 Invoice 8/20/2007 428-1076-7/3 \$22.12 \$22.12 MSSVCH000023553 23080920050 Invoice 8/20/2007 428-1076-7/1 \$171.32 \$4171.32 MSSVCH000023552 23080920050 Invoice 8/20/2007 433-64002-6/50 \$419.41 \$419.41 MSSVCH000023550 1181319201800 Invoice 8/20/2007 433-90002-7/16 \$1.26 \$1.26 MSSVCH000023549 1181319201800 Invoice 8/20/2007 433-90002-7/15 \$2.93 \$2.93 MSSVCH000023548 1181319201800 Invoice 8/20/2007 433-90002-7/14 \$7.14 \$7.14	MSSVCH000023558	23080920050	Invoice	8/20/2007	428-1076-7/7	\$32.45	\$32.45
MSSVCH000023555 23080920050 Invoice 8/20/2007 428-1076-7/4 \$1,013.67 \$1,013.67 MSSVCH000023554 23080920050 Invoice 8/20/2007 428-1076-7/3 \$22.12 \$22.12 MSSVCH000023554 23080920050 Invoice 8/20/2007 428-1076-7/3 \$22.12 \$22.12 MSSVCH000023553 23080920050 Invoice 8/20/2007 428-1076-7/1 \$171.32 \$171.32 MSSVCH000023552 23080920050 Invoice 8/20/2007 433-64002-6/50 \$419.41 \$419.41 MSSVCH000023550 1181319201800 Invoice 8/20/2007 433-90002-7/16 \$1.26 \$1.26 MSSVCH000023549 1181319201800 Invoice 8/20/2007 433-90002-7/15 \$2.93 \$2.93 MSSVCH000023548 1181319201800 Invoice 8/20/2007 433-90002-7/14 \$7.14 \$7.14	MSSVCH000023557	23080920050	Invoice	8/20/2007	428-1076-7/6	\$15.02	\$15.02
MSSVCH000023554 23080920050 Invoice 8/20/2007 428-1076-7/3 \$22.12 \$22.12 MSSVCH000023553 23080920050 Invoice 8/20/2007 428-1076-7/2 \$46.56 \$46.56 MSSVCH000023552 23080920050 Invoice 8/20/2007 428-1076-7/1 \$171.32 \$171.32 MSSVCH000023551 6180114031000 Invoice 8/20/2007 433-64002-6/50 \$419.41 \$419.41 MSSVCH000023550 1181319201800 Invoice 8/20/2007 433-90002-7/16 \$1.26 \$1.26 MSSVCH000023549 1181319201800 Invoice 8/20/2007 433-90002-7/15 \$2.93 \$2.93 MSSVCH000023548 1181319201800 Invoice 8/20/2007 433-90002-7/14 \$7.14 \$7.14	MSSVCH000023556	7230914142100	Invoice	8/20/2007	428-1076-7/5	\$42.83	\$42.83
MSSVCH000023553 23080920050 Invoice 8/20/2007 428-1076-7/2 \$46.56 \$46.56 MSSVCH000023552 23080920050 Invoice 8/20/2007 428-1076-7/1 \$171.32 \$171.32 MSSVCH000023551 6180114031000 Invoice 8/20/2007 433-64002-6/50 \$419.41 \$419.41 MSSVCH000023550 1181319201800 Invoice 8/20/2007 433-90002-7/16 \$1.26 \$1.26 MSSVCH000023549 1181319201800 Invoice 8/20/2007 433-90002-7/15 \$2.93 \$2.93 MSSVCH000023548 1181319201800 Invoice 8/20/2007 433-90002-7/14 \$7.14 \$7.14	MSSVCH000023555	23080920050	Invoice	8/20/2007	428-1076-7/4	\$1,013.67	\$1,013.67
MSSVCH000023552 23080920050 Invoice 8/20/2007 428-1076-7/1 \$171.32 \$171.32 MSSVCH000023551 6180114031000 Invoice 8/20/2007 433-64002-6/50 \$419.41 \$419.41 MSSVCH000023550 1181319201800 Invoice 8/20/2007 433-90002-7/16 \$1.26 \$1.26 MSSVCH000023549 1181319201800 Invoice 8/20/2007 433-90002-7/15 \$2.93 \$2.93 MSSVCH000023548 1181319201800 Invoice 8/20/2007 433-90002-7/14 \$7.14 \$7.14	MSSVCH000023554	23080920050	Invoice	8/20/2007	428-1076-7/3	\$22.12	\$22.12
MSSVCH000023551 6180114031000 Invoice 8/20/2007 433-64002-6/50 \$419.41 \$419.41 MSSVCH000023550 1181319201800 Invoice 8/20/2007 433-90002-7/16 \$1.26 \$1.26 MSSVCH000023549 1181319201800 Invoice 8/20/2007 433-90002-7/15 \$2.93 \$2.93 MSSVCH000023548 1181319201800 Invoice 8/20/2007 433-90002-7/14 \$7.14 \$7.14	MSSVCH000023553	23080920050	Invoice	8/20/2007	428-1076-7/2	\$46.56	\$46.56
M55VCH000023550 1181319201800 Invoice 8/20/2007 433-90002-7/16 \$1.26 \$1.26 M55VCH000023549 1181319201800 Invoice 8/20/2007 433-90002-7/15 \$2.93 \$2.93 M55VCH000023548 1181319201800 Invoice 8/20/2007 433-90002-7/15 \$7.14 \$7.14	MSSVCH000023552	23080920050	Invoice	8/20/2007	428-1076-7/1	\$171.32	\$171.32
MSSVCH000023549 1181319201800 Invoice 8/20/2007 433-90002-7/15 \$2.93 \$2.93 MSSVCH000023548 1181319201800 Invoice 8/20/2007 433-90002-7/14 \$7.14 \$7.14	MSSVCH000023551	6180114031000	Invoice	8/20/2007	433-64002-6/50	\$419.41	\$419.41
M55VCH000023548 1181319201800 Invoice 8/20/2007 433-90002-7/14 \$7.14 \$7.14	MSSVCH000023550	1181319201800	Invoice	8/20/2007	433-90002-7/16	\$1.26	\$1.26
	MSSVCH000023549	1181319201800	Invoice	8/20/2007	433-90002-7/15	\$2.93	\$2.93
MSSVCH000023547 1181319201800 Toyoice 8/20/2007 433-90002-7/13 \$\$1.41 \$\$1.41	MSSVCH000023548	1181319201800	Invoice	8/20/2007	433-90002-7/14	\$7.14	\$7.14
	MSSVCH000023547	1181319201800	Invoice	8/20/2007	433-90002-7/13	\$1.41	\$1.41
MSSVCH000023546 1181319201800 Invoice 8/20/2007 433-90002-7/12 \$5.03 \$5.03	MSSVCH000023546	1181319201800	Invoice	8/20/2007	433-90002-7/12	\$5.03	\$5.03
MSSVCH000023545 1181319201800 Invoice 8/20/2007 433-90002-7/11 \$15.41 \$15.41	MSSVCH000023545	1181319201800	Invoice	8/20/2007	433-90002-7/11	\$15.41	\$15.41
MSSVCH000023544 7230914142100 Invoice 8/20/2007 433-90002-7/10 \$25.80 \$25.80	MSSVCH000023544	7230914142100	Invoice	8/20/2007	433-90002-7/10	\$25.80	\$25.80
MS5VCH000023543 1181319201800 Invoice 8/20/2007 433-90002-7/9 \$913.61 \$913.61	MSSVCH000023543	1181319201800	Invoice	8/20/2007	433-90002-7/9	\$913.61	\$913.61
MSSVCH000023542 6180114031000 Invoice 8/20/2007 433-90002-7/8 \$137.58 \$137.58	MSSVCH000023542	6180114031000	Invoice	8/20/2007	433-90002-7/8	\$137.58	\$137.58
MSSVCH000023541 1181319201800 Invoice 8/20/2007 433-90002-7/7 \$18.83 \$18.83	MSSVCH000023541	1181319201800	Invoice	8/20/2007	433-90002-7/7	\$18.83	\$18.83
MSSVCH000023540 1181319201800 Invoice 8/20/2007 433-90002-7/6 \$39.64 \$39.64 \$39.64	MSSVCH000023540	1181319201800	Invoice	8/20/2007	433-90002-7/6	\$39.64	\$39.64
MSSVCH000023539 1181319201800 Invoice 8/20/2007 433-90002-7/5 \$128.98 \$128.98	MSSVCH000023539	1181319201800	Invoice	8/20/2007	433-90002-7/5	\$128.98	\$128.98
M55VCH000023538 1181319201800 Invoice 8/20/2007 433-90002-7/4 \$32.24 \$32.24	MSSVCH000023538	1181319201800	Invoice	8/20/2007	433-90002-7/4	\$32.24	\$32.24
MSSVCH000023537 1181319201800 Invoice 8/20/2007 433-90002-7/3 \$1.43 \$1.43	MSSVCH000023537	1181319201800	Invoice	8/20/2007	433-90002-7/3	\$1.43	\$1.43
MSSVCH000023536 1181319201800 Invoice 8/20/2007 433-90002-7/2 \$3.50 \$3.50	MSSVCH000023536	1181319201800	Invoice	8/20/2007	433-90002-7/2	\$3.50	\$3.50
MSSVCH000023535 1181319201800 Invoice 8/20/2007 433-90002-7/1 \$8.21 \$8.21	MSSVCH000023535	1181319201800	Invoice	8/20/2007	433-90002-7/1	\$8.21	\$8.21
MSSVCH000023534 6180114031000 Invoice 8/20/2007 433-146-7/14 \$69.21 \$69.21	MSSVCH000023534	6180114031000	Invoice	8/20/2007	433-146-7/14	\$69.21	\$69.21
MS5VCH000023533 6180114031000 Invoice 8/20/2007 433-146-7/13 \$23.07 \$23.07	MSSVCH000023533	6180114031000	Invoice	8/20/2007	433-146-7/13	\$23.07	\$23.07
MSSVCH000023532 19012500230 Invoice 8/20/2007 433-146-7/12 \$622.86 \$622.86	MSSVCH000023532	19012500230	Invoice	8/20/2007	433-146-7/12	\$622.86	\$622.86
MS5VCH000023531 19012500230 Invoice 8/20/2007 433-146-7/11 \$32.81 \$32.81	MSSVCH000023531	19012500230	Invoice	8/20/2007	433-146-7/11	\$32.81	\$32.81
MSSVCH000023530 19012500230 Invoice 8/20/2007 433-146-7/10 \$43.87 \$43.87	MSSVCH000023530	19012500230	Invoice	8/20/2007	433-146-7/10	\$43.87	\$43.87
MS5VCH000023529 19012500230 Invoice 8/20/2007 433-146-7/9 \$70.03 \$70.03	MSSVCH000023529	19012500230	Invoice	8/20/2007	433-146-7/9	\$70.03	\$70.03

Save the new list as a Favorite. Click on Favorite and the window will open. Name the list and click on Add, dropdown to favorite. The list will be added to the Payables Transactions Folder.

Add or Remove	Favorites		
Category:	Payables Transactions		
Name:	Voucher Search		
Visible To:	System	-	
Remove	Modify	Add 🚽 Cance	

🚊 🔂 Pay	ables Transactions
Ê	*
Ê	Cash Requirements*
🖻	Discounts Expiring this Week*
🖻	Invoices by Vendor*
· 🖻	MSS Search
🖻	Past Due Payables*
· 🖻	Payables Documents on Hold*
🖻	Payables Due Today*
🖻	Today's Payments*
🖻	Today's Purchases*
🖻	Transactions by Vendor*
· 📋	Voucher Search

To Print an Edit Transaction List

A Edit Transaction List can be printed for any Batches in Dynamics GP. The same steps will be used for Payables, Receivables, and General Journals.

Open the Batch window for the series and find the Batch that is to be reviewed. Once displayed on the Batch Entry window, click on the printer in the top right corner.

🔳 Receivables I	Batch Entry				
F Save 🖉	Clear 🗙 <u>D</u> elete	Han Bo	ost		_
Batch ID	RM-121207-1148	Q 🗋	Origin:	Transaction Entry	
Comment	AFS Import Transaction				
Frequency:	Single Use	-	Posting Dat	e 12/12/2	007 🏢
Recurring Posting			Checkbook Currency ID	_	
Times Posted	0	Last Date		0/0/0000	
	Control	,	Actual		
Transactions		0		6	
Batch Total		\$0.00		\$47,159.40	
Approved	User ID	Approva 0/(al Date 1/0000		Tran <u>s</u> actions
					۵ 🗘

The Report Destination window should open. If it does not, contact the Company's IT or person in charge of GP security.

Place a check in the box for Screen. Click OK.

Report Destination
Report Information
Name: Sales Entry Edit List
Option:
Ask Each Time
Destination
Screen
F Printer
File
File Name:
File Format:
Append C Replace
OK Cancel

The Journal will display on the screen. To print to printer, click on the printer in the top left. This will send it to the printer.

Review the errors.

🎒 Print 📰	Send To 💼	Modify 75%	: •	Completed 2 Pages	
•		5:59 PM			ving Company
User Date: 5/1	6/2008			TRANSACTIO	ON EDIT LIST
Batch ID: RM-1	21207-1148	Audit Tra	ail Code:		Batch F
Posting Date:	12/12/2007	Batch Cor	ment:	AFS Import Tra	ansaction
Trx Total Actua	1: 6			Trx Total Co	ontrol:
Batch Total Act	ual:	\$47,159.	. 40	Batch Total	Control:
Approved: NO		Approved H	Зу:		Approval Date
Type Document N	umber 	Doc Date	Post Date	Customer II) Name
Sales	Amount Trade	e Discount	Freight	Amount	Misc Amount

Vendor Card Setup

To enter new vendors, or vendor maintenance, in Dynamics GP Cards>Purchasing>Vendor

<u>Cards</u> E <u>x</u> tras <u>W</u> ine	dows <u>H</u> elp
System	
Purchasing 🕨	Vendor
Inventory	Addresses
Payroll 🕨 Summary	
	Buyers
	<u>C</u> ustomer/Vendor

TAB through the fields. Enter = Save in Dynamics GP.

The minimum to setup a vendor is the Vendor ID, Name and Class ID.

Enter the Vendor ID. (Required field) Tab.

Enter the Vendor Name. (Required field) Tab.

Short Name and Check Name auto complete from Name. These fields can be changed, if need to see differently. Tab through.

The tab will take you to Hold. Tab.

Status is a dropdown field. Leave as active for new vendors.

Enter or lookup the ClassID. ClassID will be used to run AP checks and driver/sales person commission statements.

Accounts Payable Training

📑 Vendor Main	tenance							_ 🗆 X
F Save 🛛	🕻 Clear 📔	🗙 <u>D</u> elete	W W	′rite Letters 🖕				3
Vendor ID	1			Hold	Sta	atus:	Active	-
Name								
Short Name					<u>Cla</u>	iss ID		Q
Check Name								
Primary Address: Address ID				i 8				
Contact						one 1		
Address						one 2		
						one 3		
					Fa	×		
City								
State					Tax Sche			<u>୍</u> କ
ZIP Code					Shipping I			
Country Code				Q	UPS Zone	9		
Country								
Address IDs:				Vendor Acc	ount			
<u>Purchase</u>			୍ଦ୍					
Remit To			Q Q Q	Comment 1				
Ship From			୍ଦ୍	Comment 2				
						<u>Options</u>	Add <u>r</u> ess	Accounts
	by Vendor ID)	-					۵ 🕼

Address ID is PRIMARY for new vendors. Tab.

Enter Contact, Address, City, State, ZIP. Tab to Phone 1.

Enter Phone 1. Tab

Tax Schedule, Shipping Method and UPS Zones are not used.

Enter Address IDs (Purchase, Remit To, Ship From) if there are alternate addresses for them.

Enter Vendor Account and Comment fields, if wanted/needed.

If you want to default in accounts for the expenses, click on the accounts button.

On the line for purchases, enter the expense account. If you want more then one line, click on the ellipses(...) and enter all of the breakouts for the expenses.

Click Ok when done.

Vendor ID				
Name				
Use Cash Account From:	Checkbook	C Vendor]	
	Account		Description	
Cash		- 🕨	0	÷
Accounts Payable		- •	I 🔍	÷
Terms Discounts Available		- •	Q	÷
Terms Discounts Taken		- •	Q	÷
Finance Charges		- •	Q	÷
Purchases		- •	Q	÷
Trade Discount	 	- •	Q	÷
Miscellaneous		- •	Q	÷
Freight		- •	Q	÷
Tax		- •	Q	÷
<u>Writeoffs</u>		- •	Q	÷
Accrued Purchases		- •	Q	÷
Purchase Price Variance	I	- 🕨	Q	÷

On the main vendor card, click on the Option button.

Be sure the credit limit is unlimited. This does not control anything but the importing into Great Plains. It will not show through to Movers Suite.

Be sure to mark the vendor as a 1099 vendor, if they will be receiving a 1099 for commissionable earnings. This is a dropdown next to Tax Type.

📧 Vendor Maint	tenance Opt	ions							
			-						
Vendor ID	123456789								
Name	American Exp	press							
Currency ID	Currency ID				Q 🗋	Tax ID			
Rate Type ID					Q	Tax Registration			
Payment Terms					Q	Checkbo	ok ID		
Discount Grace P	Discount Grace Period		0			MAS 90 \$	#		
Due Date Grace Period			0			User-Defi	ined 2		
Payment Priority	Payment Priority					Тах Туре	e.		Not a 1099 Vendor 🔹 👻
Minimum Order			\$	0.00		FOB:			None 👻
Trade Discount		0.0)0%			Language	e:		None 🝷
Minimum Paymer	nt:	No Minim	um	0	Percent	0	Amount		\$0.00
Maximum Invoice	e Amt:	🌾 No Maxin	num			0	Amount		\$0.00
Credit Limit:		🔿 No Credit	t	æ	Unlimited	0	Amount		\$0.00
Writeoffs:		O Not Allow	/ed	۲	Unlimited	0	Maximum		\$0.00
🔽 Revalue Ven	idor	Post Results	To:	۲	Payables/	Discount A	Acet	0	Purchasing Offset Acct
- Maintain History:									
Calendar Yea		Transaction							
✓ Fiscal Year									
		2							
12 @									ОК
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Click on OK.

On the main vendor card, click save.