

5

ESCAPE ONLINE

Escape Finance

Accounts Payable User

Presented by: Terri Hammond

Date: July 22, 2010

Agenda

- Payment Overview
- Requisition Management
 - Reviewing Vendor Reqs
- Payments Activity
 - Enter Payment
 - Payments
 - Enter Direct Payments
 - Enter Employee Payments

Agenda (cont.)

- Payment Statuses
- Processing Checks
- Print Checks
- Payment Search
- Check Search
- Voiding & Reissuing Checks
- Reports
- Questions

Payment Overview

- Enter Payments
 - Enter Payments Activity
 - Enter Direct Payments
 - Enter Employee Payments
 - Payments Activity
- Approve Payments
- Process Checks
- Generate
- Print Checks
- Run Reports

Requisition Management

- Creating Requisition
 - Department
 - Order Type
- Viewing Vendor Requisitions
 - Search by Status “Ready for Payment”
 - Quick Start = vr status r
 - Save Search as Favorite

Enter Payments Activity

- Enter Payments
 - Fiscal Year
 - Sequence
 - Reference Number
 - Amount – Full, partial, negative
 - Invoice – Cannot use (%\$#&@!~)
 - Final Payment
 - Hold Payment

Enter Payments Activity

- Go – Creates payments
- Working the List
- Submit payments or close activity

Payments Activity (cont)

- Search Payments
 - Enter Vendor Payments
 - New Button
 - Same Fields as Enter Payments
 - Defaults all other fields from Req
 - Save/New
- Return Payment to Open

Enter Direct Payments

- Fiscal Year
- Limits – Setup in Organization Record
- 25 payments per form
- Bank Account
- Default Account Number

Direct Payments (cont)

- Enter Direct Payments
 - Vendor – Id or Name
 - Pay To Name for one time payments
 - Invoice number is not required
- Go to create payments

Enter Emp Payments

- Not associated with Vendor Requisitions
- Fiscal Year
- Limits – Setup in Organization Record
- 25 payments per form
- Bank Account

Emp Payments (cont)

- Default Account Number
- Default Invoice Date
- Employee Look up
 - Enter a few letters of Employee last name.
- Put payments on Hold - Mark
- Go to create payments

Payment Statuses

- Payment Statuses
 - Open
 - Submitted
 - Approved
 - Audit
 - Check Processing
 - Check Pending
 - Paid

Processing Checks

- Automatic with County approvals
- Building the list
 - Bank Account
 - Scheduled Pay Date Thru
 - Approval Batch Id
- Payment List

Print Checks

- From Payment List
- Print Checks
 - Processes – Print AP Checks
 - Reprint AP Checks

Payment Search

- Searching Records
 - Payment Types
 - Statuses
 - Saving Searches – Favorites
 - Quick Start = pa
- Working the List
 - Stop list building
 - Submit from the list
 - Export
 - Payment snapshot

Payment Search (cont)

- Payment form
 - Return payment to Open
 - Payment snapshot report
 - Change/Save/Close

Check Search

- All Check can be viewed
 - Pay to Name
 - Name or Partial
 - Searches on “contains”
 - Check number – partial
Number or range.
 - Status
 - Check Register
 - Cancel Register

Void and Reissue

- AP – Checks Activity
- Payments must be in the Printed Status
- Fiscal year is not closed
- Void
 - Not reported to the County
 - Check will be reprocessed
 - Example: Printer Jammed

Void and Reissue (cont)

- Cancel
 - Reported to the County
 - Will NOT be reprocessed
 - Example: Duplicate payment
- Reissue
 - Reported to the County
 - Reprocessed
 - Example: Vendor lost check

Void and Reissue (cont)

- Stale Dated
 - Reported to the County
 - Will NOT be reprocessed
 - Stale dated check will be reported to County
 - Example: Check is over 6 months old

Reports

- Reports – Req/Payment
 - Check Detail (Check99)
 - Check Register (ReqPay04)
 - Payment Register (ReqPay05)
 - Cancel Check Register (ReqPay09)
 - Board Report of Checks (ReqPay12)
 - Vendor Check Detail (ReqPay18)
 - County Check Summary (ReqPay93)
 - County Check Register (ReqPay94)

Questions/Comments

- Thank You!
