Accounts Payable Officer- Job Aid

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## Processing Supplier Documents

This section contains step-by-step instructions you can use when handling supplier documents in MYOB Acumatica.

### Entering a Bill in the Base Currency with Item Quantities and Unit Costs

1. Open the Bills and Adjustments (AP301000) form.

|  |  |
| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New.** |

1. On the form toolbar, click **Add New Record**.
2. *In the* ***Type*** *box of the Summary area, select Bill.*
3. Enter the date of the supplier document that the bill is based on in the Date box.
4. If needed, in the **supplier Ref.** box, enter the reference number of the supplier document.
5. In the **supplier** box, select the supplier the document is from.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Terms****,* ***Due Date****, and* ***Cash***  ***Discount Date****.*

Review these settings and make any needed changes.

1. Ensure that the Currency box correctly displays the base currency.
2. On the **Details** tab, for each detail line of the bill, click **Add Row** on the table toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Inventory ID** column, select the required item.
   3. In the **Quantity** column, enter the quantity of the line item purchased from the supplier.
   4. In the **Unit Cost** column, enter the cost of each specified unit.
   5. In the **Account** column, make sure that the specified account is correct.
   6. If needed, in the **Subaccount** column, specify the subaccount.
3. On the form toolbar, click **Save** to save the bill.

### Entering a Bill in the Base Currency with Line Totals

1. Open the Bills and Adjustments (AP301000) form.

|  |  |
| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New.** |
|  |  |

1. On the form toolbar, click **Add New Record**.
2. *In the* ***Type*** *box of the Summary area, select Bill.*
3. Enter the date of the supplier document that the bill is based on in the Date box.
4. If needed, in the **supplier Ref.** box, enter the reference number of the supplier document.
5. In the **supplier** box, select the supplier the document is from.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Terms****,* ***Due Date****, and* ***Cash***  ***Discount Date****. Review these settings and make any needed changes.*

1. Make sure to select the base currency in the Currency box.
2. On the **Details** tab, for each detail line of the bill, click **Add Row** on the table toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Ext. Cost** column, enter the total amount for the line.
   3. In the **Account** column, make sure that specified account is correct.
   4. If needed, in the **Subaccount** column, specify the subaccount.
3. On the form toolbar, click **Save** to save the bill.

### Entering a Bill in a Foreign Currency with Item Quantities and Unit Costs

1. Open the Bills and Adjustments (AP301000) form.

|  |  |
| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
|  |  |

1. On the form toolbar, click **Add New Record**.
2. *In the* ***Type*** *box of the Summary area, select Bill.*
3. Enter the date of the supplier document that the bill is based on in the Date box.
4. If needed, in the **supplier Ref.** box, enter the reference number of the supplier document.
5. In the **supplier** box, select the supplier.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Terms****,* ***Due Date****, and* ***Cash***  ***Discount Date****.*

Review these settings and make any needed changes.

1. In the **Currency** box, check that the selected currency matches the currency of the supplier document. If it does not, select the needed currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, for each item of the bill, click **Add Row** on the toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Inventory ID** column, select the item.
   3. In the **Quantity** column, enter the quantity of the line item purchased from the supplier.
   4. In the **Unit Cost** column, enter the cost of each specified unit.
   5. In the **Account** column, make sure that the specified account is correct.
   6. If needed, in the **Subaccount** column, specify the subaccount.
4. On the form toolbar, click **Save** to save the bill.

### Entering a Bill in a Foreign Currency with Line Totals

1. Open the Bills and Adjustments (AP301000) form.

|  |  |
| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
|  |  |

1. On the form toolbar, click **Add New Record**.
2. *In the* ***Type*** *box of the Summary area, select Bill.*
3. Enter the date of the supplier document that the bill is based on in the Date box.
4. If needed, in the **supplier Ref.** box, enter the reference number of the supplier document.
5. In the **supplier** box, select the supplier.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Terms****,* ***Due Date****, and* ***Cash***  ***Discount Date****. Review these settings and make any needed changes.*

1. In the **Currency** box, make sure that the selected currency matches the currency of the supplier document. If it does not, select the needed currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, for each detail of the bill, click **Add Row** on the table toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Ext. Cost** column, enter the total amount for the line.
   3. In the **Account** column, make sure that specified account is correct.
   4. If needed, in the **Subaccount** column, specify the subaccount.
4. On the form toolbar, click **Save** to save the bill.

### Entering a Credit Adjustment with Item Quantities and Unit Costs

1. Open the Bills and Adjustments (AP301000) form.

|  |  |
| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
|  |  |

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select Credit Adj.
3. Enter the date of the supplier document that the credit adjustment is based on in the Date box.
4. If needed, in the **supplier Ref.** box, enter the reference number of the supplier document.
5. In the **supplier** box, select the supplier.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Terms****,* ***Due Date****, and* ***Cash***  ***Discount Date****.*

Review these settings and make any needed changes.

1. In the **Currency** box, make sure that the selected currency matches the currency on the supplier debit memo. If it does not, select the needed currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, for each item of the credit adjustment, click **Add Row** on the toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Inventory ID** column, select the required item.
   3. In the **Quantity** column, enter the quantity of the line item.
   4. In the **Unit Cost** column, enter the cost of each specified unit.
   5. In the **Account** column, make sure that the specified account is correct.
   6. If needed, in the **Subaccount** column, specify the subaccount.
4. If needed, to attach a scanned image of the supplier original document to this credit adjustment, click **Files** on the form title bar, and upload the file.
5. On the form toolbar, click **Save** to save the adjustment.

### Entering a Credit Adjustment with Line Totals

1. Open the Bills and Adjustments (AP301000) form.

|  |  |
| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
|  |  |

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select Credit Adj.
3. Enter the date of the supplier document that the credit adjustment is based on in the Date box.
4. If needed, in the **supplier Ref.** box, enter the reference number of the supplier document.
5. In the **supplier** box, select the supplier the document is from.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Terms****,* ***Due Date****, and* ***Cash***  ***Discount Date****.*

Review these settings and make any needed changes.

1. In the **Currency** box, make sure that the selected currency matches the currency on the supplier debit memo. If it does not, select the needed currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, for each detail of the credit adjustment, click **Add Row** on the toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Ext. Cost** column, enter the total amount for the line.
   3. In the **Account** column, make sure that specified account is correct.
   4. If needed, in the **Subaccount** column, specify the subaccount.
4. To attach a scanned image of the supplier original document to this credit adjustment, click **Files** on the form title bar.
5. On the form toolbar, click **Save** to save the adjustment.

### Entering a Debit Adjustment with Item Quantities and Unit Costs

1. Open the Bills and Adjustments (AP301000) form.

|  |  |
| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
|  |  |

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select Debit Adj.
3. Enter the date of the supplier document the debit adjustment is based on in the Date box. The system fills in the Post Period box automatically, based on the specified document date.
4. If your system's rules require it, in the **supplier Ref.** box, enter the reference number of the supplier document.
5. In the **supplier** box, select the supplier the document is from.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Terms****,* ***Due Date****, and* ***Cash***  ***Discount Date****.*

Review these settings and make any needed changes.

1. In the **Currency** box, make sure that the selected currency matches the currency of the supplier credit memo. If it does not, select the correct currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, for each detail line of the debit adjustment, click **Add Row** on the toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Inventory ID** column, select the required item.
   3. In the **Quantity** column, enter the quantity of the line item.
   4. In the **Unit Cost** column, enter the cost of each specified unit.

*In the* ***Ext. Cost*** *column, notice that the system has automatically*  *calculated and entered the total amount for the line.*

1. In the **Account** column, make sure that the specified account is correct.
2. If needed, in the **Subaccount** column, specify the subaccount.
3. To attach a scanned image of the supplier original document to this debit adjustment, click **Files** on the form title bar, and upload the file.
4. On the form toolbar, click **Save** to save the adjustment.

### Entering a Debit Adjustment with Line Totals

1. Open the Bills and Adjustments (AP301000) form.

|  |  |
| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New.** |
|  |  |

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select Debit Adj.
3. Enter the date of the supplier document that the debit adjustment is based on in the Date box.
4. If needed, in the **supplier Ref.** box, enter the reference number of the supplier document.
5. In the **supplier** box, select the supplier.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Terms****,* ***Due Date****, and* ***Cash***  ***Discount Date****.*

Review these settings and make any needed changes.

1. In the **Currency** box, make sure that the selected currency matches the currency on the supplier credit memo. If it does not, select the needed currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, for each detail line of the debit adjustment, click **Add Row** on the toolbar, and do the following:
   1. In the **Branch** column (if it appears), make sure that the system has specified the correct branch.
   2. In the **Ext. Cost** column, enter the total amount for the line.
   3. In the **Account** column, make sure that specified account is correct.
   4. If needed, in the **Subaccount** column, specify the subaccount.
4. To attach a scanned image of the supplier original document to this debit adjustment, click **Files** on the form title bar, and upload the file.
5. On the form toolbar, click **Save** to save the adjustment.

### Entering Bills Based on Purchase Receipts

1. Open the Bills and Adjustments (AP301000) form.

|  |  |
| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
|  |  |

1. On the form toolbar, click **Add New Record**.
2. *In the* ***Type*** *box of the Summary area, select Bill.*
3. In the **Date** box, enter the date of the bill.
4. If needed, enter the reference number of the document this bill is based on in the supplier Ref. box.
5. In the **supplier** box, select the applicable supplier.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Terms****,* ***Due Date****, and* ***Cash***  ***Discount Date****. Review these settings and make any needed changes.*

1. In the **Currency** box, make sure that the document currency is correct. If it is not, select another currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, do the following:
   1. On the table toolbar, click **Add PO Receipt**.

*The Add PO Receipt dialog box opens the system, displaying the list*  *of the released receipts of the selected supplier that have not fully*  *billed.*

1. Select the unlabeled check boxes of the purchase receipts you want to add to the bill.
2. Click **Add & Close** to close the dialog box.
3. Check the items' quantities and costs in the table on the Details tab (where the lines have been filled with the lines of the selected purchase receipts).
4. On the form toolbar, click **Save**.

### Entering a Bill Based on Purchase Orders

1. Open the Bills and Adjustments (AP301000) form.

|  |  |
| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
|  |  |

1. On the form toolbar, click **Add New Record**.
2. *In the* ***Type*** *box of the Summary area, select Bill.*
3. In the **Date** box, enter the date of the bill.
4. If needed, enter the reference number of the document this bill is based on in the supplier Ref. box.
5. In the **supplier** box, select the applicable supplier.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Terms****,* ***Due Date****, and* ***Cash***  ***Discount Date****. Review these settings and make any needed changes.*

1. In the **Currency** box, make sure that the document currency is correct. If it is not, select another currency.
2. If needed, click **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. On the **Details** tab, do the following:
   1. On the table toolbar, click **Add PO**.

*The system opens the* ***Add PO Order*** *dialog box, which displays the*  *list of*  *the purchase orders of the selected supplier.*

1. Select the unlabeled check boxes to add the purchase orders.
2. Click **Add & Close** to close the dialog box.
3. Check the items' quantities and costs in the table on the Details tab (where the lines have been filled with the lines of the selected purchase receipts).
4. On the form toolbar, click **Save**.

### Reversing a Bill

1. Open the Bills and Adjustments (AP301000) form.
2. Open the bill that must have the Open or Closed status to reverse it.
3. On the More menu (under **Corrections**), click **Reverse**.

*The system then displays the debit adjustment created by this process,*  *which has the same details as the bill and a status of Balanced.*

1. Make sure that all the settings of the newly created adjustment are correct, for example, that the total amount of the debit adjustment is the same as the total amount of the bill.
2. If needed, in the **supplier Ref.** box, change the reference to the supplier document.
3. On the form toolbar, click **Release** to release the debit adjustment.

### Correcting a Bill

1. Open the Bills and Adjustments (AP301000) form.
2. Open the bill that needs correction (which must have the Balanced or Scheduled status).
3. Make the needed corrections to the bill.
4. If needed, enter the total amount of the bill in the **Amount** box of the Summary area, if this box is available.
5. On the form toolbar, click **Save**.

### Releasing Multiple Accounts Payable Documents

1. Open the Release AP Documents (AP501000) form.
2. Do one of the following:
   1. To release all listed documents, click **Release All** on the form toolbar.
   2. To release documents, select the unlabeled check boxes next to the required documents in the list, and on the form toolbar, click **Release**.

### Generating Recurring Documents from Schedules

1. Open the Generate Recurring Transactions (AP504000) form.
2. In the Execution Date box, specify the date that the system uses to load appropriate schedules to the table. The system loads the schedules whose Next Execution date is earlier than or equal to this date. Clear this box to display all available schedules.
3. Specify the settings that indicate when the system stops running the schedules. Select one of the following option buttons:
   1. **Stop on Execution Date**: The system will stop running schedules on the date that you specify in the **Execution Date** box.
   2. **Stop After Number of Executions**: The system will stop running schedules when the number of schedule executions you type in the adjacent box will be performed.
4. Select the unlabeled check box next to each schedule to run in the table.
5. On the form toolbar, click **Run** to generate documents in accordance with the selected schedules.

*The system will generate documents only as specified by the schedule; it*  *may not generate documents ahead of time. The generated document has*  *the same details as the scheduled document but sets its transaction date in*   *accordance with the schedule.*

## Processing Payments to suppliers

This section contains step-by-step instructions you can use when processing payments to suppliers in MYOB Acumatica.

### Creating an Accounts Payable Cheque

1. Open the Cheques and Payments (AP302000) form.

|  |  |
| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New.** |
|  |  |

1. On the form toolbar, click **Add New Record**.
2. In the **Type** box of the Summary area, select Cheque.
3. In the **Application Date** box, select the date of the accounts payable cheque.
4. In the **Application Period** box, make sure that the specified period is correct.
5. In the **supplier** box, select the supplier.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Payment Method****, and* ***Cash***  ***Account****. Review these settings and make any needed changes.*

1. If needed, in the **Payment Ref.** box, type the document reference number (such as the wire transfer number or bank cheque number).
2. On the table toolbar of the **Documents to Apply** tab, click **Load Documents**. The list of the supplier's open bills and adjustments appears on this tab, with open debit adjustments listed before bills. If needed, remove the lines with the documents that you do not want to pay with this cheque.
3. Type the total payment amount that should be applied to the documents in the Payment Amount box of the Summary area.
4. On the form toolbar, click **Save**.

### Printing a Cheque

1. Open the Process Payments / Print Cheques (AP505000) form.
2. In the **Payment Method** box, select Cheque (or another payment method that involves printing cheques.
3. Select the bank account (a chequing account) from which to draw the cheque in the Cash Account box.
4. In the **Next Cheque Number** box, enter the number (if the box is blank) or make sure the cheque number suggested by the system matches the first cheque number of the cheques you plan to print.
5. In the table, select the unlabeled check box for each payment document for which you intend to print a cheque.
6. On the form toolbar, click **Process**.

*For each of the selected documents, a cheque appears in a new browser*  *tab.*

1. Click **Print** on the form toolbar to start the printing process for each cheque. The browser opens the **Print** page.
2. Select appropriate options, and then click **OK**. The system has printed the cheques for the selected documents.
3. Close the browser tabs that contain the printable versions of the cheques.

*The system displays the Release Payments (AP505200) form, which lists*  *the accounts payable cheques for which you have printed cheques.*

### Reprinting a Cheque

1. Open the Release Payments (AP505200) form.
2. *In the* ***Payment Method*** *box of the Selection area, select CHEQUE.*
3. In the **Action** box, select one of the following options:
   1. Reprint to reprint the cheque with the same number
   2. Reprint with New Number to reprint the cheque with a new number
4. In the form table, select the unlabeled check box in the row with the required AP cheque.
5. On the form toolbar, click **Process**.
6. If needed, edit the details of the cheque as follows:
7. Open the Cheques and Payments (AP302000) form.
8. In the Summary area, select the required cheque, which now has the Pending Print status. On the form toolbar, click **Hold**.
9. Edit the details of the cheque.
10. On the form toolbar click **Remove Hold**.
11. Open the Process Payments / Print Cheques (AP505000) form.
12. In the **Payment Method** box, select Cheque (or another option that in your system designates a payment method that involves printing cheques).
13. Select the bank account (a chequing account) from which to draw the cheque in the Cash Account box.
14. In the **Next Cheque Number** box, enter the number of the cheque you plan to print.
15. In the table, select the unlabeled check box for the payment document for which you intend to reprint a cheque.
16. On the form toolbar, click **Process**.

*For the selected document, the corresponding cheque appears on the*  *Cheque Form with Remittance (AP641000) report in a new browser tab.*

1. Click **Print** on the form toolbar to start the printing process for the cheque. The browser opens the **Print** page.
2. Select the appropriate options, and then click **OK**.

The system prints the cheque with the number you specified.

1. Close the browser tab that contains the printable version of the cheque.

*The system displays the Release Payments (AP505200) form, which lists*  *the AP cheques for which you have printed cheques.*

1. Review the reprinted cheque, and if the system has reprinted the cheque correctly, release the cheque (which now has the Printed status).

### Paying Multiple Supplier Bills

1. Open the Prepare Payments (AP503000) form.
2. In the **Branch** box, select a branch from which the payment should originate.
3. In the **Payment Method** box of the Selection area, select the payment method associated with the cash account.
4. In the **Cash Account** box, make sure that the account specified by the system by default is correct. Select another account, if needed. The system will update this account when the bills are paid.
5. In the **Payment Date** box, specify the date of payment.
6. If needed, in the **supplier** box, select the supplier whose outstanding documents you want to view and select for payment.
7. If needed, in the **Pay Date Within** box, enter a number of days to view documents that have pay dates within a particular date range.
8. In the table that lists the documents that match the criteria you have specified, select the check boxes in the unlabeled column for the credit adjustments or bills you want to pay.
9. On the form toolbar, click **Process** to initiate the payment process and generate payments (accounts payable cheques) for the selected documents.
10. Confirm that you have navigated to the Process Payments / Print Cheques (AP505000) form to process the payment of the accounts payable cheques, which default selects.
11. Select the check boxes in the unlabeled column for the accounts payable cheques you want to release.
12. On the form toolbar, click **Process**.

*For the selected document, the corresponding cheque appears on the*  *Cheque Form with Remittance (AP641000) report in a new browser tab.*

1. Close the browser tab that contains the printable version of the cheque.

*The system displays the Release Payments (AP505200) form, which lists*  *the AP cheques which you want to release.*

### Paying a supplier bill

1. Open the Bills and Adjustments (AP301000) form.
2. *In the* ***Type*** *box of the Summary area, select Bill.*
3. Select the reference number of the bill to be paid in the Reference Nbr. box.
4. On the form toolbar, click Pay. In the Indicate Amounts to Pay dialog box, specify the amount to be paid in the Amount to Pay box, and click Confirm.
5. Make sure that the payment method specified in the accounts payable cheque is the one you want to use for the payment and that you specify the date correctly on the Cheques and Payments (AP302000) form, which opens with a new accounts payable cheque created for this bill.
6. If needed, on the **Charges** tab, add any applicable charges or fees for processing this payment in the bank. For each charge or fee, do the following:
   1. On the table toolbar, click **Add Row**.
   2. In the **Entry Type** column, select the entry type for the bank charge that applies to this accounts payable cheque.
   3. In the **Amount** column, type the charge amount that applies to this cheque.
7. On the form toolbar, click **Remove Hold**. The status of the document changes to **Pending Print**.
8. On the form toolbar click **Print/Process**. In the Process Payments/Print Cheques (AP505000) form, which opens, select **Process**.

*For the selected document, the corresponding cheque appears on the*  *Cheque Form with Remittance (AP641000) report in a new browser tab.*

1. Close the browser tab that contains the printable version of the cheque. The system displays the Release Payments (AP505200) form.
2. Make sure to select Release in the Action box.
3. *On the Release Payments (AP505200) form, click* ***Process*** *to release the accounts payable cheque. The status of the bill and the accounts payable cheque changes to Closed.*

### Preparing ACH Payments for Export

1. Open the Process Payments / Print Cheques (AP505000) form.
2. *In the* ***Payment Method*** *box of the Selection area, select a payment method used for ACH payments in your system (for example, FEDWIRE).*
3. Select the cash account to use as the source account for payment in the Cash Account box.
4. If needed, in the **Next Cheque Number** box, enter the number for the cheque.
5. Select the unlabeled check box in the row for each payment to include in the batch for export in the table.
6. On the form toolbar, click **Process**.

*The system displays the Batch Payments (AP305000) form with the*  *created batch, which has a status of Balanced. When the system creates*  *the batch, it assigns the ACH payments included in the batch the Printed*  *status.*

1. In the **Description** box of the form, enter the description of the batch.
2. On the form toolbar, click **Save**.
3. On the form toolbar, click **Release** to release the batch.

### Exporting a Batch of ACH Payments

1. Open the Batch Payments (AP305000) form.
2. In the **Reference Nbr.** box in the Summary area, select the identifier of the batch you want to export.
3. In the **Batch Date** box, make sure that the date is correct.

By default, the system specifies the current business date.

1. Ensure the batch status is Released. If it is not, click Release on the form toolbar.
2. On the form toolbar, click **Export**.
3. If needed, click Files in the form title bar to view the name of the file to which the batch was exported.

### Releasing Accounts Payable Cheques

1. Open the Release Payments (AP505200) form.
2. Select the payment method for payments in the Payment Method box of the Selection area.
3. In the **Cash Account** box, make sure that the default cash account associated with the payment method is correct.
4. Make sure to select Release in the Action box.
5. In the table, select the unlabeled check box in the row of each cheque you want to release.
6. On the form toolbar, click **Process**.

### Voiding an Accounts Payable Cheque

1. Open the Cheques and Payments (AP302000) form.
2. In the **Type** box of the Summary area, select Cheque.
3. Select the cheque by its reference number in the Reference Nbr. box. In the Reference Nbr. box, select the cheque by its reference number. Click the navigation buttons on the form toolbar until you are viewing the accounts payable cheque you want to void.
4. On the form toolbar, click **Void**.

*The system reverses the application of the cheque in full, and changes the*  *document type to Voided Cheque, and the status to Balanced.*

1. If needed, in the **Application Date** box, change the date of the voided payment.
2. *On the form toolbar, click* ***Release****. The status of the voided cheque changes to Closed.*

## Processing Prepayments

This section contains step-by-step instructions you can use when working with prepayments in MYOB Acumatica.

### Entering a Prepayment the Standard Way

1. Open the Bills and Adjustments (AP301000) form.

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| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
|  |  |

1. On the form toolbar, click **Add New Record**.
2. *In the* ***Type*** *box of the Summary area, select Prepayment.*
3. In the **Date** box, check the date of the document.
4. Select the supplier in the supplier box to pay.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Terms****,* ***Due Date****, and* ***Cash***  ***Discount Date****.*

Review these settings and make any needed changes.

1. In the **Currency** box, make sure that the document currency is correct. Select another currency, if needed.
2. If needed, click the **Exchange Rate** box (right of the **Currency** box) to open the **Rate Selection** dialog box and view the effective exchange rate for the currency. Override the default exchange rate type.
3. If needed, in the **supplier Ref.** box, enter the reference number assigned to the document by the supplier.
4. On the **Details tab**, enter the details of the prepayment request by performing the following steps for each line:
   1. On the table toolbar, click Add Row. Make sure that the Branch column displays the needed branch.
   2. Enter the ID of the non-stock item or service the supplier needs to deliver in the Inventory ID column if needed.
5. In the **Quantity column**, enter the needed quantity of the item.
6. If needed, in the **Unit Cost column**, type the cost per unit.
7. Ensure that the **Account column** displays the account you want to specify.
8. Make sure the **Subaccount column** displays the subaccount you want to specify.
9. If needed, in the **Amount** box is available in the Summary area, enter the total amount of the document.
10. On the form toolbar, click **Save**.

### Entering a Prepayment in a Simplified Manner

1. Open the Cheques and Payments (AP302000) form.

|  |  |
| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
|  |  |

1. On the form toolbar, click **Add New Record**.
2. *In the* ***Type*** *box of the Summary area, select Prepayment.*
3. In the **Application Date** box, check the date of the document, and change it, if needed.
4. Select the supplier in the supplier box to pay.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Payment Method****, and* ***Cash***  ***Account****.*

Review these settings and make any needed changes.

1. In the **Payment Amount** box (if it appears), specify the total amount of the prepayment.
2. On the form toolbar, click **Save** to save the prepayment.

### Applying Prepayment to Bills

1. Open the Cheques and Payments (AP302000) form.
2. *In the* ***Type*** *box of the Summary area, select Prepayment.*
3. In the **Reference Nbr.** box, select the prepayment you want to apply.
4. On the **Documents to Apply** tab, select the documents to which you want to apply the prepayment in one of the following ways:
   1. To add all applicable documents to the list, click **Load Documents** on the table toolbar.
   2. To add a particular document to the list, do the following:
5. On the table toolbar, click **Add Row**.
6. In the **Document Type** column, select a document type.
7. In the **Reference Nbr.** column, select a document from the list of applicable documents.
8. In the table, for each document, review the applied amount in the **Amount Paid** column, and change the amount, if needed.
9. On the form toolbar, click **Save**.

### Correcting Unreleased Prepayment Application

1. Open the Cheques and Payments (AP302000) form.
2. *In the* ***Type*** *box of the Summary area, select Prepayment.*
3. Select the prepayment that needs correction in the Reference Nbr. box.
4. On the **Documents to Apply** tab, click the row for each document you don't want to apply the prepayment to, and then click **Delete Row** on the table toolbar.
5. On the form toolbar, click **Save**.

### Reversing Released Prepayment Applications

1. Open the Cheques and Payments (AP302000) form.
2. *In the* ***Type*** *box of the Summary area, select Prepayment.*
3. In the **Reference Nbr.** box, select the prepayment whose application to a bill or credit adjustment you want to reverse.
4. On the **Application History** tab, click the row of the document whose application you want to reverse, and then click **Reverse Application** on the table toolbar. On the **Documents to Apply** tab, the system adds a reversing row with the opposite amount.
5. On the form toolbar, click **Release** to release the application of the reversing entry.

*The system creates a batch that reverses the prepayment application to a*  *bill or credit adjustment and changes the status of the prepayment to*  *Open.*

### Voiding a Prepayment Paid by Cheque

1. Open the Cheques and Payments (AP302000) form.
2. *In the* ***Type*** *box of the Summary area, select Cheque.*
3. Enter the number of the accounts payable cheque to void in the Reference Nbr. box.
4. On the form toolbar, click **Void**.

*The system creates a document of the Voided Cheque type with the same*  *reference number as the prepayment.*

1. On the form toolbar, click **Save**, and then click **Release** to save and release the voided cheque.

### Voiding a Prepayment

1. Open the Cheques and Payments (AP302000) form.
2. *In the* ***Type*** *box of the Summary area, select Prepayment.*
3. Void the prepayment in the Reference Nbr. box.
4. On the More menu (under **Corrections**), click **Void**.

*The system creates a document of the Voided Cheque type with the same*  *reference number as that of the prepayment used.*

1. On the form toolbar, click **Save**, and then click **Release** to save and release the voided cheque.

### Entering a Refund for a Prepayment

1. Open the Cheques and Payments (AP302000) form.

|  |  |
| --- | --- |
|  |  |
|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
|  |  |

1. On the form toolbar, click **Add New Record** to add a new document.
2. *In the* ***Type*** *box of the Summary area, select supplier Refund.*
3. Select the date when you applied the supplier refund in the Application Date box.
4. Select the supplier to refund in the supplier box.

*The system fills in the following boxes automatically with the default*  *settings of the selected supplier:* ***Location****,* ***Payment Method****, and* ***Cash***  ***Account****. Review these settings and make any needed changes.*

1. If needed, in the **Payment Ref.** box, enter the reference number of the supplier refund.
2. On the **Documents to Apply** tab, add a prepayment or multiple prepayments on which the supplier refund is based as follows:
   1. To add all applicable documents to the list, click **Load Documents** on the table toolbar.
   2. To add one document or multiple documents to the list, do the following for each prepayment:
3. On the table toolbar, click **Add Row**.
4. *In the* ***Document Type*** *column, select Prepayment.*
5. In the **Reference Nbr.** column, select a document.
6. In the **Payment Amount** box of the Summary area, enter the total amount of the debit adjustment applied to the document.
7. On the form toolbar, click **Save** and then **Release** to save and release the refund. The supplier refund now has the Closed status.

## Reviewing Accounts Payable Reports

This section contains step-by-step instructions you can use when preparing and analysing MYOB Acumatica reports.

### Generating the AP Aged Past Due Report in the Base Currency

1. Open the AP Aging (AP631000) report.
2. On the **Report Parameters** tab, do the following:
   1. In the **Report Format** box, select one of the following options:
      * Summary: To view the past due balances on the selected aging date.
      * Detailed: To view the past due documents on the selected aging date.
      * Detailed with Retainage: To view past due documents and their unreleased retainage on the selected aging date.
   2. In the **Company/Branch** box, select the company or branch for which you want to view information, or leave this box empty to view information on all branches.
   3. In the **supplier Class** box, select the supplier class for which you want to view information, or leave this box empty to view information on all supplier classes.
   4. In the **supplier** box, select the supplier you want to view information for, or leave this box empty to view information on all suppliers.
   5. In the **Age as of Date** box, select the date the system will use to calculate the aging categories for documents.
3. On the form toolbar, click **Run Report**.

*The report displays the list of suppliers with past-due balances. On the*  *specified date, the system breaks down balances by days past due and*  *displays all amounts in the base currency.*

### Generating the Multicurrency AP Aged Past Due Report

1. Open the AP Aging MC (AP631100) report.
2. On the **Report Parameters** tab, do the following:
   1. In the **Report Format** box, select one of the following options:
      * Detailed: To view the past due documents on the selected aging date.
      * Summary: To view the past due balances on the selected aging date.
   2. In the **Company/Branch** box, select the company or branch for which you want to view information, or leave this box empty to view information on all branches.
   3. In the **supplier Class** box, select the supplier class for which you want to view information, or leave this box empty to view information on all supplier classes.
   4. In the **supplier** box, select the supplier to view information for, or leave this box empty to view information on all suppliers.
   5. In the **Age as of Date** box, select the date the system will use to calculate the aging categories for documents.
3. On the form toolbar, click **Run Report**.

*The report displays the list of suppliers with past-due balances, which*  *breaks down by days past due on the specified aging date. The amounts*  *display in the documents' currencies and in the base currency.*

### Generating the AP Aged Outstanding Report in the Base Currency

1. Open the AP Coming Due (AP631500) report.
2. On the **Report Parameters** tab, do the following:
   1. In the **Report Format** box, select one of the following options:
      * Detailed: To view outstanding documents on the selected aging date.
      * Summary: To view outstanding balances on the selected aging date.
   2. In the **Company/Branch** box, select the company or branch for which you want to view information, or leave this box empty to view information on all branches.
   3. In the **supplier Class** box, select the supplier class for which you want to view information, or leave this box empty to view information on all supplier classes.
   4. In the **supplier** box, select the supplier to view information for, or leave this box empty to view information on all suppliers.
   5. In the **Date** box, select the date the system will use to calculate the aging categories for documents.
3. On the form toolbar, click **Run Report**.

*The report displays the list of suppliers with outstanding balances, breaking*   *them down by days outstanding with respect to the specified aging date.*  *The system displays the amounts in the base currency.*

### Generating the Multicurrency AP Aged Outstanding Report

1. Open the AP Coming Due MC (AP631600) report.
2. On the **Report Parameters** tab, do the following:
   1. In the **Report Format** box, select one of the following options:
      * Detailed: To view outstanding documents on the selected aging date.
      * Summary: To view outstanding balances on the selected aging date.
   2. In the **Company/Branch** box, select the company or branch for which you want to view information, or leave this box empty to view information on all branches.
   3. In the **supplier Class** box, select the supplier class for which you want to view information, or leave this box empty to view information on all supplier classes.
   4. In the **supplier** box, select the supplier to view information for, or leave this box empty to view information on all suppliers.
   5. In the **Date** box, select the date the system will use to calculate the aging categories for documents.
3. On the form toolbar, click **Run Report**.

*The report displays the list of suppliers with outstanding balances, which*  *breaks down by days outstanding with respect to the specified aging date.*  *The system displays the amounts in the documents' currencies and in the*  *base currency.*

### Generating the AP Balance by supplier Report in the Base Currency

1. Open the AP Balance by Supplier (AP632500) report.
2. On the Report Parameters tab, do the following:
3. In the Report Format box, select one of the following options:
   1. Account Summary: To view the total of all documents that are open at the end of the reporting period.
   2. Open Documents: To view all documents with the Open status.
   3. Open + Current Period: To view all documents with the Open status, as well as documents of the current period, regardless of their status.
   4. All Documents (supplier Required): To view all a specific supplier's documents. If you select this option, you must specify a supplier.
4. In the Company/Branch box, select the company or branch for which you want to view supplier balances, or leave this box empty to view information on all branches.
5. In the Financial Period box, select the financial period whose information you want to view.
6. Select the supplier in the supplier box whose information will be included in the report or leave this box empty to view information about all suppliers. Note that for the All Documents (supplier Required) report format, you must select a supplier.
7. To also view applied documents, select the Include Applications check box.
8. On the form toolbar, click **Run Report**.

*The report lists the supplier balance for each account related to the*  *supplier. The report displays all the amounts in the base currency.*

### Generating the Multicurrency AP Balance by Supplier Report

1. Open the AP Balance by supplier MC (AP633000) report.
2. On the Report Parameters tab, do the following:
   * In the Report Format box, select one of the following options:
     + Account Summary: To view the total of all documents that are open at the end of the reporting period.
     + Open Documents: To view all documents with the Open status.
     + Open + Current Period: To view all documents with the Open status, as well as documents of the current period, regardless of their status.
     + All Documents (supplier Required): To view all specific supplier's documents. You must specify a supplier if you select this option.
3. In the Company/Branch box, select the company or branch for which you want to view supplier balances, or leave this box empty to view information on all branches.
4. In the Financial Period box, select the financial period whose information you want to view.
5. Select the supplier in the supplier box whose information will be included in the report or leave this box empty to view information about all suppliers. Note that for the All Documents (supplier Required) report format, you must select a supplier. To also view applied documents, select the Include Applications check box.
6. On the form toolbar, click **Run Report**.

*The report lists the supplier balances in each of the currencies used*  *(including the base currency) for each account related to the supplier.*

### Viewing Suppliers' Summary Information

1. Open the Supplier Summary (AP401000) form.
2. In the **Company/Branch** box, select the company or branch for which you want to view the data.
3. Select the financial period in the Period box to view information or leave this box empty to display information about all open periods in the table.
4. In the supplier Class box, select the supplier class for which you want to view information, or leave this box empty so that the table displays information about suppliers of all classes.
5. Select a subaccount for the accounts payable account in the AP Subaccount box (if this box appears).
6. In the **AP Subaccount** box (if this box appears), select a subaccount for the accounts payable account.
7. Select the currency in the Currency box to view information or leave this box empty so that the data in the table will be displayed for all currencies.
8. If needed, select the **Split by Currency** check box if you want to view balances in each currency separately (if you left the **Currency** box empty).
9. Select the **suppliers with Balance Only** check box to view suppliers with non-zero balances or clear the check box to view all suppliers.

*In the table, you can view suppliers' outstanding balances and other*  *information that matches the criteria you specified.*