

## AP Webinar Q & A

**Q:** Can an invoice date be back-dated?

**A:** Yes, you can enter any date in the Invoice Date field. This field is not validated. However, the Scheduled Pay Date is validated to ensure the fiscal year is not closed.

**Q:** When I am reprinting checks by batch id, can I select only one check from the batch to reprint?

**A:** Yes. The reprint option basically generates a report of all the checks for that batch. You can simply print those “pages” that include the check (or checks) you want to reprint.

**Q:** Can a payroll vendor check be cancelled from the Checks activity?

**A:** Yes. You can cancel payroll vendor checks in the Checks activity, but the underlying journal entries for labor distribution will not be created.

**Q:** When AP checks are reprinted, what JEs are created? Are there JEs for both the original check and the reprinted check created?

**A:** Reprint does not create journal entries because it is only a “copy” of the original check. If you void, cancel or reissue a check, all appropriate journal entries will be created.

**Q:** Can a user change the address after a payment has been submitted because the address in the payment is incorrect?

**A:** Yes, but the payment will need to be returned to “Open” status and resubmitted.

**Q:** We would like the Employee Payments to include the paycheck site so we can deliver the check to the site and not mail.

**A:** Great minds think alike. We already created CR7464 to add sort options for AP checks to the organization record. This would allow you to sort and deliver AP checks by a variety of different orders depending upon payment type. However, if you are simply requesting that the paycheck site appear on the check (and not sort in paycheck site order), then you will need to

create an incident with your Customer Care Representative, as AP Checks are custom to each customer.

**Q:** I have multiple accounts in my payment. How do I distribute by percentage?

**A:** There are actually two answers to this question: distributing by percent and applying undistributed amounts.

- Manually distributing amounts by percent (instead of amount). We currently have a CR requesting the ability to distribute accounts by entering a percent, but this is for requisitions. If you would like to see this same type of functionality in payments, you would need to enter an incident with your Escape Customer Care representative.
- Redistributing changed account amounts. We currently have a task in requisitions to Apply Undistributed Amounts that automatically redistributes changes to totals and taxes to accounts. We have created CR7815 requesting a similar task for AP payments.

**Q:** Can the void, cancel etc. tasks in the Checks activity be limited by user-based permissions?

**A:** Not at this time. There are a couple of activities where you can control access to tasks through user-based permissions, but the Checks activity is not one of them. If you would like to see this functionality added to the system, you would need to enter an incident with your Escape Customer Care representative.

**Q:** How do I enter employee payments if I do not have the HR/Payroll module?

**A:** The Employee Payments activity will not work correctly without the underlying employee records that are created in the HR/Payroll module.

So, you have two options: requisition payments or direct payments. If you want to automate employee payments, you would need to create “vendor” records for employees and use the vendor requisitions to generate payments. If you simply want to make payments to employees, you could use the Direct Payment activity.

**Q:** What is the difference between exporting to Excel from the list and from the Grid?

**A:** When exporting from the list, Escape Online launches Microsoft Excel and puts the data into a “protected” worksheet. If you export another list, Escape Online will add another sheet to the workbook.

When exporting from the grid, Escape Online launches Microsoft Excel and puts the data into a workbook that is unprotected (available for editing). If you export another grid, Escape Online will create another workbook. If you are on a version prior to Microsoft Excel 2007, instead of launching Excel, Escape Online writes an XML file to your "My Documents" directory that you can then open in Excel.