Accounts Payable

Preparing an AP Warrant

1. Organize paper records (group invoices by Vendor and new GL account numbers).

2. Add any new GL accounts in "2. Account Maintenance" in the General Ledger Module.

3. Open Accounts Payable.

4. Add any new Vendors in "6. Vendor Maintenance" in the Accounts Payable Module.

5. Create a Restore Point through "H. Restore Points" off the Main Menu.

6. Enter in all new invoices using "1. Invoice Maintenance" off the Main Menu.

7. Go to "R. Reports Menu" and choose "1. Invoice Edit List."

8. Choose to have this report show Un-paid invoices for All checking accounts. Leave the starting date empty and enter the ending due date being used for the current invoicing. Preview/Print the report.

9. Compare listing with current invoices entered and notice any invoices that appear due to voided checks or previous Payroll transfers. All these will be paid following these instructions.

10. If any need adjusting then use "1. Invoice Maintenance" from the Main Menu. Changing due dates to a future date or voiding an invoice are most common. A voided invoice number can not be used again.

11. **Accrual Accounting Only**.
    I. Select "A. Transfer data to GL" from the Main Menu and print the report.
    II. Go into the General Ledger Module, accept the transfer, compare the two reports you just printed.
    III. Return to Accounts Payable.

12. Enter "2. Print Checks" from the Main Menu. Put Checks into the printer. Fill out the appropriate information, and print. **Do Not** answer any questions on the screen until printer is done printing. When the printer is finished, you will be able to select the option that best fits your situation. Take any leftover checks out of the printer and put normal paper in.

13. Go to "R. Reports Menu" and choose "3. Check Warrant" to print for signatures.

14. Choose "A. Transfer data to GL" off the Main Menu and print the report.

15. Go back into the General Ledger Module, accept the transfer, compare the two reports you just printed.

Contact NEMRC Support at 1-800-387-1110 for further assistance.