PAYABLES MANAGEMENT
MICROSOFT DYNAMICS GP 10.0
Payables Management Setup

Before setting up Payables Management, complete the Company Setup and Financial Setup procedures. Also complete Posting Setup, and set up chequebooks in Bank Reconciliation, prior to completing Payables Setup. If these tasks are not completed, be sure to do so before continuing with the procedures in this training.

To open this window, click the Purchasing series button and then click Payables on the Setup content pane.

Payables Setup Options

Use the Payables Setup Options window to enter a description for each document type, assign a code and set up the next document number for the transaction type. To open this window, click the Purchasing series button, click Payables on the Setup content pane, and then click Options on the Payables Management Setup window.
Vendor Class Maintenance

Use the Vendor Class Setup window to set up vendor classes. To open this window, click the Purchasing series button and then click Vendor Class on the Setup content pane.

Vendor Class Accounts Setup

Use the Vendor Class Accounts Setup window to enter default accounts for the selected class. To open this window, click the Accounts button on the Vendor Class Setup window.
Additional Vendor Accounts

Open the Additional Vendor Accounts window by clicking the Ellipsis button in the Purchases Account Description field. These additional purchase accounts can be used during transaction entry when amounts to posting accounts are distributed.

Vendor Maintenance

Use the Vendor Maintenance window to enter and track vendor information about vendors. To open this window, click the Purchasing series button and then click Vendor on the Cards content pane.
Vendor Maintenance Options

Click the Options button on the Vendor Maintenance window to open the Vendor Maintenance Options window. Use this window to set additional defaults and selections for a vendor.

Vendor Address Maintenance

Click the Address button on the Vendor Maintenance window to open the Vendor Address Maintenance window.
Vendor Account Maintenance

Click the Accounts button on the Vendor Maintenance window to open the Vendor Account Maintenance window. Use this window to enter default accounts for each vendor record.

Vendor History

Use the Vendor Credit Summary window to view vendor history and summary information. To open this window, click the Purchasing series button and then click Summary on the Cards content pane.
Period Summary Information

To enter historical amounts per period, click the Period button on the Vendor Credit Summary window to open the Vendor Period Summary window.

Yearly Summary Information

To enter or calculate yearly history totals for a vendor, click the Yearly button on the Vendor Credit Summary window to open the Vendor Yearly Summary window. Because payables transactions are date sensitive, period balances must be entered in the Vendor Period Summary window.
**Batch Entry**

Use batches to group similar transactions. Using batches is optional, but can help to organize payables transactions. To open this window, click the **Purchasing** series button and then click **Batches** on the Transactions content pane.

**Payables Transaction Entry**

Use the Payables Transaction Entry window to enter many vendor related transactions. To open this window, click the **Purchasing** series button and then click **Transaction Entry** on the Transactions content pane.
**Tax Amounts**

Taxes are calculated automatically, based on tax schedules and shipping information. Click the **Tax** expansion button to open the Payables Tax Detail Entry window.

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**Print a Cheque**

If a cheque amount is entered, click Print Cheque to open the Print Payables Transaction Cheques window and generate a computer cheque. If Print Cheque is not selected, the cheque is recorded as a manual cheque.
Apply Credit Memos or Returns

When a credit memo or return is entered, the amount credited or returned can be assigned to the original transaction or to another transaction to reduce the liability. Click **Apply** on the Payables Transaction Entry window to open the Apply Payables Documents window.

To view or change the distributions, click the **Distributions** button on the Payables Transaction Entry window to open the Payables Transaction Distribution Entry window.
Using MDA in Payables Management

Use Multidimensional Analysis with any of the transaction types in the Payables Transaction Entry window. The following are some points to remember when using Multidimensional Analysis.

Scheduled Payments Entry

To open this window, click the Purchasing series button and then click Scheduled Payments on the Transactions content pane.
Amortization Schedule

An amortization schedule is generated when the monthly payment amount is calculated for a payment schedule. To view the amortization amounts click the Amortization button in the Payables Scheduled Payments Entry window.

Post Scheduled Payments

Use the Post Payables Scheduled Payments window to post individual payments in a payment schedule. To open this window, click the Purchasing series button and then click Post Scheduled Payments on the Routines content pane.
Enter a Manual Payment

Use the Manual Payment Entry window to record payments made by writing a manual cheque, using a credit card, or making cash payments. To open this window, click the Purchasing series button and then click Manual Payments on the Transactions content pane.

Apply to Specific Documents

To pay specific outstanding transactions, click the Apply button to open the Apply Payables Documents window.
Distribute to Posting Accounts

To view or change the distributions, click the **Distributions** button to open the Payables Transaction Entry Distribution window. Be sure the payment amounts in this window are allocated to the correct posting accounts, and make any necessary adjustments. The distributions are based on the amounts entered in the Payables Manual Payment Entry and Apply Payables Documents windows and are displayed as defaults.

**Select Payables Cheques**

Two options are available for selecting vendors and vouchers to create computer cheques. Use the Select Payables Cheques window to quickly select ranges of vendors and vouchers to pay. To open this window, click the **Purchasing** series button and then click **Select Cheques** on the Transactions content pane.
**Edit Payables Cheques**

Use the Edit Payables Cheques window to edit, delete, or add a vendor or voucher to a payment batch created using the Select Payables Cheques window. To open this window, click the **Purchasing** series button and then click **Edit Cheque** on the Transactions content pane.

![Edit Payables Checks](image)

**Cheque Stub**

Open the Payables Cheque Stub Documents window by clicking the **Cheque Stub** button. Use the Payables Cheque Stub Documents window to determine what documents appear on the cheque stub.

![Payables Check Stub Documents](image)
Distributions

To view or change account distributions, click the **Distributions** button to open the Payables Transaction Entry Distribution window. Verify the payment amounts are allocated to the correct posting accounts, and make any necessary adjustments.

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**Edit Payables Cheque Batches**

Use the Edit Payables Cheque Batch window to edit, delete, or add a vendor or voucher to the payment batch created using the Select Payables Cheques window. To open this window, click the **Purchasing** series button and then click **Edit Cheque Batch** on the Transactions content pane.
Print and Post Cheques

Use the Print Payables Cheques window to print the cheque batches created in the Select Payables Cheques window and the Edit Payables Cheques window. After the cheques print, individual cheques can be voided or reprinted, if necessary. If the printed cheques are correct, post the cheques.

Select a Cheque Process

After the cheques are printed, the Post Payables Cheques window opens. Use this window to reprint cheques, void cheques, print an alignment form or post the cheques to complete the cheque process.
**Apply Payables Documents**

Use the Apply Payables Documents window to apply posted payments, credit memos, prepayments and returns. To open this window, click the Purchasing series button and then click Apply Payables Documents on the Transactions content pane.

### Distribute Additional Taxes and Write-off Amounts

While the Apply Payables Documents window is open, highlight or enter an amount in the Discount or Write-off field. Drag the mouse pointer over the Discount or Write-off column heading and click the mouse to open the Additional Tax and Write-off Distributions window.
**Batch Recovery**

If there is a power fluctuation or some other posting interruption, or if any transactions in a posted batch contain errors, use the Batch Recovery window to complete posting for interrupted batches or select the batches containing errors for edit. To open this window, click the Administration series button and then click **Batch Recovery** on the Routines content pane.

![Batch Recovery Window](image)

**Define Intercompany Relationships**

Before entering intercompany transactions, define relationships between companies that can have intercompany transaction interaction. Use the Intercompany Setup window to define these relationships. To open this window, click the Administration series button and then click **Intercompany** on the Setup content pane.

![Intercompany Setup Window](image)
Enter Payables Intercompany Transactions

Open the Payables Transaction Entry window to enter an intercompany transaction. To open this window, click the Purchasing series button and then click Transaction Entry on the Transactions content pane in the originating company.

Distribute to Posting Accounts

To enter distributions to destination companies, access the Payables Transaction Distribution Entry window to edit these distributions. Click the Distributions button on the Payables Transaction Entry window to open this window.
Voiding Intercompany Transactions

To void an intercompany transaction entered in Payables Management, open the Void Open Payables Transactions window. To open this window, click the Purchasing series button and then click Void Open Transactions on the Transactions content pane in the originating company.

View Intercompany Transactions in Inquiry

Use the Payables Transaction Inquiry - Vendor window to view transaction detail for intercompany transactions originating in Payables Management. To open this window, click the Purchasing series button and then click Transaction by Vendor on the Inquiry content pane.
Intercompany Transactions; GL Inquiry

Use the Journal Entry Inquiry window to view transaction information for Intercompany transactions posted in General Ledger. To open this window, click the Financial series button and then click Journal Entry Inquiry on the Inquiry content pane in the destination company.

Vendor Holds

A vendor might need to be placed on hold if, for example, the wrong merchandise is received from this vendor several times. If this occurs, the invoices received from this vendor are not to be paid until the order is corrected. To place a vendor on hold, click the Purchasing series button, then click Vendor on the Cards content pane.
Transaction Holds

Use the Hold Payables Transactions window to place individual documents for a vendor on hold. To open this window, click the Purchasing series button and then click Holds on the Transactions content pane.

Void Open Payables Transactions

Use the Void Open Payables Transactions window to void any transaction entered in the Payables Transaction Entry window. To open this window, click the Purchasing series button and then click Void Open Transactions on the Transactions content pane.
Void Historical Transactions

Use the Void Historical Transactions window to void cash, cheque or credit card payments, returns, and credit memos. To open this window, click the Purchasing series button and then click Void Historical Transactions on the Transactions content pane.

Edit Payables Transaction

Use the Edit Payables Transaction window to change discount and due date information for posted transactions. To open this window, click the Purchasing series button and then click Edit Transaction Information on the Transactions content pane.
Change or Delete Vendor Records

As businesses grow and change, it may be necessary to change information for vendors or remove vendors that no longer do business with the company. Use the Vendor Maintenance window to remove vendors. To open this window, click the Purchasing series button and then click Vendors on the Cards content pane.

Change/Delete Vendor Addresses

Use the Vendor Address Maintenance window to create, modify and delete vendor address information. To open this window, click the Purchasing series button and then click Addresses on the Cards content pane.
Mass Vendor Delete

Use the Mass Vendor Delete window to delete a large group of vendor records. To open this window, click the Purchasing series button and then click Mass Vendor Delete on the Utilities content pane.

![Mass Vendor Delete window]

Change Vendor Class Information

Use the Vendor Class Setup window to make changes to a class of vendors by using the roll down functionality available in Microsoft Dynamics GP. To open this window, click the Purchasing series button and then click Vendor Class on the Setup content pane.

![Vendor Class Setup window]
Remove Transaction History

If Payables transaction history is kept, detailed information is kept for all transactions that are posted and paid during the year. Use the Remove Payables Transaction History window to remove this history. To open this window, click the Purchasing series button and then click Remove Transaction History on the Utilities content pane.

![Image of Remove Payables Transaction History window]

Remove Distribution History

If distribution history is kept, a detailed record is available of how Payables Management transactions affected the balances of posting accounts. Use the Remove Payables Distribution History window to remove this type of history. To open this window, click the Purchasing series button and then click Remove Distributions on the Utilities content pane.

![Image of Remove Payables Distribution History window]
Remove Calendar/Fiscal Year History

Use the Remove Payables Calendar/Fiscal History window to remove summary history information. To open this window, click the Purchasing series button and then click Remove Period History on the Utilities content pane.

Remove Journal History

Use the Remove Payables Journal History window to remove journal history. To open this window, click the Purchasing series button and then click Remove Journal History on the Utilities content pane.
Reconcile

The Reconcile Payables Accounts window provides functionality to reconcile Payables Management transaction information. To open this window, click the Purchasing series button and then click Reconcile on the Utilities content pane.

Payables Transaction Inquiry - Vendor

Use the Payables Transaction Inquiry - Vendor window to view transactions that are saved, posted or paid for a vendor record. To open this window, click the Purchasing series button and then click Transaction by Vendor on the Inquiry content pane.
Payables Transaction Inquiry - Document

The Payables Transaction Inquiry - Document window provides the option to view transactions that are saved, posted or paid for all vendors. To open this window, click the Purchasing series button and then click Transaction by Document on the Inquiry content pane.

Vendor Credit Summary Inquiry

The Vendor Credit Summary Inquiry window can be helpful in deciding when to pay a vendor or to check the current balance total. To open this window, click the Purchasing series button and then click Vendor Credit on the Inquiry content pane.
Vendor Yearly Summary Inquiry

Use the Vendor Yearly Summary Inquiry window to view a vendor's yearly activity. To open this window, click the Purchasing series button and then click Vendor Yearly on the Inquiry content pane.

Vendor Period Summary Inquiry

Use the Vendor Period Summary Inquiry window to analyze trends in purchasing activity over a number of fiscal periods. To open this window, click the Purchasing series button and then click Vendor Period on the Inquiry content pane.
Vendor Inquiry

Use the Vendor Inquiry window to view demographic and other account information that is entered for a particular vendor in the Vendor Maintenance window. To open this window, click the Purchasing series button and then click Vendor on the Inquiry content pane.

Payables Summary Inquiry

Use the Payables Summary Inquiry window to view the total number of documents for each of the document types in Payables Management, along with the total amount for each type and an aging summary. To open this window, click the Purchasing series button and then click Payables Summary on the Inquiry content pane.
Reconcile to GL

Use the Reconcile to GL window to reconcile Payables Management to the General Ledger. To open this window, click the Financial series button and then click Reconcile to GL on the Routines content pane.

Calendar Year-End Closing

After printing the 1099 forms, use the Payables Year-End Closing window to close the calendar year. To open this window, click the Purchasing series button and then click Year-End Close on the Routines content pane.

Fiscal Year-End Closing

Use the Payables Year-End Closing window to close the fiscal or calendar year in Payables Management. To open this window, click the Purchasing series button and then click Year-End Close on the Routines content pane.
Tax Year-End Closing

Use the Tax Year-End Closing window to close the sales tax year and print the Tax Year-End Closing report. To open this window, click the Administration series button and then click Tax Year-End Close on the Routines content pane.