

B. Vender Invoice Payment

Accounts Payable invoices are paid using the **Dynamics SL** Accounting System. A/P check runs are done on the 15th and 30th of each month, unless specific requirements are necessary. The following steps are used in completing an accounts payable payment process:

Prior to payment processing, print the Period Sensitive Aged AP Report from the Report section of the Payables module. Mark the appropriate invoices to pay based on their aging.

- a. Enter **Dynamics SL**.
- b. Select Module and Accounts Payable.
- c. Select Payment Selection.
- d. Change “payment selection” to “Vendor ID”
- e. Select Begin Processing – once process is complete – close screen.
- f. Select Edit/Select Documents for Payment.
- g. Using the Aged AP Report – scroll through documents deleting those you have not selected to pay.
- h. Close screen – “YES” to save changes.
- i. Select Reports
- j. Select Check Preview Report and print
- k. Review Check Preview Report verifying all invoices to be paid are correct.
- l. Select Checks
 - ❖ Multi-Stub laser check
 - ❖ Enter date of checks
 - ❖ F3 to lookup batch number for invoices selected for payment
 - ❖ Check number will automatically default – verify it is correct
 - ❖ Load checks in printer – make sure they are sorted properly and loaded correctly.
 - ❖ Select print
- m. Verify all checks have printed properly
- n. Select Begin Processing to “KEEP” all checks printed
- o. Select Check Register Report
- p. Go to select; press F3; choose “ap03630mc_wrk.refnbr” enter to next area; select “greater than or equal to” press enter to next area; enter the beginning check number of the batch.
- q. Once the batch has been processed, forward the “Check Batch Report” & the “GL Account Distribution “ report to the President & CEO for signature.
- r. All checks payable to President & CEO or any vendor affiliated with the President & CEO and any check payable greater than \$10,000.00 will require two signatures (Chairman, Vice Chairman or Treasurer have second signature authorization).
- s. **After all checks have been signed the following steps should be taken:**
 - ❖ Complete all “Paid” stamp information on the invoice (paid date, check number, and check amount).

Pay close attention to all invoices being paid and include any stubs necessary.

- ❖ Include a copy of the credit/debit memo with all refund checks to clients.
- ❖ Stuff checks and copies/stubs and stamp for mailing.
- ❖ Forward all paid invoices (exception: Expense Reports or incomplete CAR’s) to EDMS for electronic storage. If an invoice has a balance due, do not forward to EDMS, file in the unpaid Accounts Payable file.
- ❖ File any Voided checks in the Voided Check Binder

NOTE: To print a vendor list enter Dynamics, select Accounts Payable, select reports, select vendors, then select the sort tab. Click the sort order box – 1st will appear, then go to the Field box and click F3, arrow down and highlight “vr_036705.name” and press enter – then select print.