

Movers Suite

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.

Apply to Document	Due Date	Branch	Amount Remaining	Apply Amount
<input type="checkbox"/> APPLY DOC	1/1/2008	LTI	\$15,000.00	\$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 highlight. Click on [Document Number](#) above to open the Zoom Window.

Origin	IC	Document Number	Type	Doc. Date	Original Amount	Unapplied Amount
Voucher/Payment Number		Due Date	Disc. Date	Transaction Description	Currency ID	
OPEN	<input type="checkbox"/>	12312412	INV	1/23/2008	\$5,000.00	\$0.00
OPEN	<input type="checkbox"/>	123456789	INV	9/28/2007	\$120.00	\$120.00
WORK	<input type="checkbox"/>	266959	PMT	4/18/2008	\$5,000.00	\$0.00
HIST	<input type="checkbox"/>	269084	PMT	4/12/2007	\$11,765.00	\$0.00
HIST	<input type="checkbox"/>	778	INV	4/10/2007	\$11,765.00	\$0.00
WORK	<input type="checkbox"/>	NEXTONE	INV	10/10/2007	\$52,230.16	\$52,230.16

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

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

Payables Payments Zoom [OK] [Close] [Maximize]

✓ **OK**

Payment No.	005135	Batch ID	41107SP
Date	4/12/2007	Date Voided	0/0/0000
Vendor ID	.1142511091400	Currency ID	
Check Name	Anykind Handyman Service, L.L.C.		

Payment Method: Check Cash Credit Card

Checkbook ID	OP-LVL	Unapplied	\$0.00
Document No.	269084	Applied	\$11,765.00
Amount	\$11,765.00	Total	\$11,765.00
Comment			
Terms Discount Taken		Writeoff	\$0.00
Terms Discount Available			\$0.00

Apply [Distribution]

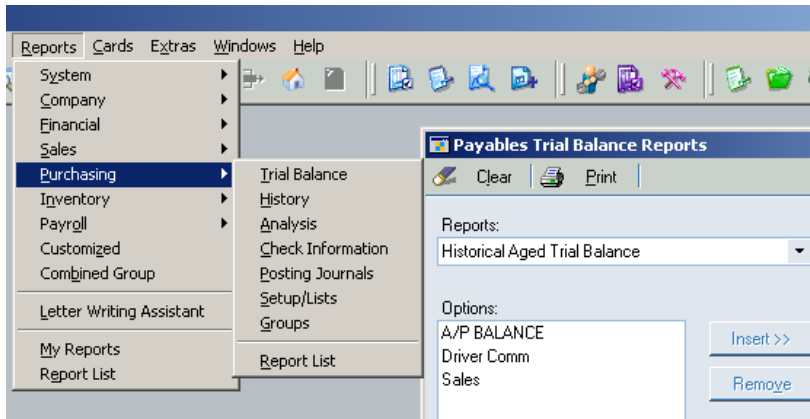
The Payables Distribution Zoom will display the distributions for the transaction.

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.

Checking Vendor Totals for Year End

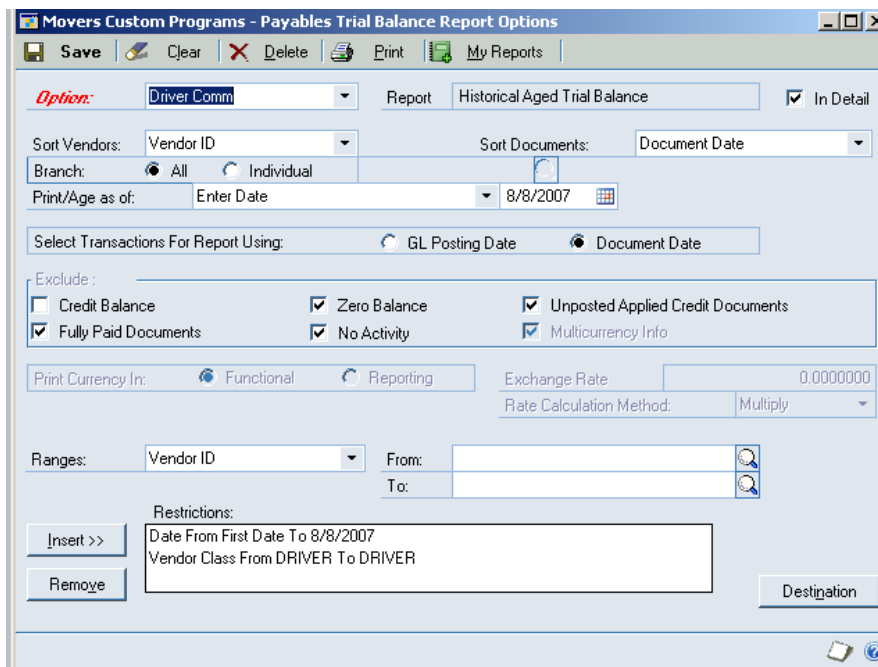
There are 3 reports you can run, if the 1099 flag was (or wasn't) set. These can help you verify the 1099 totals you should report for the drivers and sales persons.

Run the Historical Trial Balance in Purchasing



Reports> Purchasing> Trial Balance

In the dropdown select Historical



Make a title in the Option.

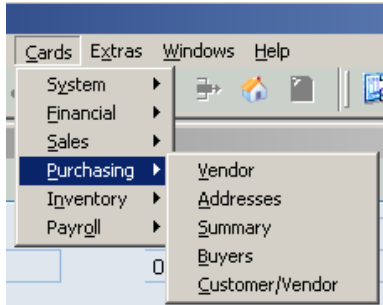
Leave Branch as all.

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



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

 A screenshot of the 'Vendor Credit Summary' window. The window title is 'Vendor Credit Summary'. It contains the following information:

- Vendor ID: .1142511091400
- Name: Anykind Handyman Service, L.L.C.
- Current Balance: \$120.00
- On Order: \$0.00
- Last Check: Number 269084, Date 4/12/2007, Amount \$11,765.00
- Last Invoice: Number 123456789, Date 9/28/2007, Amount \$120.00
- Unapplied Payment: Highest Balance \$11,765.00
- Unpaid Finance Charges: First Purchase Date 4/10/2007, Days For Checks to Clear (empty)
- Average Days to Pay: Year to Date 2, Life to Date 2
- Number of Paid Invoices: Year to Date 1, Life to Date 1
- Buttons: 'Period' and 'Yearly' (selected)
- Footer: Navigation arrows and 'by Vendor ID' dropdown.

Number	Date	Amount
269084	4/12/2007	\$11,765.00
123456789	9/28/2007	\$120.00

Balance	Amount
Unapplied Payment	
Highest Balance	\$11,765.00

Ageing Period	Amount
Current Period	\$0.00
31 - 60 Days	\$0.00
61 - 90 Days	\$0.00
91 and Over	\$120.00
	\$0.00
	\$0.00
	\$0.00

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.

	Year to Date	Last Year	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

Vendor Class	Date Created	Due Date	Final
Agents	5/8/2007	5/8/2007	<input type="checkbox"/>
Driver	2/8/2006	2/8/2006	<input checked="" type="checkbox"/>
Driver	2/21/2006	2/22/2006	<input checked="" type="checkbox"/>
Driver	3/8/2006	3/8/2006	<input checked="" type="checkbox"/>

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

1 (11011916051800)

Shipper Name	Revenue Amount	Commission Amount	After Split	Amount Paid
	\$0.00	\$0.00	\$0.00	(\$56,831.83)
BILL BETTY HENTHORN	\$12,057.12	\$8,263.83	\$8,263.83	\$8,263.83
WILLIAM APPLING	\$623.01	\$425.24	\$425.24	\$425.24
MAJEL TALBOT	\$1,193.51	\$767.97	\$767.97	\$767.97
MITCHELL BERNSKOETTER	\$2,147.20	\$0.00	\$0.00	\$0.00
JEFFREY OVERTON	\$7,589.82	\$4,987.54	\$4,987.54	\$4,987.54
JAMES CROWELL	\$10,110.28	\$5,455.00	\$5,455.00	\$5,455.00
JEFF NELSON	\$10,588.23	\$6,807.16	\$6,807.16	\$6,807.16
HECTOR PULIDO	\$4,666.10	\$2,912.86	\$2,912.86	\$2,912.86
JOSE HECTOR PULIDO	\$1,321.84	\$990.28	\$990.28	\$990.28
MARK LUKE	\$2,759.96	\$1,644.80	\$1,644.80	\$1,644.80
ERIC LENARZ	\$6,317.86	\$3,659.55	\$3,659.55	\$3,659.55
CHANG LIU	\$1,337.85	\$795.56	\$795.56	\$795.56
MICHAEL ANDERSON	\$2,524.02	\$1,675.53	\$1,675.53	\$1,675.53
GREGG COLLINS	\$9,755.36	\$5,779.92	\$5,779.92	\$5,779.92
DEAN PHILLIPS	\$3,472.84	\$2,208.40	\$2,208.40	\$2,208.40
SHERYL PIERCE	\$4,162.46	\$2,226.93	\$2,226.93	\$2,226.93
NATHAN MCFARLAND	\$4,046.57	\$2,374.16	\$2,374.16	\$2,374.16
MIKE LASSNER	\$7,991.73	\$5,757.58	\$5,757.58	\$5,757.58
MICHAEL MASTON	\$7,659.62	\$4,797.46	\$4,797.46	\$4,797.46
PASQALE RULLI	\$4,432.26	\$2,677.94	\$2,677.94	\$2,677.94
20 Orders	\$104,757.64	\$64,207.71	\$64,207.71	\$7,375.88

1 (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.

Batch ID	TEST	Checkbook ID	OP-LVL
Currency ID		Checkbook Currency ID	
Batch Total	\$99,909.84	Balance before checks	(\$3,431,468.61)
Apply Date	11/15/2007	Balance after checks	(\$3,531,378.45)

Vendor ID	Total Amount Paid
<input type="checkbox"/> .1142511091400	\$0.00
<input type="checkbox"/> 11011916051800	\$0.00
<input checked="" type="checkbox"/> 11051423151801	\$1,041.68
<input checked="" type="checkbox"/> 1181319201800	\$11,837.10
<input checked="" type="checkbox"/> 12012318051401	\$10,540.00
<input checked="" type="checkbox"/> 13011414052000	\$3,359.33
<input type="checkbox"/> 130514091400110	\$0.00
<input checked="" type="checkbox"/> 13090423051903	\$194.14
<input checked="" type="checkbox"/> 13152205181900	\$1,450.24
<input type="checkbox"/> 14011601000101	\$0.00
<input checked="" type="checkbox"/> 15192301120400	\$4,988.76
<input checked="" type="checkbox"/> 18052514151202	\$205.10

Voucher Number	Due Date	Amount Remaining	Amount Paid
<input checked="" type="checkbox"/> MSSVCH00002336	8/16/2007	\$0.00	\$4.92
<input checked="" type="checkbox"/> MSSVCH00002336	8/16/2007	\$0.00	\$15.19
<input checked="" type="checkbox"/> MSSVCH00002311	8/14/2007	\$0.00	\$18.98
<input checked="" type="checkbox"/> MSSVCH00002336	8/17/2007	\$0.00	\$36.65
<input checked="" type="checkbox"/> MSSVCH00002336	8/17/2007	\$0.00	\$41.04
<input checked="" type="checkbox"/> MSSVCH00002336	8/16/2007	\$0.00	\$45.18
<input checked="" type="checkbox"/> MSSVCH00002336	8/17/2007	\$0.00	\$56.46
<input checked="" type="checkbox"/> MSSVCH00002336	8/17/2007	\$0.00	\$64.12
<input checked="" type="checkbox"/> MSSVCH00002311	8/14/2007	\$0.00	\$77.28
<input checked="" type="checkbox"/> MSSVCH00002336	8/17/2007	\$0.00	\$151.39
<input checked="" type="checkbox"/> MSSVCH00002311	8/14/2007	\$0.00	\$200.00

Indicates that a credit document is applied.


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.

 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.

Applied Vendor Credits

Voucher Number: MSSVCH000023119 Vendor ID: 13011414052000
 Document Number: 428-917-7/1 Name: Mannetter, Jared

Payment Number	Document Number	Type	Original Amount	Applied Amount	Currency ID
006599		PMT	\$3,359.33	\$18.98	
MSSVCH000023357	19-1379-7/1	CRM	\$6.02	\$6.02	

OK

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.

The screenshot shows the 'Edit Payables Checks' window with the following data:

Payment Number	006710	Checkbook ID	
Batch ID		Currency ID	
Batch Total	\$0.00	Apply Date	5/19/2008
Vendor ID		Amount:	
Check Name		Unapplied	\$0.00
Comment		Applied	\$0.00
		Check	\$0.00
List Documents on Remittance:	All Documents	Writeoff	\$0.00
Sort Documents on Remittance by:	Date		
Terms Discount Taken	\$0.00		
Terms Discount Available	\$0.00		

Buttons: Check Stub, Apply, Distribution, Print Checks

Status: Unsaved

To get to Edit Check,

Transactions> Purchasing> Edit Check

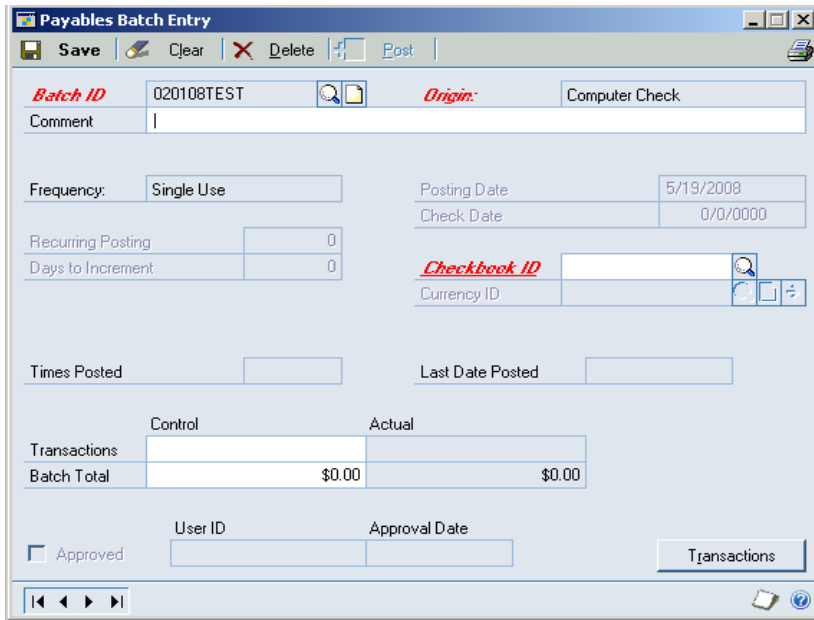
The dialog box contains the following text and elements:

Microsoft Dynamics GP

Do you want to add this batch?

Buttons: Add, Cancel

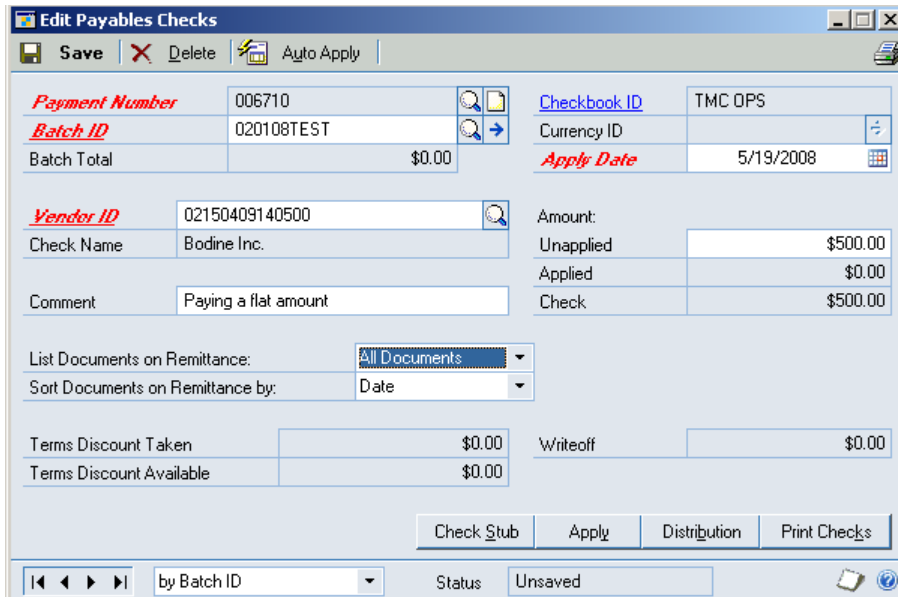
Each check will need to be part of a batch. Type in the Batch ID and tab. There will be a prompt to add the batch. Click on Add.



Select the Checkbook ID to be used.

Type or Lookup the checkbook.

Click on Save



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.

Apply to Document	Due Date	Branch	Amount Remaining	Apply Amount
12312412	1/23/2008		\$0.00	\$0.00
123456789	9/28/2007		\$120.00	\$0.00

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

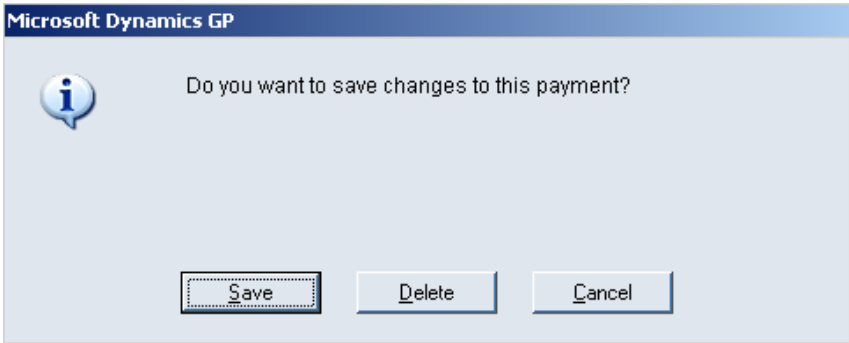
If only paying a partial amount on an invoice, click on the zero on the right of the invoice amount. Type in the amount to be paid. Click tab. This will set the amount. Click OK.

Co. ID	Account	Type	Debit	Credit
LINT	01 -01 -10200000 -00	CASH	\$0.00	\$500.00
LINT	01 -01 -21000000 -00	PAY	\$500.00	\$0.00

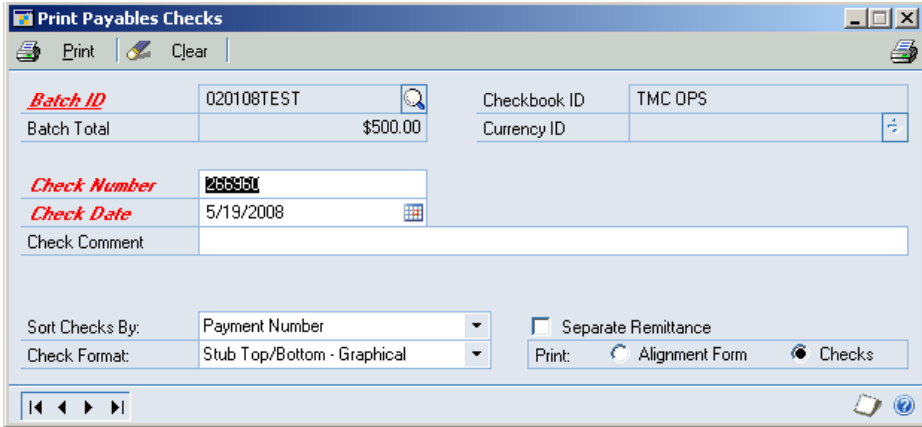
Functional Totals: \$500.00 (Debit), \$500.00 (Credit)
Originating Totals: \$0.00 (Debit), \$0.00 (Credit)

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

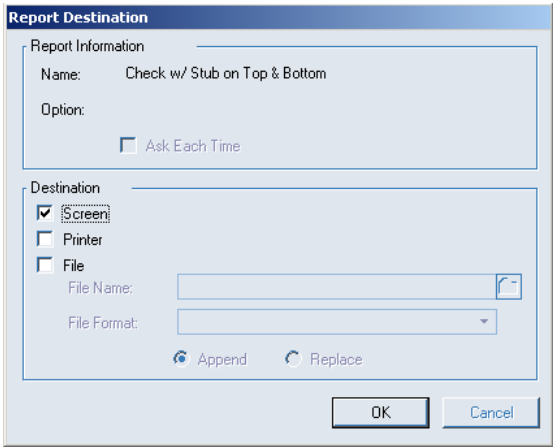
Click on Distribution to be sure that the accounts have defaulted through. Click OK.



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.



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



Select the Destination.

Click OK.

The screenshot shows a window titled "Post Payables Checks" with the following fields and controls:

Batch ID	020108TEST	Checkbook ID	TMC OPS
<i>Posting Date</i>	05/19/2008	Name	Moving Company Operating Ckbk
Process:	Post Checks	Currency ID	
		Check Date	5/19/2008

Void or Reprint Range: All From: To:

Starting Check Number 266961

Buttons:

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

Click on Process.

The checks will post and a journal will print.

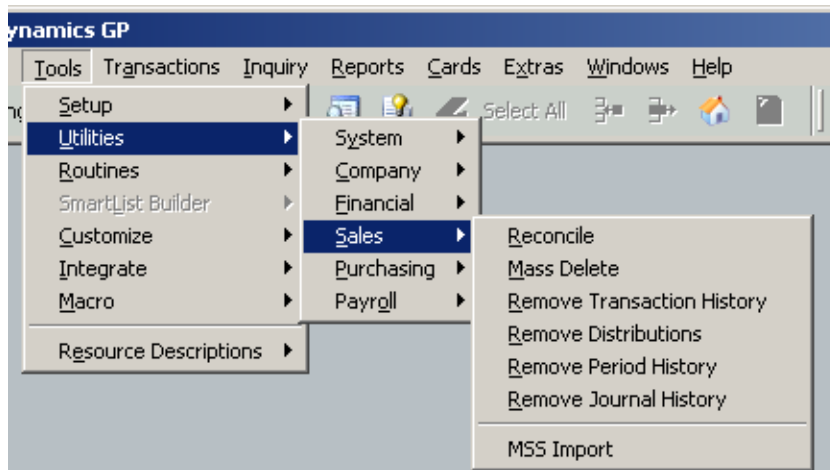
MSS Import

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

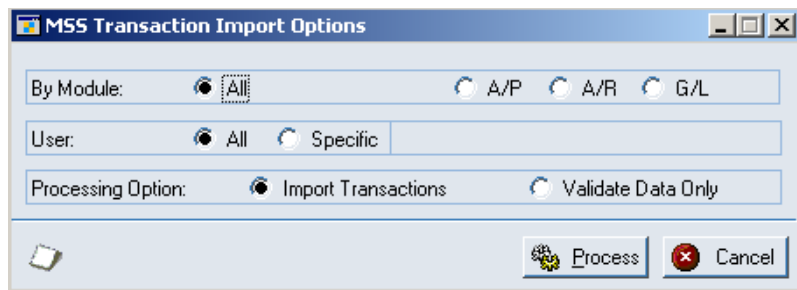
Tools > Utilities > Sales > MSS Import

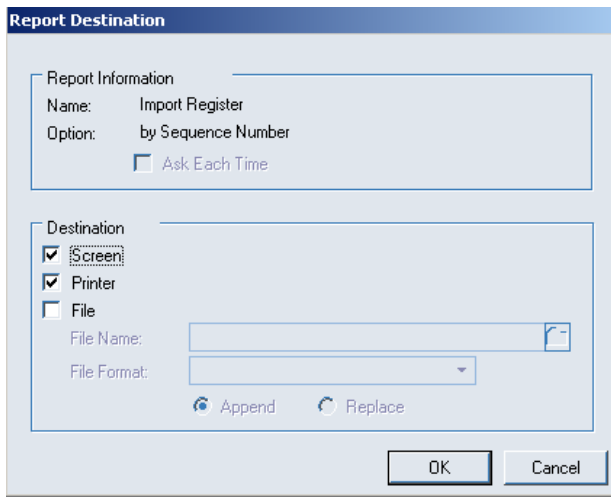
or

Tools > Utilities > Purchasing > MSS Import



Either path accesses the same window.





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

```

ysbcm. 7/15/2006 10:15:37 AM pepu > moving a database, etc. Us
IMPORT REGISTER

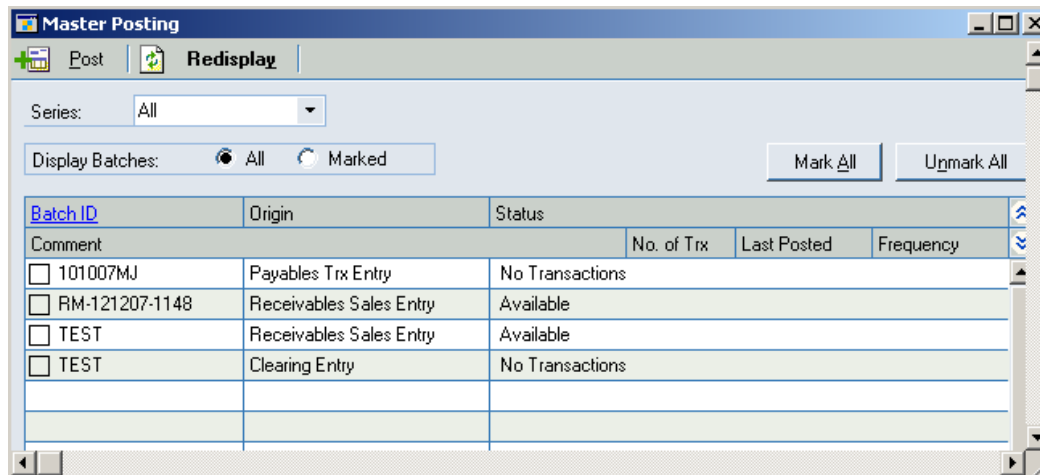
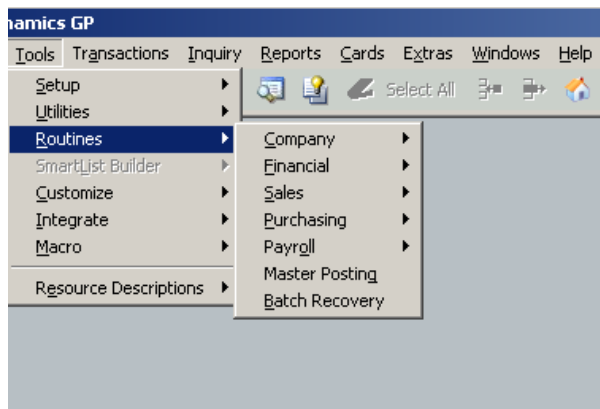
Module: ALL Process Start Time: 10:15:37 AM
User: ALL Process End Time: 10:15:38 AM
Batch: Elapsed Minutes: 0
Processing Option: Validate Data Only

Transaction 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 MSSVCH000000008 PERSON01001 MSS1 1/6/2006 1/6/2006 $50.86 01-01-42201440-00 01-01-20350000-00
./P Invoice MSSVCH000000007 PERSON01001 MSS1 1/6/2006 1/6/2006 $44.50 01-01-42201440-00 01-01-20350000-00
./P Invoice MSSVCH000000020 PERSON01001 MSS1 3/15/2006 3/15/2006 $189.00 01-01-41111420-01 01-01-20350000-00
./P Invoice MSSVCH000000019 PERSON01001 MSS1 3/15/2006 3/15/2006 $38.25 01-01-41111420-01 01-01-20350000-00
./P Invoice MSSVCH000000018 PERSON01001 MSS1 3/15/2006 3/15/2006 $0.98 01-01-41111420-01 01-01-20350000-00
./P Invoice MSSVCH000000017 PERSON01001 MSS1 3/15/2006 3/15/2006 $0.30 01-01-41111420-01 01-01-20350000-00
./P Invoice MSSVCH000000016 PERSON01001 MSS1 3/15/2006 3/15/2006 $5.40 01-01-41111420-00 01-01-20350000-00
./P Invoice MSSVCH000000013 PERSON01001 MSS1 3/15/2006 3/15/2006 $0.25 01-01-41111420-00 01-01-20350000-00
./P Invoice MSSVCH000000012 PERSON01001 MSS1 3/15/2006 3/15/2006 $114.75 01-01-41111410-00 01-01-20350000-00
./R Sales / Invoice MSSDOC000000052 MSS1 6/23/2006 6/23/2006 $90.00 01-01-42443310-02 01-01-11000000-00 Customer not found
./R Sales / Invoice MSSDOC000000051 MSS1 6/23/2006 6/23/2006 $8.00 01-01-62330000-00 01-01-11000000-00 Customer not found
./R Debit Memo MSS1-24-5/3 UNITEDVLO001 MSS1 7/7/2006 7/7/2006 $60.00 01-01-15550000-00 01-01-11000000-00
./R Credit Memo MSS1-24-5/2 UNITEDVLO001 MSS1 7/7/2006 7/7/2006 $650.00 01-01-15550000-00 01-01-11000000-00
./P Credit Memo MSSVCH000000065 ADVANCED0001 MSS1 7/7/2006 7/7/2006 $80.00 01-01-15550000-00 01-01-20350000-00
./P Invoice MSSVCH000000065 ACETRAVE0001 MSS1 7/7/2006 7/7/2006 $5.00 01-01-15550000-00 01-01-20350000-00
./Journal Entry MSSDOC000000062 Journal Entry MSS1 7/7/2006 7/7/2006 $100.00 01-01-15550000-00 01-01-62330000-00
./Journal Entry MSSDOC000000061 Journal Entry MSS1 7/7/2006 7/7/2006 $365.00 01-01-15550000-00 01-01-52500000-00

Report Total: 18 Records Rejected: 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

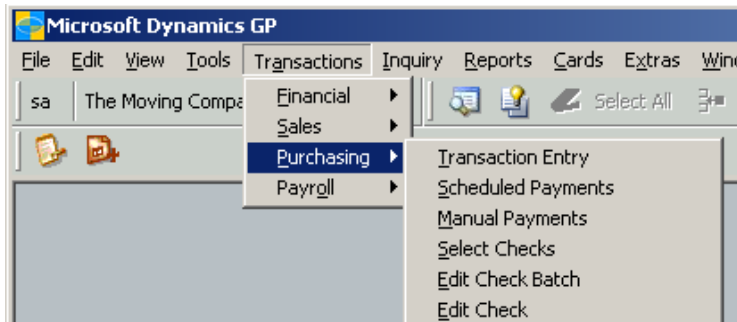


Mark appropriate batches, and Post. The Batches will start with RM-#####-####, PM-#####-####, GL-#####-#### and CR-#####-####.

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



The Payables Transaction Entry Form will open.

 A screenshot of the 'Movers Custom Programs - Payables Transaction Entry' form. The form contains several fields for data entry:

- Voucher No.:** 006572
- Document Type:** Invoice (selected in a dropdown)
- Batch ID:** (empty)
- Doc. Date:** 11/6/2007
- Description:** (empty text box)
- MSS Order Number:** (empty)
- MSS Branch Code:** (empty)
- Vendor ID:** (empty)
- Name:** (empty)
- Address ID:** (empty)
- Remit-To ID:** (empty)
- Payment Terms:** (empty)
- Currency ID:** (empty)
- Document Number:** (empty)
- P.O. Number:** (empty)
- Shipping Method:** (empty)
- Tax Schedule ID:** (empty)

 At the bottom, there are two tables for amounts:

Purchases		1099 Amount	
TrdDisc/VL Amount	\$0.00	Cash	\$0.00
Freight	\$0.00	Check	\$0.00
Miscellaneous	\$0.00	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$0.00	On Account	\$0.00

 The form also includes buttons for 'Apply', 'Distributions', and 'Print Check'. At the bottom, there is a status bar showing 'Status: Unsaved'.

The Voucher number will be assigned through Dynamics GP.

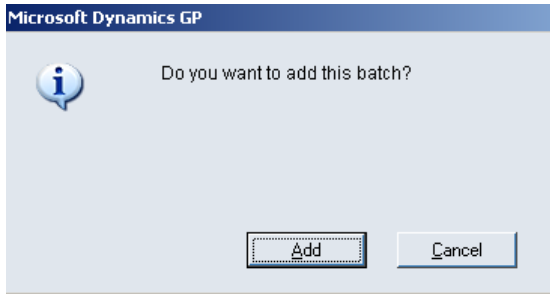
 A close-up screenshot of the 'Document Type' dropdown menu. The menu is open, showing the following options:

- Invoice (highlighted)
- 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.



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.

 A screenshot of the "Payables Batch Entry" window in Microsoft Dynamics GP. The window has a menu bar with "Save", "Clear", "Delete", and "Post". The main area contains several fields:

- Batch ID:** 101007MJ
- Origin:** Payables Trx Entry
- Comment:** |
- Frequency:** Single Use (dropdown)
- Posting Date:** 11/6/2007
- Check Date:** 0/0/0000
- Recurring Posting:** 0
- Days to Increment:** 0
- Checkbook ID:** OP-LVL
- Currency ID:** (empty)
- Times Posted:** (empty)
- Last Date Posted:** (empty)
- Control/Actual Table:**

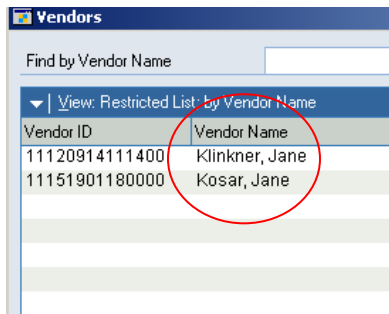
	Control	Actual
Transactions		
Batch Total	\$0.00	\$0.00
- Approved:**
- User ID:** (empty)
- Approval Date:** (empty)
- Transactions:** (button)

Enter a comment.

Select the Checkbook ID.

Click Save.

Tab off of the Batch ID field.



Enter the Doc. Date. This will be the date of the invoice, or the date due, depending on how Payables are 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.

Parts of the Payables Transaction Entry Form

Voucher No. 006572 Intercompany **Batch ID**

Document Type: Invoice **Dec. Date** 11/6/2007

Description

MSS Order Number

MSS Branch Code

Vendor ID

Name

Address ID

Remit-To ID

Payment Terms

Currency ID

Document Number

P.O. Number

Shipping Method

Tax Schedule ID

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
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$0.00	On Account	\$0.00

by Batch ID Status: Unsaved

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!!**

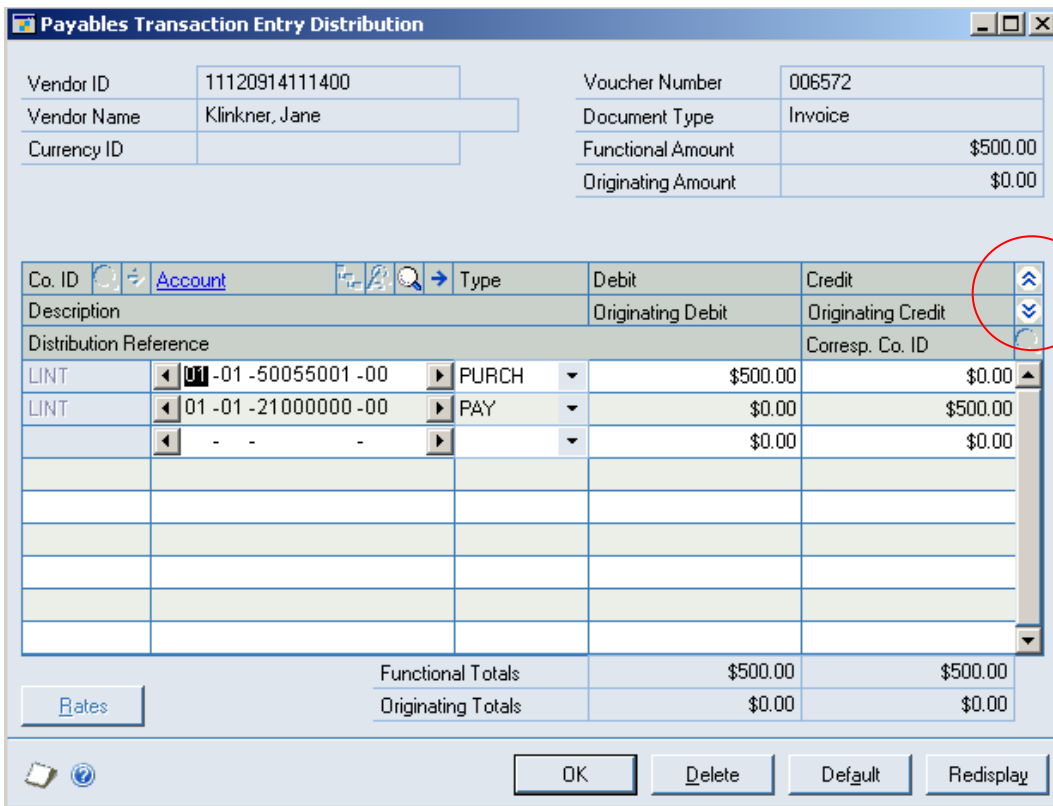
Distributions Button – Use this to select the Payables account and the expense account the invoice/credit memo is to be charged to.

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.



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.

The screenshot shows the 'Post Payables Checks' window with the following fields and values:

Batch ID	TEST	Checkbook ID	OP-LVL
<i>Posting Date</i>	11/15/2007	Name	Moving Company Operating Ckbk
Process:	Post Checks	Currency ID	
	Post Checks	Check Date	11/15/2007
	Print Stub Alignment		
	Reprint Checks		
	Void Checks		
Void or Reprint Range:	<input checked="" type="radio"/> All	From:	
		To:	
<i>Starting Check Number</i>	266955		

Buttons at the bottom right: 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.

The screenshot shows the 'Post Payables Checks' window with the following fields and values:

Batch ID	TEST	Checkbook ID	OP-LVL
<i>Posting Date</i>	11/15/2007	Name	Moving Company Operating Ckbk
Process:	Reprint Checks	Currency ID	
	Reprint Checks	Check Date	11/15/2007
	Print Stub Alignment		
	Reprint Checks		
	Void Checks		
Void or Reprint Range:	<input checked="" type="radio"/> All	From:	
		To:	
<i>Starting Check Number</i>	266955		

Buttons at the bottom right: Process, Process Later, Clear.

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.

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

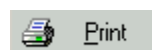
Confirm the date you want the check to print with.

Check the Separate Remittance, if you want Remittance Statements.

Verify the Sort Checks By Order.

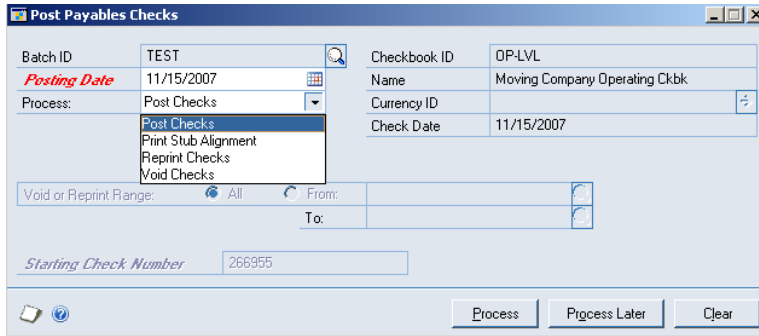
Verify the Check Format. Stub/Stub/Check and Stub Top/Bottom – (Graphical or Text) are the supported formats.

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

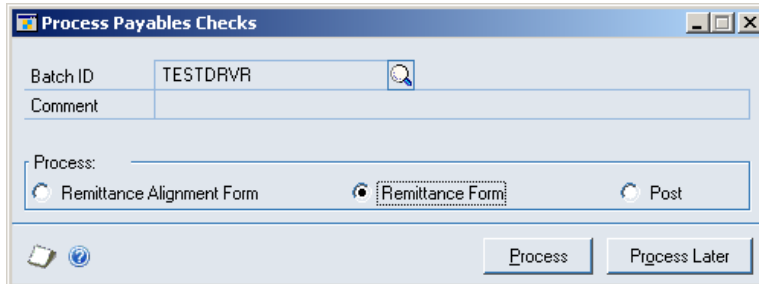


Printing Remittances

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.



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 Name	Payment Number	Check Date	Check Number		
19130920080004	Smith, Miles	Smith, Miles	006720	5/16/2007	266963		
Our Voucher Number	Your Voucher Number	Date	Amount	Amount Paid	Discount	Writeoff	Net
MSSVC H000018257	428-93-7/2	5/9/2007	\$2,871.16	\$2,871.16	\$0.00	\$0.00	\$2,871.16
MSSVC H000018258	428-93-7/3	5/9/2007	\$1,203.90	\$1,203.90	\$0.00	\$0.00	\$1,203.90
MSSVC H000018259	428-93-7/4	5/9/2007	\$589.22	\$589.22	\$0.00	\$0.00	\$589.22
MSSVC H000018260	428-93-7/5	5/9/2007	\$49.15	\$49.15	\$0.00	\$0.00	\$49.15
MSSVC H000018261	428-93-7/6	5/9/2007	\$2,003.59	\$2,003.59	\$0.00	\$0.00	\$2,003.59
MSSVC H000018262	428-93-7/7	5/9/2007	\$2,297.84	\$2,297.84	\$0.00	\$0.00	\$2,297.84
MSSVC H000018466	428-534-7/3	5/15/2007	\$6.34	\$6.34	\$0.00	\$0.00	\$6.34
MSSVC H000018467	428-534-7/4	5/15/2007	\$4.05	\$4.05	\$0.00	\$0.00	\$4.05
MSSVC H000018468	428-534-7/5	5/15/2007	\$3.40	\$3.40	\$0.00	\$0.00	\$3.40
MSSVC H000018469	428-534-7/6	5/15/2007	\$5.51	\$5.51	\$0.00	\$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.

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.

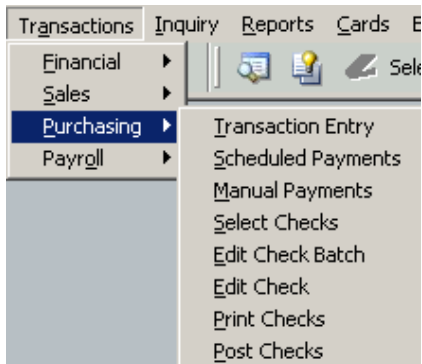
Select **Post Checks** and Click the **Process** Button on the lower right, if your checks have printed correctly and you are ready to post.

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.

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: Faster. Automatically applies all invoices and credit memos. Can control date ranges and vendor classes paid.	Advantages: Faster. Can automatically apply credit memos.	Advantages: Can create single check with all doc's related.	Advantages: Can create check "on demand".
Disadvantages: All cash/vanline statements must be processed for	Disadvantages: Can't control dates ranges. Manually have to remove any items	Disadvantages: All cash/vanline statements must be processed for	Disadvantages: Can not apply credit memos/invoices/payments until vanline statements are processed. Everything

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

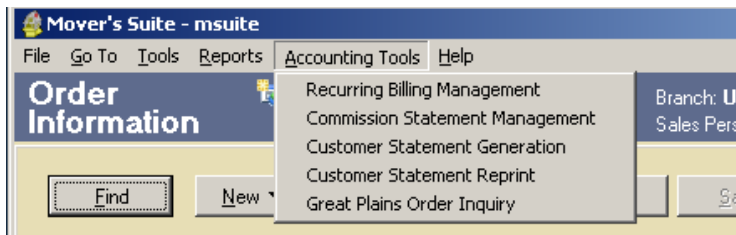
Introduction

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.

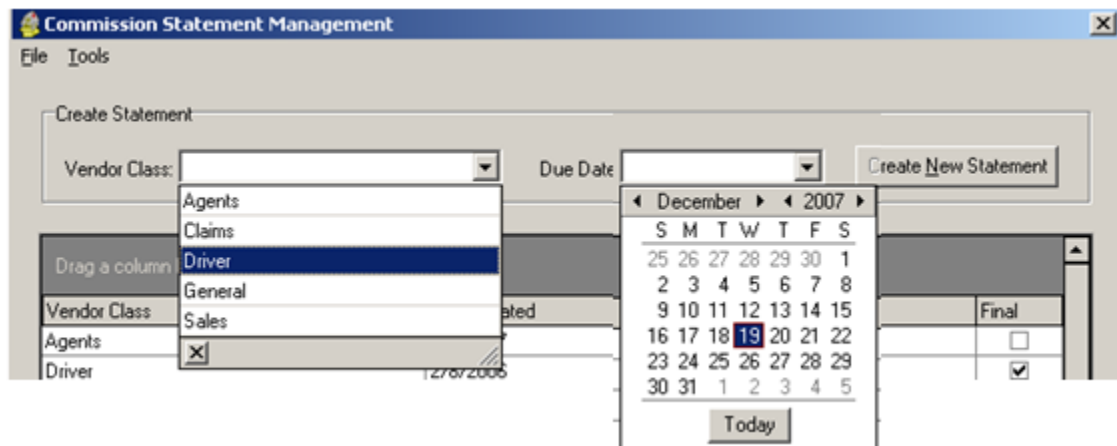
Depending on how the person is paid (live check, ACH/Wire/CommData, or sent to payroll), will determine the checkbook used later in this document.

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



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.



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																																																								
<input checked="" type="checkbox"/> Arthur, Joseph (1181) <input checked="" type="checkbox"/> Burrows, Jeff (22118) <input checked="" type="checkbox"/> Casper, Don (110119) <input checked="" type="checkbox"/> Conner, Nicholas (31) <input checked="" type="checkbox"/> French, Becky (6012) <input checked="" type="checkbox"/> Gold, David (121120) <input checked="" type="checkbox"/> Good, Sam (715150) <input checked="" type="checkbox"/> Gopher, Robby (7051) <input checked="" type="checkbox"/> Heffner, Jason (8011) <input checked="" type="checkbox"/> James, Kevin (101501) <input checked="" type="checkbox"/> Justice, Rod (100103) <input checked="" type="checkbox"/> Kohler, Peter (111508) <input checked="" type="checkbox"/> Manson, Jared (1301) <input checked="" type="checkbox"/> McAllister, Robert (1) <input checked="" type="checkbox"/> Ringer, Evan (180914) <input checked="" type="checkbox"/> Rogers, Roger (1901) <input checked="" type="checkbox"/> Rossignol, Denver (1) <input checked="" type="checkbox"/> Rossignol, Inc. (1815) <input checked="" type="checkbox"/> Roundberg, James (1) <input checked="" type="checkbox"/> Smith, Millard (19130) <input checked="" type="checkbox"/> Stephens, Oswald (1) <input checked="" type="checkbox"/> Vondiver, Glen (2215) <input checked="" type="checkbox"/> Wright, Mary (23180)	<h3>Commission Statement</h3> <p>Good, Sam (71)</p> <p>Vendor Summary</p> <table border="1"> <thead> <tr> <th>Order Number</th> <th>Shipper Name</th> <th>Revenue Amount</th> </tr> </thead> <tbody> <tr> <td colspan="3"><i>Other Transactions</i></td> </tr> <tr> <td>1499-2</td> <td>JL WALKER</td> <td>\$1,319.49</td> </tr> <tr> <td>428-47</td> <td>STEVEN NILES</td> <td>\$4,935.68</td> </tr> <tr> <td>433-16</td> <td>SAPNA AIYER</td> <td>\$1,592.89</td> </tr> <tr> <td>48-833</td> <td>CAROLINE HORNER</td> <td>\$1,213.16</td> </tr> <tr> <td>72-322</td> <td>SONIA KALRA</td> <td>\$1,217.59</td> </tr> <tr> <td>Totals:</td> <td>5 Orders</td> <td>\$10,278.81</td> </tr> </tbody> </table> <p>Good, Sam (71):</p> <p>{Other Transactions}</p> <table border="1"> <thead> <tr> <th>Document Number</th> <th>Doc Date</th> <th>Invoice Amt</th> <th>Revenue Amt</th> <th>Net Amt</th> <th>Commission</th> </tr> </thead> <tbody> <tr> <td>MSSDOC000005810</td> <td>06/08/2006</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>06/14/2006</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10168</td> <td>06/14/2006</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5" style="text-align: center;"><i>Sub Total</i></td> <td></td> </tr> </tbody> </table>	Order Number	Shipper Name	Revenue Amount	<i>Other Transactions</i>			1499-2	JL WALKER	\$1,319.49	428-47	STEVEN NILES	\$4,935.68	433-16	SAPNA AIYER	\$1,592.89	48-833	CAROLINE HORNER	\$1,213.16	72-322	SONIA KALRA	\$1,217.59	Totals:	5 Orders	\$10,278.81	Document Number	Doc Date	Invoice Amt	Revenue Amt	Net Amt	Commission	MSSDOC000005810	06/08/2006						06/14/2006					10168	06/14/2006					<i>Sub Total</i>						<p>Commission Statement Summary for Driver to 06/28/2006</p>
Order Number	Shipper Name	Revenue Amount																																																						
<i>Other Transactions</i>																																																								
1499-2	JL WALKER	\$1,319.49																																																						
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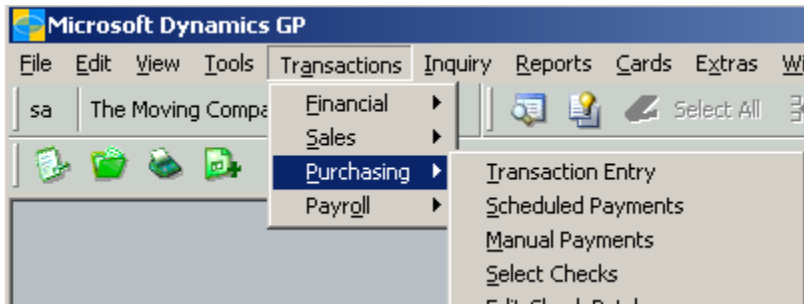
Click on the green “Commission Statement Summary” (upper right hand corner of the report), it will take you to a summary of the commissioned people.

Commission Statement Summary	
Vendor	Amount
Arthur, Joseph (1181)	\$10,033.31
Burrows, Jeff (22118)	\$10,812.87
Casper, Don (110119)	\$7,375.88
Conner, Nicholas (31)	\$9,111.66
French, Becky (6012)	\$13,800.68
Gold, David (121120)	\$2,594.28
Good, Sam (715150)	\$7,271.32
Gopher, Robby (7051)	\$3,422.47
Heffner, Jason (8011)	\$10,184.21
James, Kevin (101501)	\$24.55
Justice, Rod (100103)	\$4,135.75
Kohler, Peter (111508)	\$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)	\$8,090.09
Wright, Mary (23180)	\$9,568.51
23 Total Vendor(s)	\$135,898.36

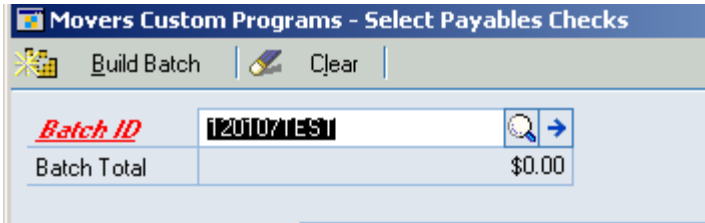
Commission Statement Summary Page 1 of 1

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

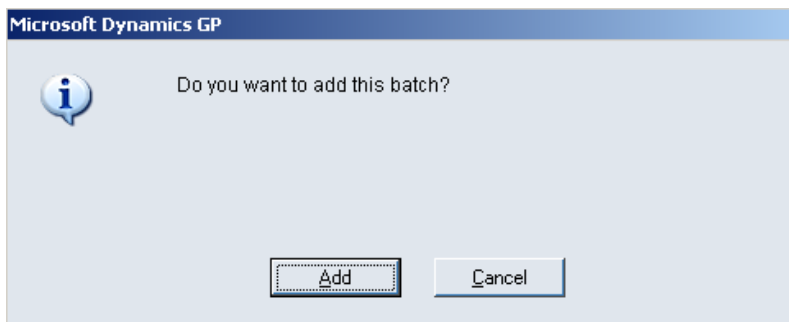
In Great Plains go to Transactions> Purchasing> Select Checks and the window will open.



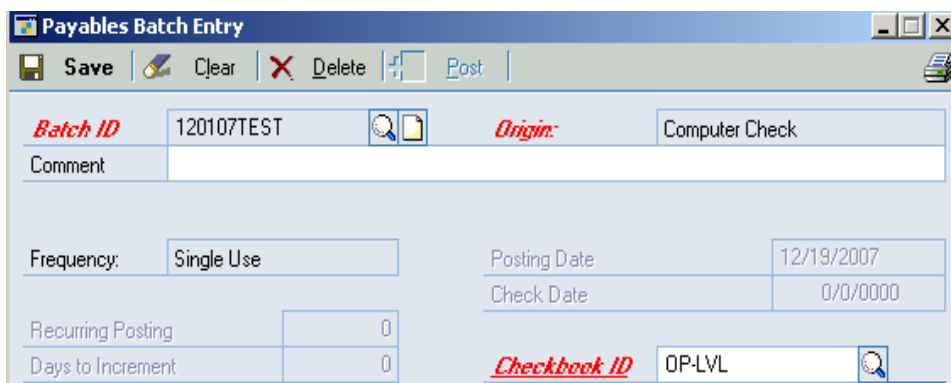
Type in your Batch ID. Use the 6 digit date, with user initial format.



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



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.



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.

The screenshot shows a window titled "Vendor Classes". At the top, there is a search field labeled "Find by Class ID". Below it, a dropdown menu is set to "View: All Vendor Classes; by Class ID". A table lists the following classes:

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.

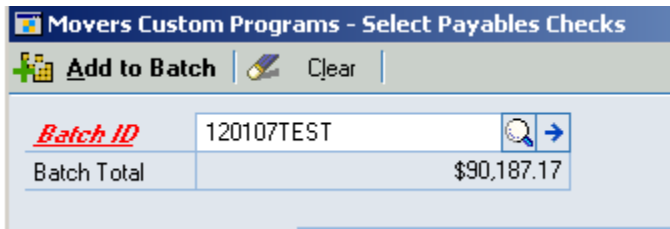
Click on the Build Batch button, upper top left corner. Then wait!!!! Until the amount shows in the Batch Total field, the process has not completed. If the process is not complete and other buttons are clicked, the batch can build in error and accidentally pull all checks.

The screenshot shows the "Movers Custom Programs - Select Payables Checks" window. Key fields and options include:

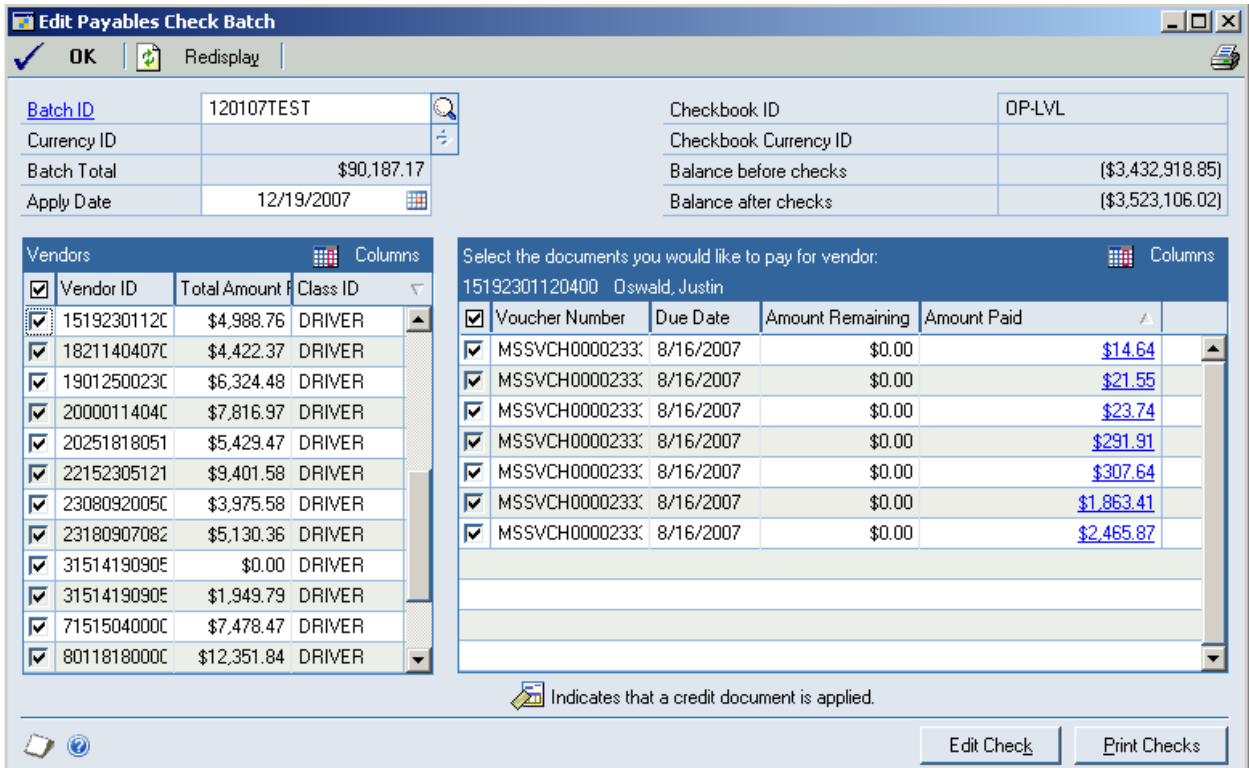
- Batch ID:** 120107TEST
- Batch Total:** \$0.00
- Checkbook ID:** OP-LVL
- Currency ID:** (empty)
- Select Vendor by:** Class ID (dropdown), All (radio), From: DRIVER (dropdown), To: DRIVER (dropdown)
- Select Document by:** Voucher Number (dropdown), All (radio), From: (dropdown), To: (dropdown)
- Branch:** All (radio), Individual (radio)
- Due Date Cutoff:** None (radio), Due Date (radio)
- Discount Date Cutoff:** None (radio), All (radio), Discount Date (radio)
- Select Documents:** Functional Currency Only (dropdown)
- One Check Per:** Vendor (dropdown)
- Automatically Apply Existing Unapplied:**
 - Payments (checked), Credit Memos (checked), Returns (checked)
 - Functional Currency Only (radio), All Currencies (radio)
- Options:**
 - Select EFT's Only (unchecked)
 - Apply Credits Beyond Due Date (unchecked)
 - Take Non-Qualifying Discounts (unchecked)
 - Pay Only Minimum (unchecked)
- Apply Date:** 12/19/2007
- Remittance:**
 - List Documents: All Documents (dropdown)
 - Sort Documents by: Date (dropdown)
 - Print Previously Applied Documents (checked)
 - Use Due Date Cutoff (unchecked)
- Buttons:** Build Batch, Clear, Print Checks, Edit Check, Edit Check Batch

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

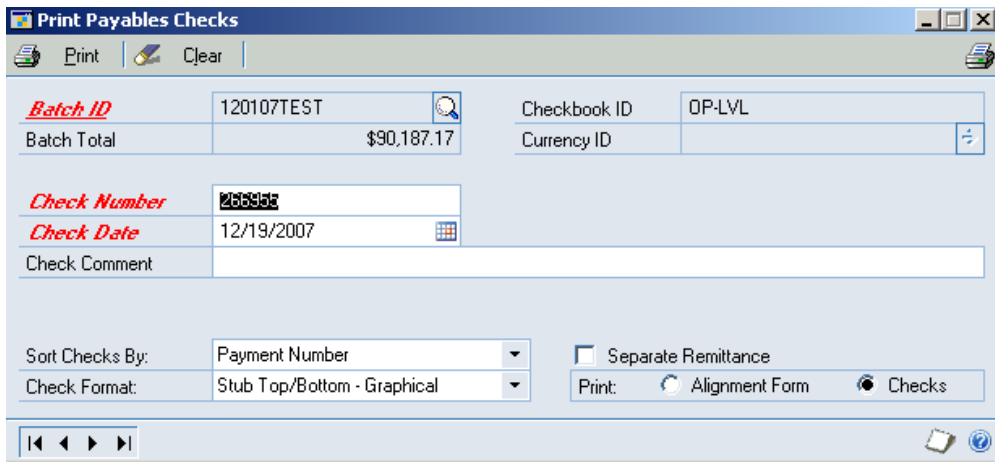
If any changes need to be made, click on the Edit Check Batch button.



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 vendor entirely. Use the check boxes next to the voucher number to remove the individual invoices.



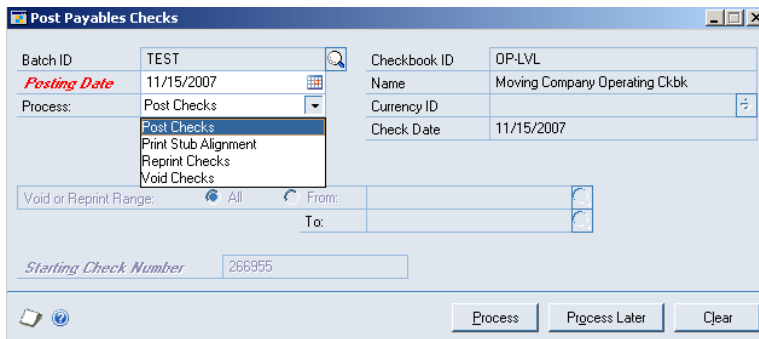
From either the Select Checks window, or the Edit Checks Window, checks can be printed. Click the print checks button.



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.

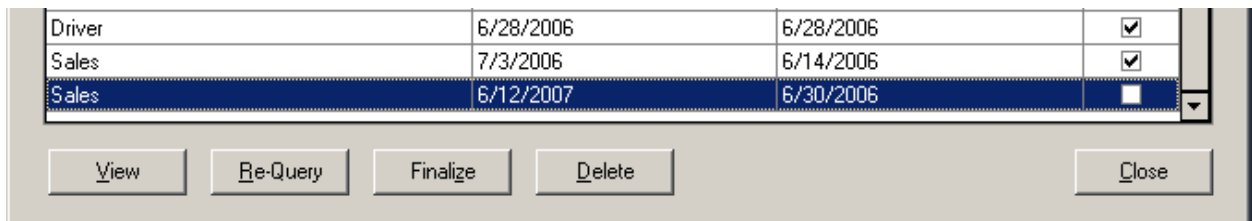
Click Print. The Post Payables Checks window will open. In the dropdown there are four options. Post, Print Stub Alignment, Reprint and Void. If the check printed correctly, or ran without errors, select the Post Checks. Click on Process. The checks will Post and you can select to prtn to screen or print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

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



Commission Checks are now done in Great Plains. To finish the checks, the Commission 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.



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	6/28/2006	6/28/2006	<input checked="" type="checkbox"/>
Sales	7/3/2006	6/14/2006	<input checked="" type="checkbox"/>
Sales	6/12/2007	6/30/2006	<input type="checkbox"/>

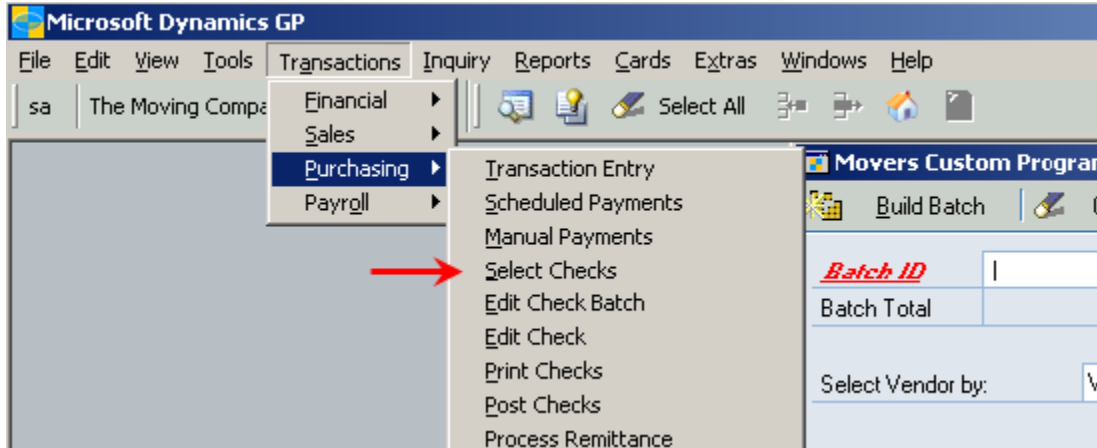
View Re-Query Finalize Delete Close

Select Checks Process

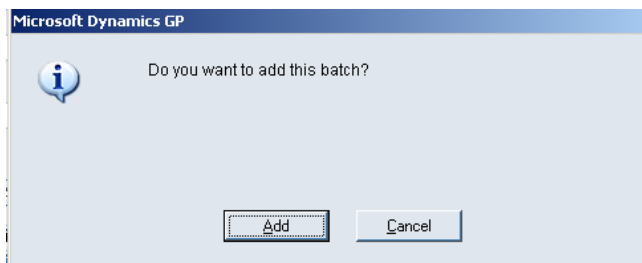
The select checks method of processing and printing payables checks is a functional and efficient way of handling large check runs, running checks by vendor class, or by date due. Combinations of the criteria can be done as well.

To start the Select Checks processing, go to:

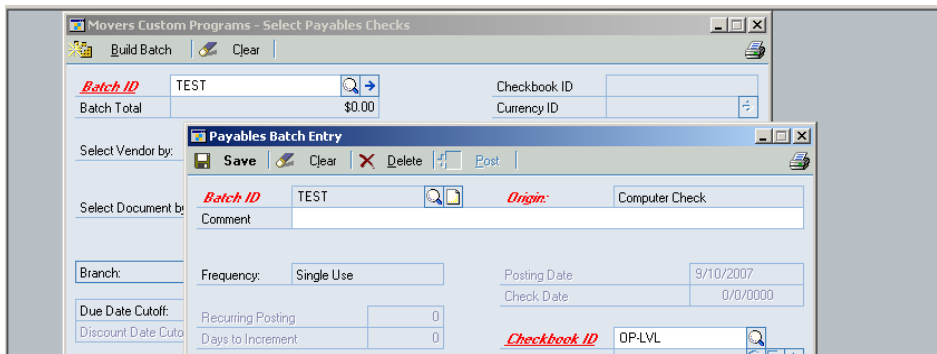
Transactions > Purchasing > Select Checks



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

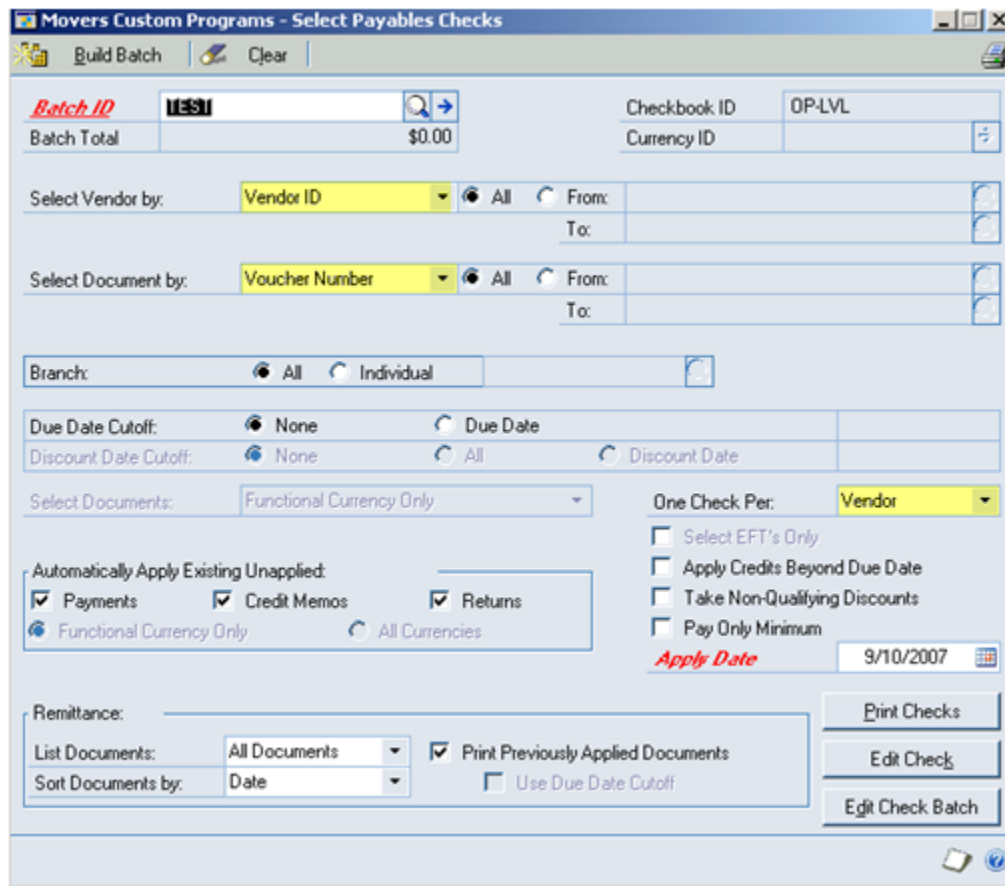


The Payables Batch Entry window will open. At a minimum, you will need to enter the Batch ID and select the Checkbook Id. This will control which checkbook you issue the payables checks out of. You are not able to select more than one account. You will have to open another Batch to process checks on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



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!



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.

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.

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

Remittance:

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.

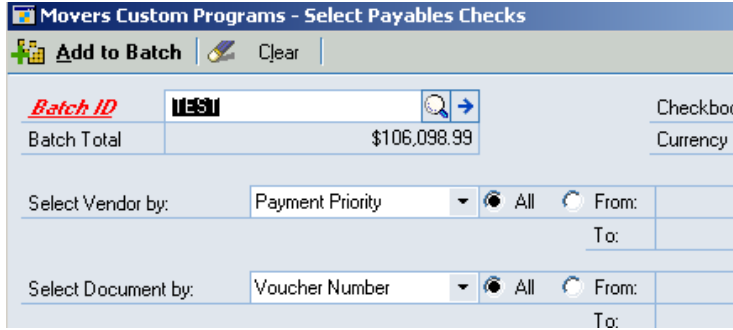
After you have made your selections, you will need to build the batch. Click on the **Build Batch**, in the upper left corner.

Movers Custom Programs - Select Payables Checks

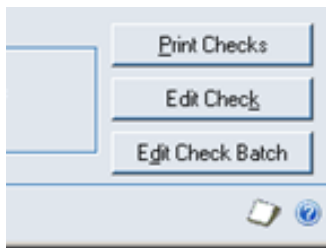
Build Batch Clear

Batch ID	1151	Checkb
Batch Total	\$0.00	Currenc
Select Vendor by:	Vendor ID	<input checked="" type="radio"/> All <input type="radio"/> From:
		To:

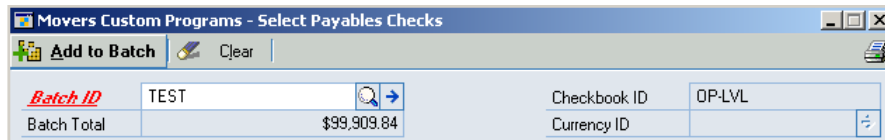
Once you click the Build Batch, the top corner will change to Add Batch. The Batch total will still be \$0.00, until it is finished processing. Then the Batch Total field will populate with a number.



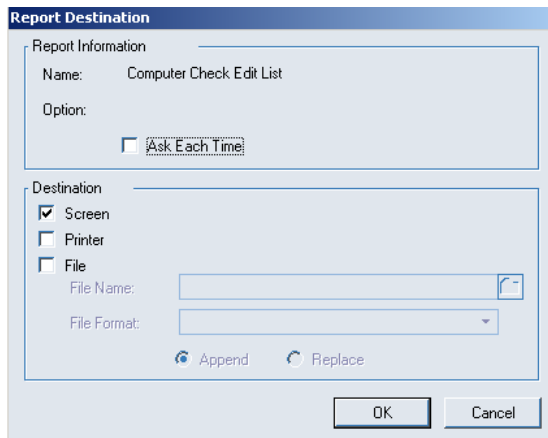
You have three choices of what to do now that the Batch is built. **Print, Edit Check or Edit Check Batch.** This is at the lower left of the Select Payables Check Screen.



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



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**.



Sample Report

System: 11/15/2007 9:53:13 AM
 User Date: 11/15/2007

The Moving Company
 COMPUTER CHECKS EDIT LIST
 Payables Management

Page: 1
 User ID: sa

Batch ID: TEST
 Batch Comment:

Batch Frequency: Single Use
 Audit Trail Code:
 Posting Date: 11/15/2007

	Count	Totals	Approved:	No
Control:	0	\$0.00	Approved By:	
Actual:	25	\$99,909.84	Approval Date:	0/0/0000

Checkbook ID: OP-LVL

Batch Error Messages:

 Check Number:

Payment Number:	006596	Terms Disc Available:	\$0.00	Check Total:	\$1,041.68
Document Date:	11/15/2007	Voided:			
Vendor ID:	11051423151801				
Vendor Check Name:	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.

Edit Payables Check Batch


✓ OK | Redisplay

Batch ID: TEST | Checkbook ID: | Currency ID: | Checkbook Currency ID: | Batch Total: \$99,909.84 | Balance before checks: | Apply Date: 11/15/2007 | Balance after checks:

Vendors		Columns
<input checked="" type="checkbox"/>	Vendor ID	Total Amount Paid
<input type="checkbox"/>	.1142511091400	\$0.00
<input type="checkbox"/>	11011916051800	\$0.00
<input checked="" type="checkbox"/>	11051423151801	\$1,041.68
<input checked="" type="checkbox"/>	1181319201800	\$11,837.10
<input checked="" type="checkbox"/>	12012318051401	\$10,540.00
<input checked="" type="checkbox"/>	13011414052000	\$3,359.33
<input type="checkbox"/>	130514091400110	\$0.00
<input checked="" type="checkbox"/>	13090423051903	\$194.14
<input checked="" type="checkbox"/>	13152205181900	\$1,450.24
<input type="checkbox"/>	14011601000101	\$0.00
<input checked="" type="checkbox"/>	15192301120400	\$4,988.76
<input checked="" type="checkbox"/>	18052514151202	\$205.10

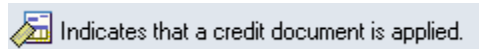
Select the documents you would like to pay for vendor: 13011414052000 Mannetter, Jared

<input checked="" type="checkbox"/>	Voucher Number	Due Date	Amount Remaining	Amc
<input checked="" type="checkbox"/>	MSSVCH0000233f	8/16/2007	\$0.00	
<input checked="" type="checkbox"/>	MSSVCH0000233f	8/16/2007	\$0.00	
<input checked="" type="checkbox"/>	MSSVCH0000231	8/14/2007	\$0.00	
<input checked="" type="checkbox"/>	MSSVCH0000233f	8/17/2007	\$0.00	
<input checked="" type="checkbox"/>	MSSVCH0000233f	8/17/2007	\$0.00	
<input checked="" type="checkbox"/>	MSSVCH0000233f	8/16/2007	\$0.00	
<input checked="" type="checkbox"/>	MSSVCH0000233f	8/17/2007	\$0.00	
<input checked="" type="checkbox"/>	MSSVCH0000233f	8/17/2007	\$0.00	
<input checked="" type="checkbox"/>	MSSVCH0000231	8/14/2007	\$0.00	
<input checked="" type="checkbox"/>	MSSVCH0000233f	8/17/2007	\$0.00	
<input checked="" type="checkbox"/>	MSSVCH0000231	8/14/2007	\$0.00	

 Indicates that a credit document 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.



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 Credits

Voucher Number: MSSVCH000023119 Vendor ID: 13011414052000
 Document Number: 428-917-7/1 Name: Mannetter, Jared

Payment Number	Document Number	Type	Original Amount	Applied Amount	Currency ID
006599		PMT	\$3,359.33	\$18.98	
MSSVCH000023357	19-1379-7/1	CRM	\$6.02	\$6.02	

OK

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.

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.

Print	Type	Voucher Number	Doc Date	Amount	Amount Paid
<input checked="" type="checkbox"/>	CRM	MSSVCH000023220	7/26/2007	(\$10.00)	\$0.00
<input checked="" type="checkbox"/>	INV	MSSVCH000023099	8/13/2007	\$75.41	\$65.41
<input checked="" type="checkbox"/>	INV	MSSVCH000023100	8/13/2007	\$75.41	\$75.41
<input checked="" type="checkbox"/>	INV	MSSVCH000023123	8/14/2007	\$1,431.25	\$550.00
<input checked="" type="checkbox"/>	INV	MSSVCH000023124	8/14/2007	\$30.66	\$30.66
<input checked="" type="checkbox"/>	INV	MSSVCH000023125	8/14/2007	\$778.87	\$778.87
<input checked="" type="checkbox"/>	INV	MSSVCH000023126	8/14/2007	\$328.22	\$328.22
<input checked="" type="checkbox"/>	INV	MSSVCH000023127	8/14/2007	\$1,197.99	\$1,197.99
<input checked="" type="checkbox"/>	INV	MSSVCH000023128	8/14/2007	\$2,529.46	\$2,529.46
<input checked="" type="checkbox"/>	INV	MSSVCH000023376	8/17/2007	\$1,045.80	\$1,045.80
<input checked="" type="checkbox"/>	INV	MSSVCH000023377	8/17/2007	\$568.72	\$568.72
<input checked="" type="checkbox"/>	INV	MSSVCH000023378	8/17/2007	\$305.14	\$305.14
<input checked="" type="checkbox"/>	INV	MSSVCH000023379	8/17/2007	\$2,771.49	\$2,771.49
<input checked="" type="checkbox"/>	INV	MSSVCH000023457	8/20/2007	\$12.25	\$12.25

Click **OK** to close.

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.

Apply to Document	Due Date	Branch	Amount Remaining	Apply Amount
<input checked="" type="checkbox"/> 428-1039-7/1	8/14/2007	U0433	\$881.25	\$550.00
<input checked="" type="checkbox"/> 428-1039-7/2	8/14/2007	U0433	\$0.00	\$30.66
<input checked="" type="checkbox"/> 428-1039-7/3	8/14/2007	U0433	\$0.00	\$778.87
<input checked="" type="checkbox"/> 428-1039-7/4	8/14/2007	U0433	\$0.00	\$328.22
<input checked="" type="checkbox"/> 428-1039-7/5	8/14/2007	U0433	\$0.00	\$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.

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

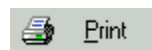
Confirm the date you want the check to print with.

Check the Separate Remittance, if you want Remittance Statements.

Verify the Sort Checks By Order.

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

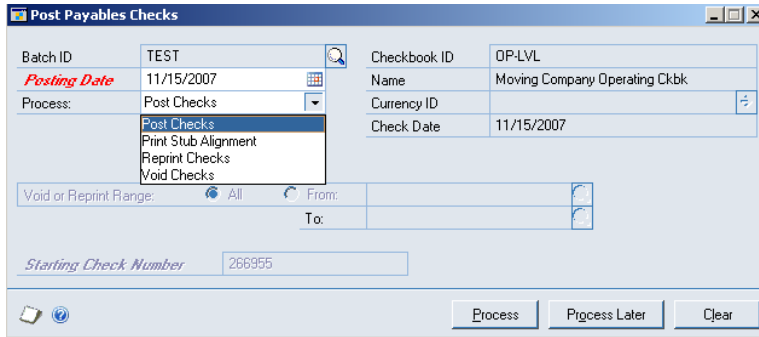
Click Print in the top left corner . The printer in the top right corner gives you the Check Edit List.



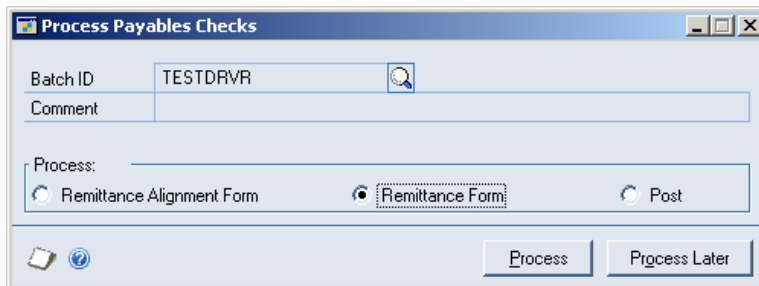
Printing Remittances

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.

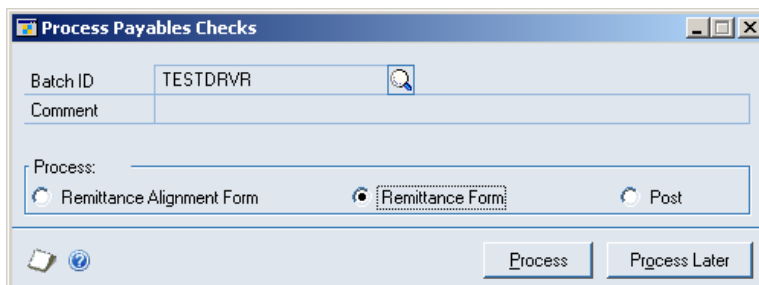


Process Payables Checks Window will display, click on the radio button next to Remittance Form. Click Process. The Remittances will print and the window will open again.



Vendor ID	Vendor Name	Check Name	Payment Number	Check Date	Check Number		
19130920080004	Smith, Miles	Smith, Miles	006720	5/16/2007	266963		
Our Voucher Number	Your Voucher Number	Date	Amount	Amount Paid	Discount	Writeoff	Net
MSSVC H000018257	428-93-7/2	5/9/2007	\$2,671.16	\$2,671.16	\$0.00	\$0.00	\$2,671.16
MSSVC H000018258	428-93-7/3	5/9/2007	\$1,203.90	\$1,203.90	\$0.00	\$0.00	\$1,203.90
MSSVC H000018259	428-93-7/4	5/9/2007	\$589.22	\$589.22	\$0.00	\$0.00	\$589.22
MSSVC H000018260	428-93-7/5	5/9/2007	\$49.15	\$49.15	\$0.00	\$0.00	\$49.15
MSSVC H000018261	428-93-7/6	5/9/2007	\$2,003.59	\$2,003.59	\$0.00	\$0.00	\$2,003.59
MSSVC H000018262	428-93-7/7	5/9/2007	\$2,297.84	\$2,297.84	\$0.00	\$0.00	\$2,297.84
MSSVC H000018466	428-534-7/3	5/15/2007	\$6.34	\$6.34	\$0.00	\$0.00	\$6.34
MSSVC H000018467	428-534-7/4	5/15/2007	\$4.05	\$4.05	\$0.00	\$0.00	\$4.05
MSSVC H000018468	428-534-7/5	5/15/2007	\$3.40	\$3.40	\$0.00	\$0.00	\$3.40
MSSVC H000018469	428-534-7/6	5/15/2007	\$5.51	\$5.51	\$0.00	\$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.



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.

The screenshot shows the 'Post Payables Checks' window. The 'Batch ID' is 'TEST' and the 'Posting Date' is '11/15/2007'. The 'Process' dropdown menu is open, showing four options: 'Post Checks', 'Print Stub Alignment', 'Reprint Checks', and 'Void Checks'. The 'Checkbook ID' is 'OP-LVL', the 'Name' is 'Moving Company Operating Ckbk', the 'Currency ID' is blank, and the 'Check Date' is '11/15/2007'. The 'Starting Check Number' is '266955'. At the bottom, there are buttons for 'Process', 'Process Later', and '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.

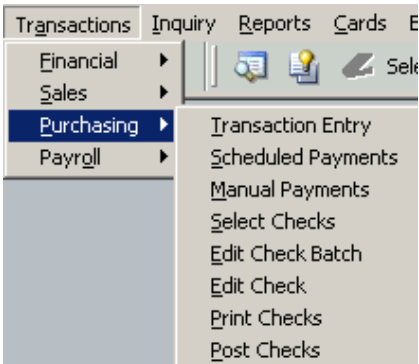
Select the **Reprint Checks**, if the checks did not print correctly. This will void all of the check numbers already printed in Great Plains and reissue the checks with new numbers. Enter the Starting Check Number in the field in the lower left. Click the **Process** Button.

The screenshot shows the 'Post Payables Checks' window. The 'Batch ID' is 'TEST' and the 'Posting Date' is '11/15/2007'. The 'Process' dropdown menu is set to 'Reprint Checks'. The 'Checkbook ID' is 'OP-LVL', the 'Name' is 'Moving Company Operating Ckbk', the 'Currency ID' is blank, and the 'Check Date' is '11/15/2007'. The 'Starting Check Number' is '266955'. At the bottom, there are buttons for 'Process', 'Process Later', and 'Clear'.

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.

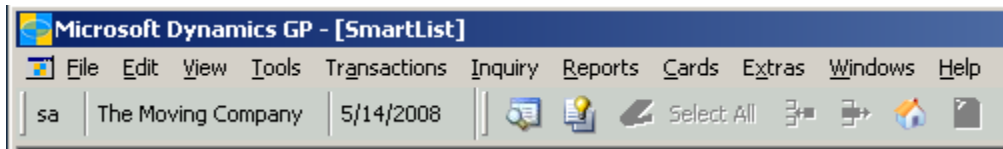
Use **Process Later**, if checks will be reviewed before being sent. You can still Reprint or Void if needed. Go to **Transactions > Purchasing > Post Checks** to get to the Post Payables Checks.



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.

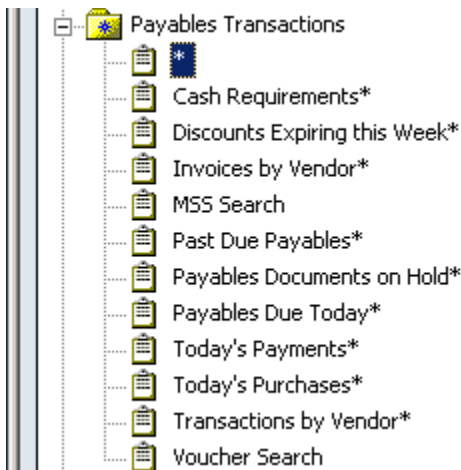
To build a SmartList for finding 1099 transactions and 1099 Vendors, start by opening SmartList. It is a lightbulb icon under Reports on the menu bar. Click on this.



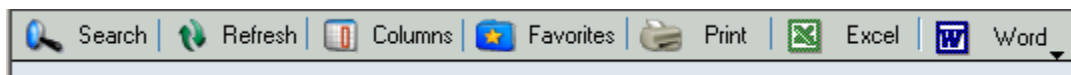
Once open, SmartList will display folders on the left side of the window. The right side is used for displaying the results.

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 "*".

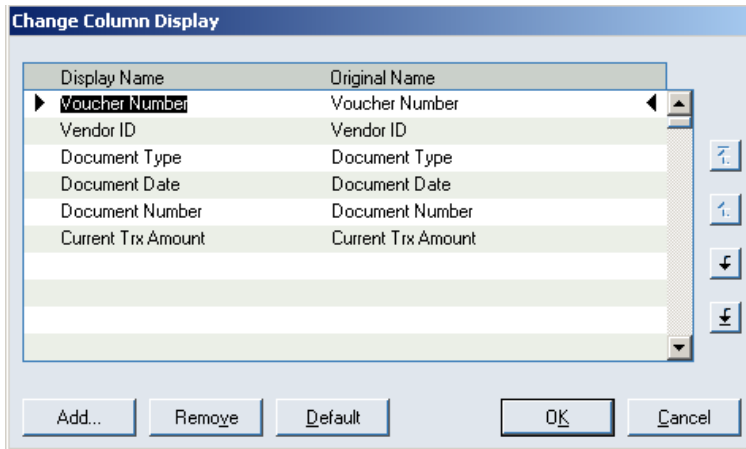
Click on the "*" to run the query. This query will display results on the right side of the window. This window will need to be modified to show the 1099 amounts.



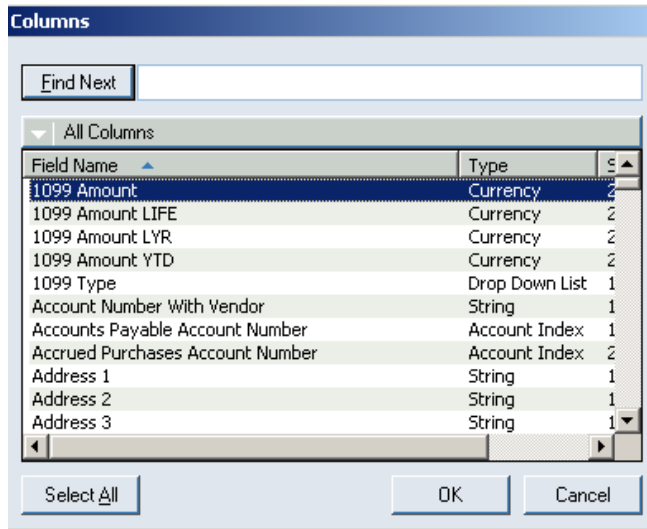
At the top of the SmartList is a menu. Click on the Columns. This will allow the query to have information added or removed. The Change Column Display window will open.



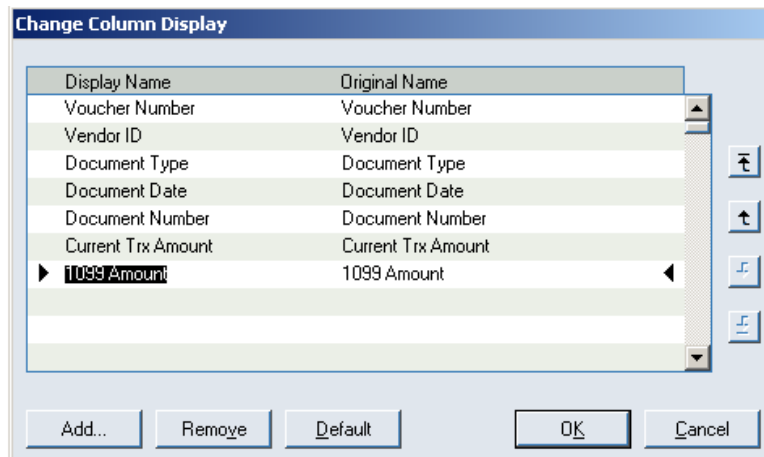
Click on the Add button in the lower left.



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.



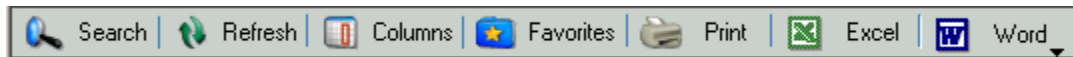
The Change Column Display Window will now show the 1099 Amount. Click OK.



The Results window will refresh and display the new column.

Payables Transactions							
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	10000000180000	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.



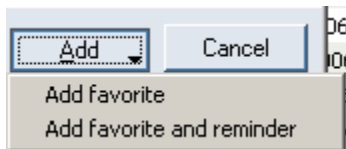
Add or Remove Favorites

Category: Payables Transactions

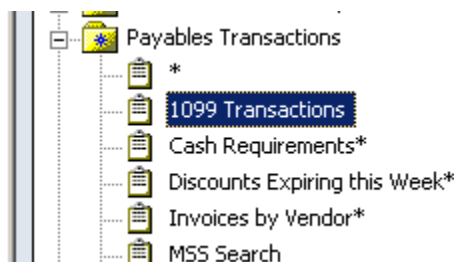
Name: 1099 Transactions

Visible To: System

Remove Modify Add Cancel

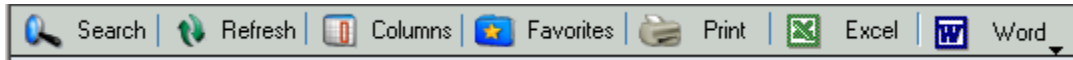


Give the query a name, click on Add. The dropdown will give you two choices – Add Favorite or Add Favorite and a Reminder. Use the Add Favorite.



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.

 The 'Search Payables Transactions' dialog box contains four 'Search Definition' sections and a 'Search Options' section.

- Search Definition 1:** Column Name: 'Vendor ID', Filter: 'is equal to', Value: '01120524011400'. Includes checkboxes for 'Field Comparison' and 'Match Case'.
- Search Definition 2:** Column Name: (empty), Filter: 'is equal to', Value: (empty). Includes checkboxes for 'Field Comparison' and 'Match Case'.
- Search Definition 3:** Column Name: (empty), Filter: 'is equal to', Value: (empty). Includes checkboxes for 'Field Comparison' and 'Match Case'.
- Search Definition 4:** Column Name: (empty), Filter: 'is equal to', Value: (empty). Includes checkboxes for 'Field Comparison' and 'Match Case'.
- Search Options:** 'Maximum Records' set to '1,000', 'Search Type' set to 'Match All'.

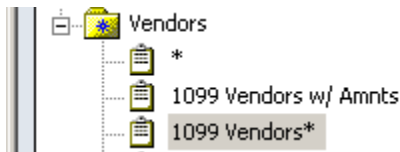
 At the bottom are buttons for 'Clear All', 'Columns', 'Order By', 'OK', and 'Cancel'.

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

Payables Transactions							
Voucher 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	V...	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	K...	Miscellaneous
1121205140000	All...	Miscellaneous
112120514000700	All...	Miscellaneous
1140405181900	A...	Miscellaneous

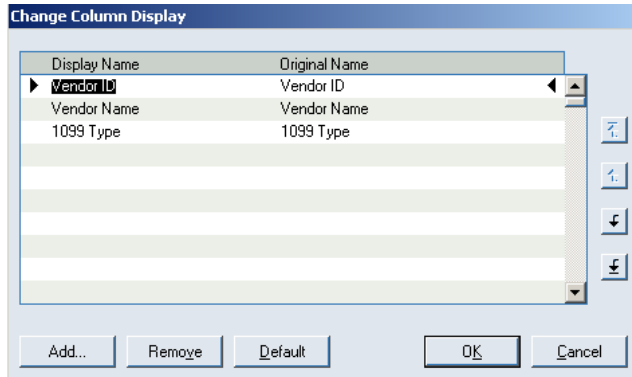
The search can be used to further restrict the results, if needed.

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

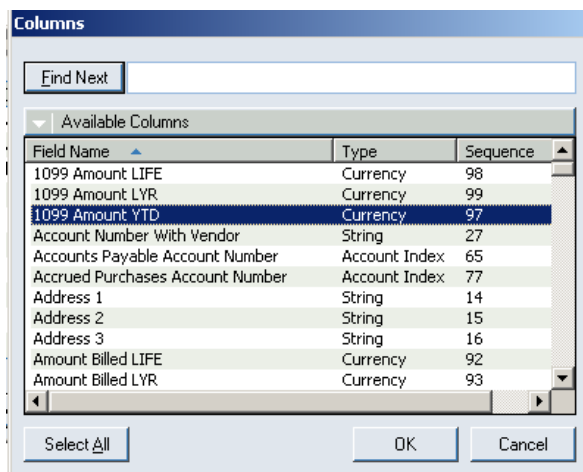
Open the 1099 Vendors* query.

Click on Columns, in the menu bar.

Click "Add".



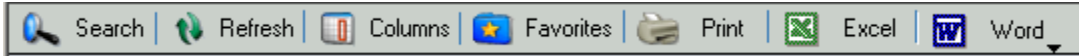
On the Columns window highlight and click on "1099 Amount YTD". Click "OK".



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

Vendors			
Vendor ID	V...	1099 Type	1099 Amount YTD
01120524011400	A...	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	K...	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:

Name:

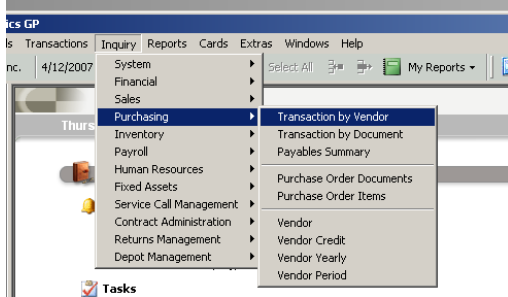
Visible To:

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

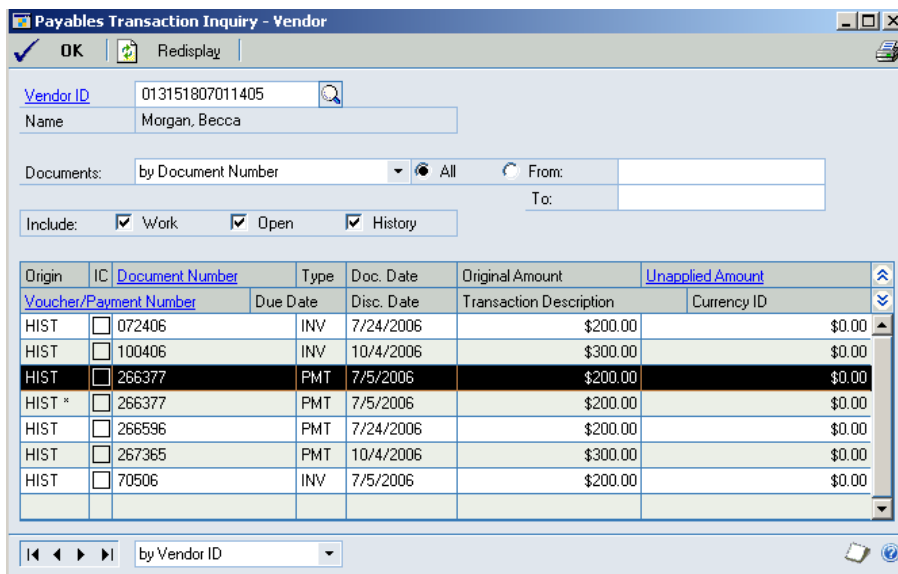


To find a check number paid to a Vendor

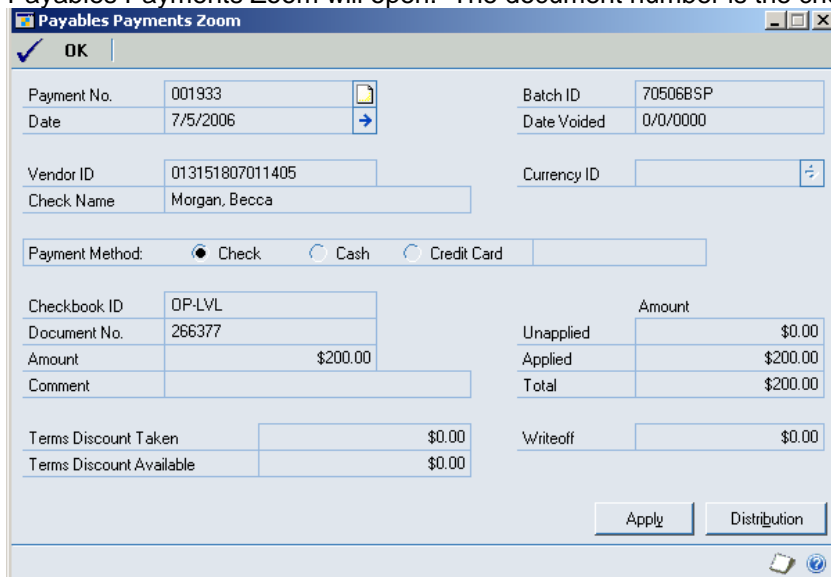
Inquiry>Purchasing>Transaction by Vendor



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 [Document Number](#) above to drill down.



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

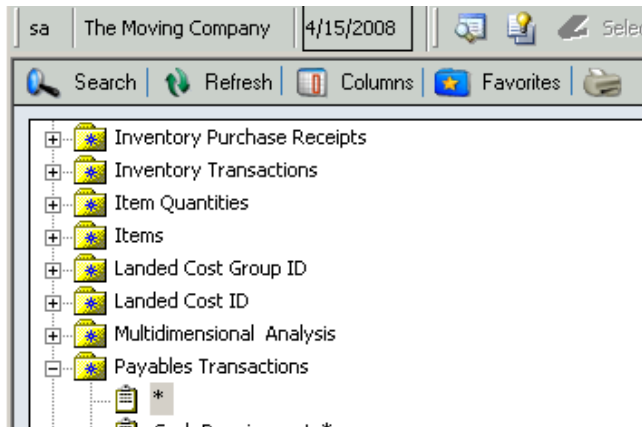


To find a Voucher Number in Account Payables

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.

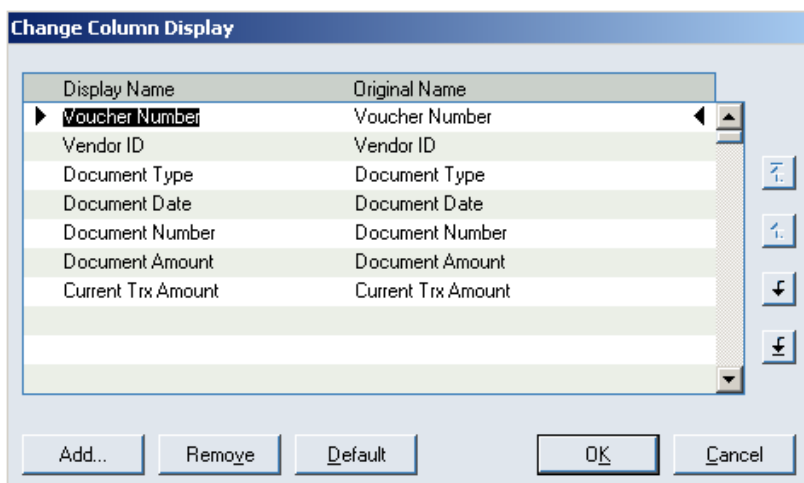
Click on the plus sign next to the Payables Transactions folder. Click on the asterisk.
Once the report generates, click on the button for Columns. (Top left corner of SmartList)



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.



Add or Remove Favorites

Category:

Name:

Visible To:

- Payables Transactions
 - *
 - 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 Batch Entry

Save Clear Delete Post

Batch ID RM-121207-1148 **Origin:** Transaction Entry

Comment: AFS Import Transaction

Frequency: Single Use Posting Date: 12/12/2007

Recurring Posting: 0 Checkbook ID:
 Days to Increment: 0 Currency ID:
 Times Posted: 0 Last Date Posted: 0/0/0000

	Control	Actual
Transactions	0	6
Batch Total	\$0.00	\$47,159.40

Approved User ID: Approval Date: 0/0/0000

Transactions

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

Printer

File

File Name:




File Format:

Append 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%

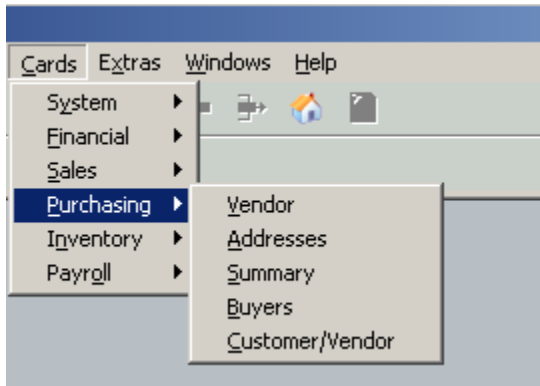
System: 5/16/2008 2:15:59 PM The Moving Company
User Date: 5/16/2008 TRANSACTION EDIT LIST

Batch ID: RM-121207-1148 Audit Trail Code: Batch F
Posting Date: 12/12/2007 Batch Comment: AFS Import Transaction
Trx Total Actual: 6 Trx Total Control:
Batch Total Actual: \$47,159.40 Batch Total Control:
Approved: NO Approved By: Approval Date

Type	Document Number	Doc Date	Post Date	Customer ID	Name
	Sales Amount	Trade Discount	Freight Amount		Misc Amount

Vendor Card Setup

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

Vendor Maintenance

Save Clear Delete Write Letters

Vendor ID | [Search] [Hold] Status: Active

Name [Text Box] [Class ID](#) [Search]

Short Name [Text Box]

Check Name [Text Box]

Primary Address:

Address ID [Search] [Info] [Globe]

Contact [Text Box] Phone 1 [Text Box]

Address [Text Box] Phone 2 [Text Box]

City [Text Box] Phone 3 [Text Box]

State [Text Box] Fax [Text Box]

ZIP Code [Text Box] [Tax Schedule](#) [Search]

[Country Code](#) [Search] [Shipping Method](#) [Search]

Country [Text Box] UPS Zone [Text Box]

Address IDs: Vendor Account [Text Box]

[Purchase](#) [Search] Comment 1 [Text Box]

[Remit To](#) [Search] Comment 2 [Text Box]

[Ship From](#) [Search]

[Options] [Address] [Accounts]

[Navigation] by Vendor ID [Search]

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.

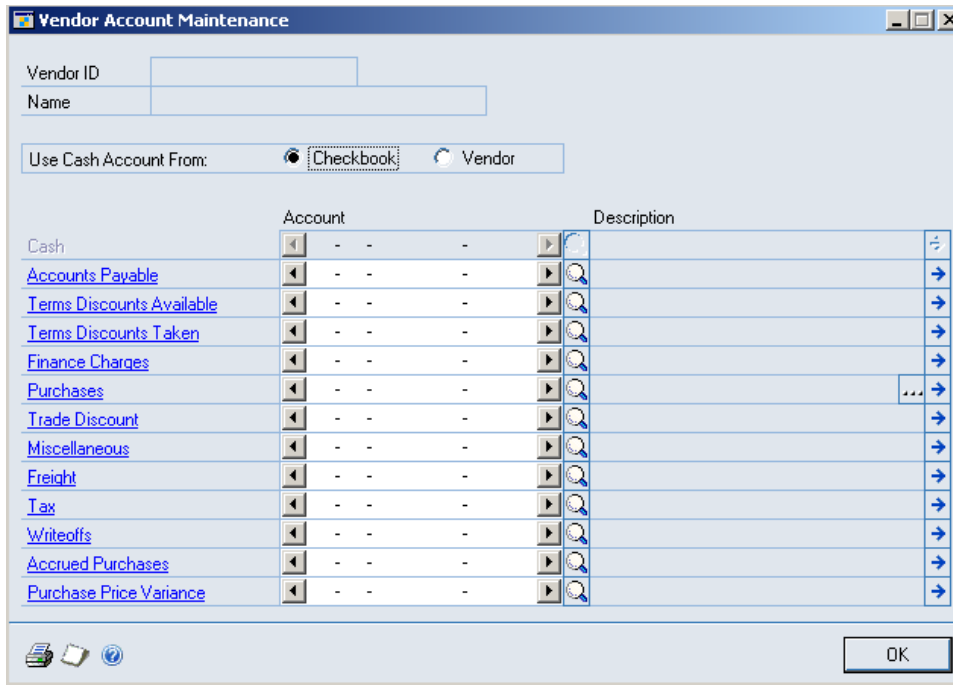
Enter Address IDs (Purchase, Remit To, Ship From) if there are alternate addresses for them.

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 than one line, click on the ellipses(...) and enter all of the breakouts for the expenses.

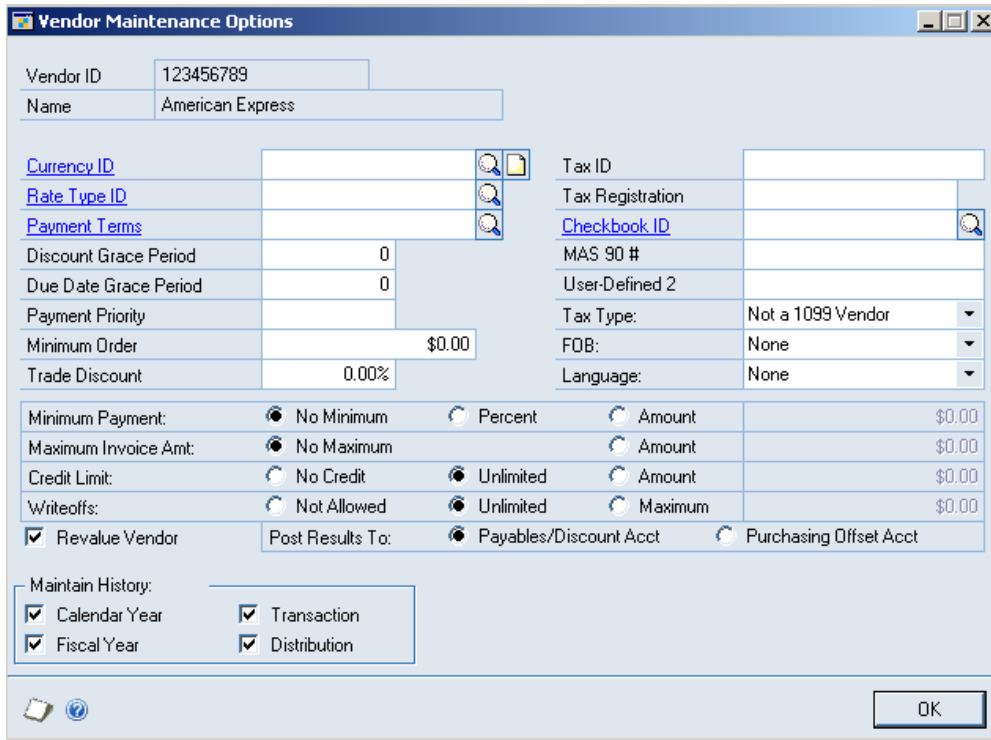
Click Ok when done.



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.



Click on OK.

On the main vendor card, click save.