



Vendor Accounting Manager User Manual

This user manual has been revised.
Please destroy all previous printed and saved copies.

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Preface

Welcome to the **PHA-Web** User Manual. It is written in an easy to understand, narrative and with some exceptions non-technical format. Generally the User Manual is designed to provide **PHA-Web** software users with an overview of how to use the program and its features.

This User Manual is a “How To” guide to **PHA-Web** and is conceptual in nature. We have formatted the manual as a PDF document so Adobe Acrobat is used to view it. A PDF also allows you to easily print the document for use at workstations. Printing the document in color is recommended to maximize its effectiveness. You will find some sections of this document are longer than others so we also recommend selecting the printer option to print on both sides of a page. It should be noted you can also print selected pages one at a time. It is not necessary to print the whole document. If you have a two monitor work station, you can open this document in a separate window and place it on one monitor while working in **PHA-Web** in the other.

Searching for key words in this manual is also possible by using Adobe Acrobat’s Find function. Push Control + F to access it. Adobe Acrobat will put your cursor in the find window. Then simply type a Key word for the information you want to search for in the “Find” data field and click the “Next” button. Find searches through the whole document for all instances of the key word you entered. If the first instance of the word does not contain the information you are searching for, click “Next” again to search for the next instance of the key word.

Each **PHA-Web** component has its own User Manual. Within the manual there are major headings that correspond to each tab in that component. Under the major heading there are minor headings that correspond to each screen under that tab. Exceptions are made for very large tabs where there may be additional subsections. Any text that refers to a field or other screen is italicized.



*Tip: Light bulb icons in the User Manual denote tips for using **PHA-Web**. Tips are intended to provide helpful hints when working in **PHA-Web**. You will see them sprinkled throughout the document.*

Throughout the User Manuals you will find screen shots of pages. Screen shots are used to help you relate the User Manual text to the **PHA-Web** Manager it refers to. Screen shots of reports are included as well as some examples to help illustrate various topics.

User Manuals have a date located in the lower left side of each page with page numbers located in the lower right. The date is provided as a tool to show which version of the User Manual you are referring to.

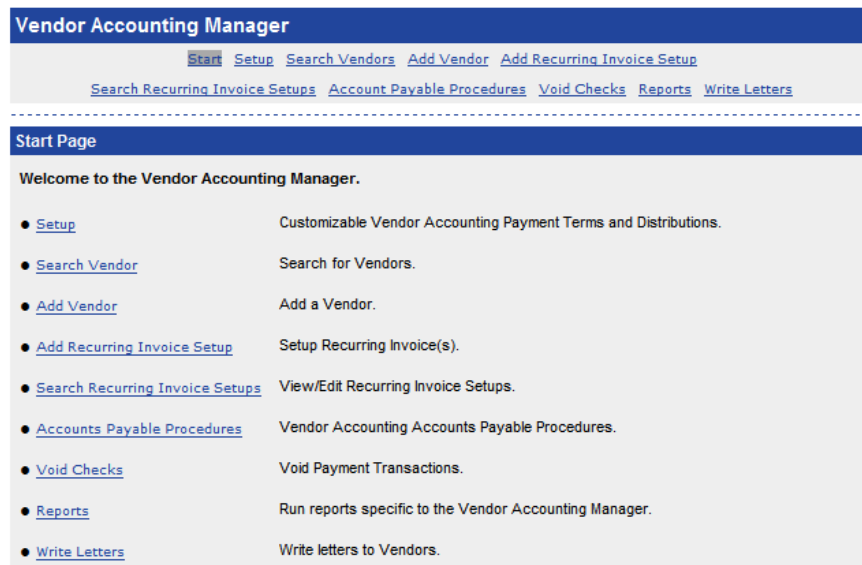
Like **PHA-Web**, User Manuals are stored on our servers so they also are Internet based. This means every time you open a User Manual you get the most current version available because User Manuals are updated at the same time **PHA-Web** is updated. All updates are performed automatically for you. If you have a printed copy stored at your desk to refer to and you find the version stored in **PHA-Web** has a more recent date, you have an outdated copy and should reprint your reference copy.

Finally, every housing authority is unique in how they use **PHA-Web** and how each agency operates. That fact makes it impossible to write a User Manual to cover every situation and answer every question. For that reason the MCS Support Team is still your primary source of help. So please use the User Manual to the fullest extent possible, but always feel free to contact the MCS Support Team for specific needs.

PHA-Web Vendor Accounting

Overview

When your agency purchases supplies or services you will need to record the invoices, make payments to the vendors, and create accounting transactions into the general ledger. *PHA-Web's* Vendor Accounting Manager performs all of these functions. Vendor Accounting is an accounts payable system for accruing payments to vendors, such as your power company or office supply store. Payments can be accrued, put on hold, and paid at your convenience. Vendor Accounting also provides check printing, direct deposit payments, a check voiding procedure, and the ability to enter recurring payments. Vendor Accounting also has a complete Revolving Fund feature for making payments out of one account while accounting for them across multiple programs and projects.



The screenshot displays the Vendor Accounting Manager interface. At the top, there is a blue header with the title "Vendor Accounting Manager". Below the header is a navigation menu with links: [Start](#), [Setup](#), [Search Vendors](#), [Add Vendor](#), [Add Recurring Invoice Setup](#), [Search Recurring Invoice Setups](#), [Account Payable Procedures](#), [Void Checks](#), [Reports](#), and [Write Letters](#). Below the navigation menu is a "Start Page" section with the heading "Welcome to the Vendor Accounting Manager." and a list of functions:

● Setup	Customizable Vendor Accounting Payment Terms and Distributions.
● Search Vendor	Search for Vendors.
● Add Vendor	Add a Vendor.
● Add Recurring Invoice Setup	Setup Recurring Invoice(s).
● Search Recurring Invoice Setups	View/Edit Recurring Invoice Setups.
● Accounts Payable Procedures	Vendor Accounting Accounts Payable Procedures.
● Void Checks	Void Payment Transactions.
● Reports	Run reports specific to the Vendor Accounting Manager.
● Write Letters	Write letters to Vendors.

Vendor Accounting is interactive with *PHA-Web's* General Ledger. That means that as soon as any payments are accrued or paid in Vendor Accounting, those transactions are instantly reflected in General Ledger. For example, when you record an invoice from a vendor the expense will be accrued to the selected program and project and the corresponding liability will be generated to the selected accounts payable account.

User Permissions

There are several assignable user permissions in Vendor Accounting. The user permissions will be listed below with a short description of what they allow. For information on how to change a user's permissions, please refer to the User Manager

Federal – Payment Transactions: Allows users to accrue payments to vendors in federal 50058 programs. Specifically, users can process monthly recurring invoices, generate manual invoices, generate credit memos, and select accrued invoices for payment.

Federal – Process Payments: Allows users to write checks and create direct deposits in PHA-Web for federal 50058 programs.

State – Payment Transactions: Allows users to accrue payments to vendors in state programs. Specifically, users can process monthly recurring invoices, generate manual invoices, generate credit memos, and select accrued invoices for payment.

State – Process Payments: Allows users to write checks and create direct deposits in PHA-Web for state programs.

Edit Vendor – Allows users to add, edit, or delete vendors. It is a good accounting control to give this permission to a different person than the person who creates payment transactions or processes payments.

Setup – Allows users to change any of the setup data for Vendor Accounting.

Vendor Accounting Sections

There are several sections in ***PHA-Web's*** Vendor Accounting. This document will take you through each section in detail, beginning with this brief introduction to each one.

Setup – Several bits of setup information that are specific to Vendor Accounting, and do not apply to any other ***PHA-Web*** financial component, are set up here. For example, payment distribution lists are set up here.

Vendors – Add new vendors or modify existing vendors in this section. Every invoice you enter in ***PHA-Web*** is attached to a vendor. ***PHA-Web*** maintains a comprehensive list of every vendor that you enter and allows you to view invoices and payment histories for each one.

Recurring Invoices – This is a feature of *PHA-Web* to reduce busy work associated with entering invoices that are the same from month to month. For example, you may set up insurance bill that is paid every month for the same amount to be recurring. Then every month you can select this recurring invoice for payment without entering vendor or invoice amounts.

Accounts Payable Procedures – These procedures are the heart of Vendor Accounting. Through these procedures you can accrue payments, select which ones you want to pay, and then write checks.

Void Checks – Go here to void checks. This procedure lets you find any check that was written from Vendor Accounting and reverse the general ledger payment entries. The accrued payments that were paid by the original check can then be paid again or reversed by a credit memo.

Reports – Several reports are available to help you manage your vendor payments. Examples include a payment history that shows you all payments made to vendors for a time period, an all vendors report that lists all vendors, and an accrued payments report that shows you all accrued but unpaid invoices.

Write Letters – The write letters option allows you to create a mass mailing to mail all of your active vendors.

Revolving Fund – This section explains the revolving fund payment option in detail, including how to set it up and how to use it.

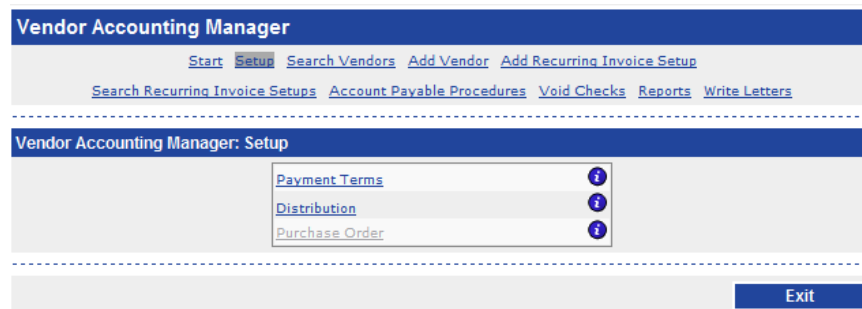
Setup

Overview

Vendor Accounting setup consists of just a few setup options that are specific to Vendor Accounting. Several other setup options, which are shared with other **PHA-Web** financial components, are found in the General Ledger setup. In those cases you will need to go to the General Ledger Manager to perform the setup.

Setup

If you click on the *Setup* tab in Vendor Accounting, you will see several links. The following is a short description of each one.



Payment Terms – Payment terms are agreed on with each vendor that you purchase services or supplies from. For example, you may agree on “3% 10 Net 30” with one vendor, which means that the balance is due within 30 days, but if you pay within 10 days you get a 3% discount. While there are several very standard payment terms, some vendors may negotiate other unusual ones. Payment terms setup allows you to set up as many different payment terms as you need.

Distribution – Many invoices are not specific to a single project or program. In that case you need to distribute the expense of that invoice across multiple projects and programs. You can manually enter the distribution on the invoice, but it’s much easier to enter a distribution list here, and then select that distribution list on the invoice.







Purchase Order – This option allows you to enter setup information regarding purchase orders.

Setup – Transaction Parts

There is a separate setup required for something called “Transaction Parts”. In Vendor Accounting when an invoice is generated, **PHA-Web** needs to know which account to use for accounts payable and which account to use for cash when invoices are entered and paid. The transaction parts are set up under the General Ledger.

This example will show you how to set up transaction parts for a program that is not using the revolving fund. To get information on how to set up transaction parts for a program that uses the revolving fund, please refer to the Revolving Fund section of this user manual.

Start by clicking the *General Ledger* link on the **PHA-Web** main menu. Next, click on the *Setup* tab at the top. Now, select your *Program* from the drop down list on top and click the *Setup Transaction Parts* link. Next, click on the *Open* link next to *Vendor Accounting*.

General Ledger: Setup Transaction Parts for Vendor Accounting		Public Housing
Transaction Part	Selected Account	
Accounts Payable to Revolving Fund	-- Select --	
Accounts Payable to Vendor	2100: Accounts Payable to Vendor	
Cash	1111.1: Cash Account	
Accounts Receivable from Program	-- Select --	
Revolving Fund Expense	-- Select --	
Revolving Fund Income	-- Select --	

There are six transaction parts available for Vendor Accounting, but if you aren't using a revolving fund you only need to set up two. First, select an accounts payable account for the *Accounts Payable to Vendor* transaction part. The drop down list will only list accounts payable accounts. Second, select a cash account for the *Cash* transaction part. Again, the drop down list will only list cash accounts.

If there is nothing in the drop down lists, it means that your General Ledger chart of accounts hasn't been set up yet. Before you can continue, you need to set that up. The *Accounts Payable to Vendor* must be set up as an Accounts Payable type in the chart of accounts. Please refer to the General Ledger manager, under the Chart of Accounts section, for more information.

When you are finished making selections, *Save* and *Exit*. Now click on the *Vendor Accounting* link on the **PHA-Web** main menu to return to Vendor Accounting.

Setup – Check Layout

When you set up your accounts in the General Ledger, you would have entered at least one cash account to use for writing checks out of Vendor Accounting. Now you need to set up the check layout for printing. Business check formats vary a lot between agencies, so **PHA-Web** needs to know where you want everything printed on the checks. Please refer to the General Ledger Manager for more details on setting up your check layout.

Vendors

Overview

Vendor records are maintained in **PHA-Web** for every vendor that you receive invoices from. The vendor records contain information such as the name, address, ssn/tin number, and optionally some direct deposit information.

Any time you do business with a vendor that you've never done business with before, you will need to add that new vendor to **PHA-Web**. From that point on you will be able to pull up that vendor and view all of their invoicing and payment history and other details about your account with them.

PHA-Web incorporates a common accounts payable control to help prevent fraud. There is a separate permission for adding or editing vendors. This allows you to pick just one or two employees at your housing authority that can change the vendors. Everybody else who works in Vendor Accounting would only have permission to work with invoices. This prevents an employee from entering setting up a vendor and also paying the vendor.

Setup

There are two things that may need to be set up before entering a vendor. You must enter payment terms and also enter distribution lists. Also, you must have your General Ledger chart of accounts already set up. That part is covered in the General Ledger Manager.

First you need to set up payment terms. One example of a payment term is 5% 10 Net 30 which means you get a 5% discount if you pay an invoice within 10 days, and the entire balance is due within 30 days. In the payment terms setup you will be entering a list of all the different payment terms you use with vendors. To set up the payment terms, click on the *Setup* link on the Vendor Accounting tab strip. Then click on the *Payment Terms* link.

Description	Net Due	Apply Discount		
5% 10 net 30	Due in 30 Days	Yes	Open	Delete
Net 30	Due in 30 Days	No	Open	Delete

[Add Payment Terms](#)

[Save](#) [Exit](#)

You will see this screen. If you already have any payment terms set up, they will be listed, like in this screen shot. Now click the *Add Payment Terms* button to add a new

payment term. Enter a *Description*, pick the *Payment Terms Type*, and the net due and discount options. In the following screen shot example, 2% 5 Net 10, you would get a 2% discount if paid within 5 days; otherwise, it would be due in 30 days. The other due option is *Due on ## Next Month*. An example would be invoices that are due the 10th of the following month.

Payment Terms	
Description	2% 5 net 10
Payment Terms Type	Due In Number Of Days
Net Due in # Days	30
Due on the ## Next Month	<input type="checkbox"/>
Apply Discount	<input checked="" type="checkbox"/> Yes
Discount in # Days	5
Discount Percentage	2.00 %

When you are finished, you can click the *Add Another* button, which saves the current payment terms and gives you a blank screen to add another. Or you can *Save* or *Exit*. Now click the *Exit* button and you will be back on the payment terms list screen. You should see the payment terms you just added. Click *Add Payment Terms* again if you have other payment terms to add. Repeat that process until you have finished adding all of your payment terms.



Tip: It is a good idea to set up at least a Net 30 term since that is a standard for many vendors.

Now you can set up distribution lists. Click *Exit* from the payment terms list screen. Then, on the Vendor Accounting Manager: Setup screen, click the *Distribution* link. Distribution lists are for distributing expenses across multiple projects and/or programs. For example, your agency's office supplies may be used across all projects, so a distribution list may be set up to allocate a certain percentage of the office supply expenses to each project. The distribution list screen, shown below, shows you all of the distribution lists you have set up. Yours will probably be blank when you start.

Distribution	
Description	
Computer Software	Open Delete
Electricity	Open Delete
Fee Accountant Service	Open Delete
Maintenance Materials	Open Delete
Office Supplies	Open Delete
Office Supplies - PH	Open Delete
Office Supplies - S8	Open Delete

[Add Distribution List](#)

[Exit](#)

On this screen, you can click the *Open* link for any distribution list to open it and edit or view the information. Or, you can click the *Delete* link to delete it. For this example, click the *Add Distribution List* button to add a new one.

Setup

[Payment Terms](#) [Distribution](#) [Purchase Order](#)

Vendor Accounting Manager: Distribution

Description:

Legacy Number:

Notes:

Program/Project Account	Percentage
Housing Choice Voucher - ACC #001 Account Number: <input type="text" value="4190"/> View Account Description: <input type="text" value="Sundry - Other administrative"/>	40.00% Delete
Public Housing - Eastlake Towers Account Number: <input type="text" value="4190"/> View Account Description: <input type="text" value="Sundry"/>	35.00% Delete
Public Housing - Meadow View Account Number: <input type="text" value="4190"/> View Account Description: <input type="text" value="Sundry"/>	25.00% Delete

[Add Distribution](#)

[Add Another Distribution List](#) [Save](#) [Exit](#)

At the top, enter a *Description* for the new distribution list. Then, if you have a number that identified this distribution list in your legacy software, enter it in the *Legacy Number*

field. That field is for your reference only. If you have any notes about when to use this distribution list, enter them in the *Notes* field. Again, that field is for your reference only.

Finally, enter the distributions. A new distribution list will come with one blank distribution. To add more, click the *Add Distribution* button. Now, select the *Program/Project*, the *Account*, and the distribution *Percentage* for each distribution. The percentage boxes must either be left blank, filled in with a zero, or if you decide to enter percentages they must total 100%. If you don't do one of those three things you will get an Input Error message. There is a *View* link next to the account number that will show you available accounts. If you want to remove any of the distributions, click the *Delete* link on the right.

When you are finished, you can add another distribution list using the *Add Another Distribution List* button. Otherwise, if you're finished, *Save* and *Exit*. You will now be on the *Distribution* screen. Click *Exit* one more time to get back to Vendor Accounting.



Tip: If you have a standard account distribution but it is not always the same percentage set up the accounts with a zero percentage. Then you can enter the actual amount for each account when you enter the invoice.

Add Vendor

To start, click on the *Add Vendor* link on the Vendor Accounting tab strip. The first screen you will see is a search screen. Before **PHA-Web** lets you add a new vendor to the system, it requires that you search to make sure the vendor isn't already in the system somewhere.


Add a Vendor

This search check to see if the vendor exists in the database.

Business Name:

First Name:

Last Name:

SSN / TIN: #

SSN TIN

Enter search criteria into one of more of the search fields. If you're sure that this vendor isn't already in the system, you can go ahead and enter all of the fields. You won't be wasting your time since those values will be copied onto the new vendor that you add later. If you decide not to add a new vendor you can click the *Cancel Search* button. Otherwise, after you've entered some criteria, click the *Next* button.

The next screen shows you any vendors that match your search criteria, if there were any. If you found a match, there will be an *Open* link next to it. If you click that, it will open that vendor so that you can view and edit it. Otherwise, you can click the *Cancel Search* button to exit, or you can click the <<< *Previous* button to go back and try different search criteria, or you can click the *Add New Vendor* button to add a brand new vendor.

Add a Vendor

Select a vendor that fits your search criteria. If no vendor fits your search criteria then click the "Add New Vendor" button to create a new vendor. If you want to cancel the search click the "Cancel Search" button. If you want to try a new search click the "<<< Previous" button.

Full Name	Business Name	SSN / TIN
Johanson, Stephanie	Ace Hardware	Open

Whether you opened an existing vendor or added a new vendor, you will see the following screen. The only difference is if you opened an existing vendor, you will see a button at the top that says *Edit Vendor*. You must click that button before you can change any of the vendor's information. If you added a new vendor, you won't see that button. Shown below is an example of what the top half of the vendor screen looks like.

First enter the *Business Name* or the *First Name* and *Last Name* fields. You must enter the *Business Name*, or both the *First Name* and *Last Name* fields, or all of them. When reports show the vendor name, they will display the *Business Name* if available, otherwise it will display *Last Name* comma *First Name*.

Next, you may enter a *Legacy Number* for the vendor. This would be the legacy vendor number from Visual MCS or CHAS. This field is optional and is only used by **PHA-Web** for importing vendor balances from legacy software.



*Tip: Unlike most Accounts Payable software, **PHA-Web** does not need a unique number for each vendor. **PHA-Web** uniquely identifies vendors with an internal database ID so a vendor number is unnecessary.*

Next, enter the *SSN/TIN*. This field is required if the *Print 1099* field is checked. Enter the vendor's mailing *Address*, which is a required field. Then enter their *Email*, *Phone*, *Phone Extension*, and *Fax*, none of which are required. Under the *Email* field, there is a

checkbox called *Email Payment Confirmations*. Check that box if you want to email confirmations to this vendor instead of mailing a paper copy. Enter the vendor's *Race*, if applicable. The vendor's race will be used on a future HUD minority report. Finally, enter the *Check Name* and *Check Address* fields, which will be printed on the checks. The *Check Name* and *Check Address* fields are required but may be copied from the vendor's primary address by selecting the *Copy Primary Address* button.

Shown below is an example of what the bottom half of the vendor screen looks like.

Now select *Print 1099* if the vendor should receive a 1099. Generally speaking, tax exempt vendors should not receive 1099s, and all others should. If you are printing a 1099 for them, you next need to select the *1099 Payment Type*. Most vendors will fall under *Non Employee Compensation*. Check the *Foreign Vendor* checkbox for any non-US based vendor.

Next set the status. Several reports, such as the *All Vendors* report, let you search based on the status. The *Date of Initial Contract* field is informational only. It indicates the date on which you sent your first invoice to that vendor. The *Default Distribution List* field lets you pick which distribution list to use by default whenever you create a new invoice for this vendor. Distribution lists need to be entered in Vendor Accounting setup before you can select anything in this dropdown list. The *Default Payment Terms* field

lets you pick which payment terms to use by default whenever you create a new invoice for this vendor. Again, the payment terms need to be entered in setup before you can pick one here.

The *Beginning Balance*, *Beginning Balance Date*, and *Beginning Balance Program* fields are set when MCS imports data from your legacy software. They are used to calculate the payment history for the year, as well as to produce 1099s. The *Default Carrier* field is used on the purchase orders, for example UPS or FedEx. Finally, the *Notes* field is an information field for you to use however you please.

Lastly is the direct deposit information. Click the *Direct Deposit* checkbox if you plan to pay this vendor by direct deposit. If you do, then you must also enter their *Bank Name*, their *Account* number, indicate if that account is a *Checking* account, and enter their *Routing #*.



Tip: To insure that you get the correct bank information you should get a voided copy of the vendor's check that contains all of this information.

At the top of the screen there is a link called *Payment History*. When you are adding a new vendor, this link will be disabled because the vendor doesn't have any payment history yet. If you save the vendor and view it later, the link will be available. If you go to the *Payment History* page and click search, you will get a report like this example.

Vendor Payment History Report								
Payment History From: 1/1/1900 Thru: 12/31/9999, Program: Housing Choice Voucher								
Check Name	SSN / TIN	Check Address						
Dairyland Power		747 Causeway Blvd La Crosse, WI 54601						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Description	Amount	Void	Doc Total
12/01/2007	10062	CHK	346435	June Electric Bill	June Electric Bill for 12/07	\$500.00		\$500.00
12/01/2007	10063	CHK	23432	July Electric	July Electric for 07/08	\$850.00		\$850.00
Totals For Vendor: Dairyland Power								\$1,350.00

When you are finished entering the new vendor you have several options. If you click the *New Vendor* button, this vendor will be saved and you will start over with a new vendor. If you click the <<< *Prev* or *Next* >>> buttons, this vendor will be saved and you will be brought to the previous or next vendor, based on alphabetical order. These options would be handy if you wanted to go through your entire list of vendors and update them all. Finally at the bottom you can *Save* and *Exit*. Click the *Exit* button now and you will be taken to the vendor search screen.

Search Vendors

The *Search Vendor* page gives you several search criteria to help you find a vendor. The *Business Name*, *Last Name*, and *First Name* fields match from left to right, so that means you can enter a partial name to find a match. For example, in the screenshot below, if you enter just “Ac” in the *Business Name*, it finds both Accounting Managers, Inc and Ace Hardware because they both start with “Ac”. Entering just a partial name can be a real timesaver and can also help you find vendors when you aren’t sure how the full name is spelled.

The screenshot shows the Vendor Search Page with the following fields and options:

- Business Name:** Ac
- Last Name:** (empty)
- Tax ID/SSN:** (empty) with a person icon and radio buttons for **SSN** (selected) and **TIN**.
- First Name:** (empty)
- Current Vendors Only**
- Search** and **Clear** buttons.

Below the search criteria is a table of results:

Business Name	Contact Name	Legacy Number
Accounting Managers, Inc.	Anderson, Bob	Open In Use
Ace Hardware	Johanson, Stephanie	Open In Use

An **Exit** button is located at the bottom right of the results section.

After you enter your search criteria, click the search button to see the results. If you found the vendor that you were searching for, click the *Open* link to open that vendor in the vendor screen that we looked at before. Or, if that vendor doesn’t have any recorded invoices yet, you can click the *Delete* link next to the open button. However, if the vendor does have recorded invoices, then the *Delete* link will be disabled and it will say *In Use* instead. Clicking the *Exit* button will bring you back to the Vendor Accounting start page.

Recurring Invoices

Overview

The recurring invoices feature of *PHA-Web* allows you to have invoices that are automatically generated each month. For example, you may want to enter a recurring invoice for your monthly insurance bill so that you don't have to re-enter the invoice manually each month.

You can set up as many recurring invoices as you want. When you run the *Generate Recurring Invoices* procedure under *Accounts Payable Procedures* a control group will be generated with invoices that were generated from your recurring invoices.

Add Recurring Invoice

To add a recurring invoice, click on the *Add Recurring Invoice Setup* link on the Vendor Accounting tab strip. The first screen you will come to is a vendor search screen. You can search by *Business Name*, *Tax ID/SSN*, *Last Name*, *First Name*, and *Vendor Status*. Enter some search criteria to find the vendor, and then click *Search*.

Vendor Accounting Manager: Recurring Invoice Setup: Select Vendor

Business Name: American Last Name:

Tax ID/SSN: First Name:

SSN TIN

Current Vendors Only

Business Name	Owner Name	Legacy Number
American Family Insurance		Select

If any vendors are found that match your search criteria, they will be shown on the bottom of the screen. If you found the vendor you were looking for, go ahead and click the *Select* link. You can also click the *Clear* button to clear out the search criteria and try again. Finally, you can click *Exit* to go back to the Vendor Accounting start page if you are done searching.

If you clicked *Select* in the last step, you will be on the *Add/Edit Recurring Invoice Setup* screen.

The first three fields you see, *Vendor*, *Vendor TIN*, and *Vendor Mailing Address* are all fields that come from the vendor record. You cannot change them on this form. The first field you can set is the *Invoice Number*. This is an optional field. When an invoice is generated from this recurring invoice it will use whatever invoice number is on this form. If it is blank, then the generated invoice will also have a blank invoice number.

Add/Edit Recurring Invoice Setup	
Vendor	American Family Insurance
Vendor TIN	<input type="text"/> #
Vendor Mailing Address	6000 American Parkway Unit: <input type="text"/> Madison WI 53783 - <input type="text"/>
Invoice Number	<input type="text"/>
Invoice Date (Day of Month)	<input type="text" value="1"/>
Invoice Description	Monthly Insurance Bill
Payment Terms	Net 30
Invoice Start Date	01/01/2008
Invoice End Date	12/01/2008
Invoice Line Item	
Description	Monthly Insurance Bill
Amount	\$742.50
PO Number	<input type="text"/>
Distribution	Office Supplies - PH (A)pply
Program/Project Account	Percent Amount
Public Housing - Meadow View Sundry	50% \$371.25
Public Housing - Eastlake Towers Sundry	50% \$371.25
<input type="button" value="Save"/> <input type="button" value="Exit"/>	

The next field is the *Invoice Date (Day of Month)*. If you put 25 in this field, and then run the *Generate Recurring Invoices* process for July, then that invoice will have a document date of July 25th. Next is the *Invoice Description*, which is simply a description on the invoice, and the *Payment Terms*, which is where you select the payment terms that you've agreed on with the vendor.



Tip: Each recurring invoice you set up can only be run once per month. But if you need to generate an invoice that needs to run more than once a month, you can set up two recurring invoices that are the same, except with a different Invoice Date.

The next two fields, *Invoice Start Date* and *Invoice End Date*, are the periods during which this invoice will be generated. So in the example above, this invoice would be generated twelve times, once for every month in 2008. If you know when you want the recurring invoice to start, but you don't know when you want it to start, you can leave the *Invoice End Date* blank. Then the recurring invoice will be generated indefinitely.

Now you're down to the *Invoice Line Items* section. Recurring invoices only allow a single line item, so the line item *Description* field will generally be the same as the invoice description. Enter the *Amount* of the invoice next. You can enter a *PO Number* if you have one, but for recurring invoices you probably won't have one so you can leave it blank. Finally, you can select a *Distribution* and click the *Apply* button. This distributes the *Amount* among the different accounts and projects that the chosen distribution list defines.

Now you're done entering the recurring invoice. Go ahead and *Save* and *Exit* this screen, which will bring you back to the Vendor Accounting start page.

Search Recurring Invoices

Start by clicking on the *Search Recurring Invoice Setups* tab on the tab strip. You will be taken to a page that shows you a list of any recurring invoices you have setup. From there, you can click the *Edit* link to make changes to each recurring invoice, or you can click *Delete* to delete each invoice. If you click the *Add Invoice* button you will be taken to the same Add Invoice screen that was described in the last section. Finally, clicking *Exit* will take you back to the Vendor Accounting start page.

Search Recurring Invoice Setups			
Vendor	Description	Amount	
Poland Springs	Monthly shipment of water.	\$100.00	Edit Delete
Dairyland Power	Monthly Electric Bill	\$358.80	Edit Delete
American Family Insu...	Monthly Insurance Bill	\$742.50	Edit Delete

[Add Invoice](#) [Exit](#)

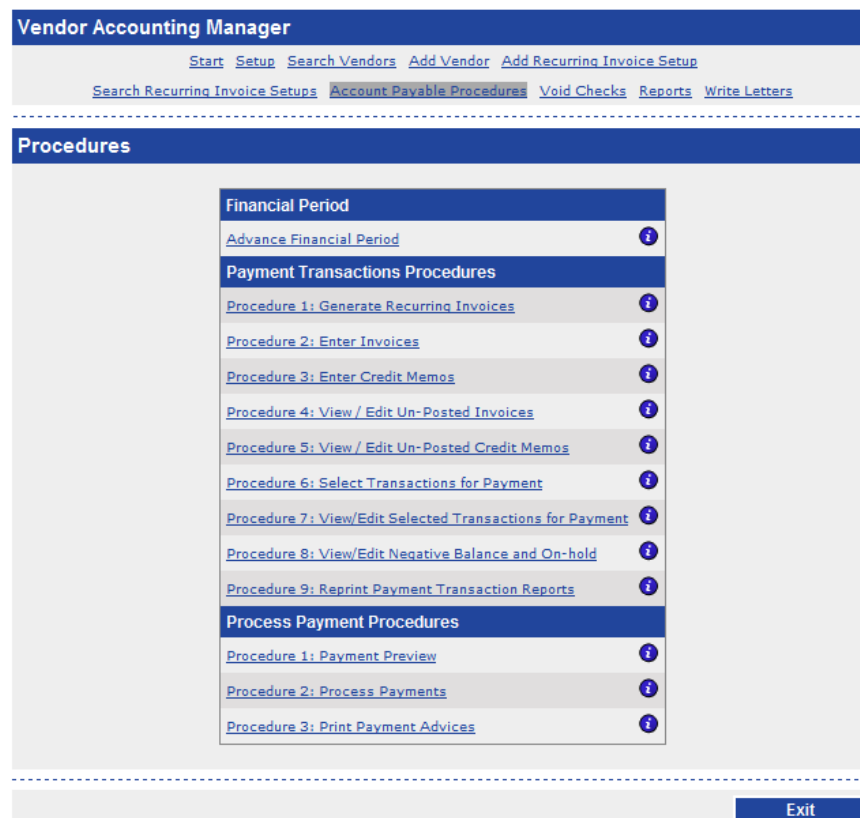


Tip: When you delete a recurring invoice, it doesn't delete any invoices that were previously generated from that recurring invoice.

Accounts Payable Procedures

Overview

The bulk of the work done in Vendor Accounting happens in *Accounts Payable Procedures*. As the name implies, this is a series of steps involving accounts payable transactions. Click on the *Accounts Payable Procedures* link on the Vendor Accounting tab strip and you will see the following screen.



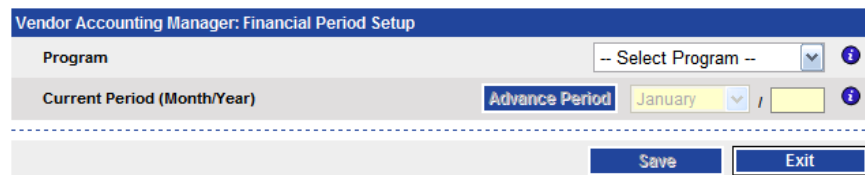
There are three main steps that take place here. The first step is accruing accounts payable transactions. For example, you may generate recurring invoices, enter manual invoices, or enter credit memos. The second step is selecting transactions for payment. In this step you choose which outstanding accounts payable transactions will be paid in the next payment run. The third and final step is processing payments, which means printing checks and generating direct deposit files to pay accrued transactions.

The procedures in *Accounts Payable Procedures* are numbered in the order that they generally occur throughout the month, but procedures can be run out of order as needed.

For example, generally at the beginning of a new month, you would advance the financial period, generate a recurring or manual invoices, select them for payment, and then process payments. However, throughout the month you may generate more manual invoices, select those for payment, and process those payments. Or, you may decide to generate invoices throughout the month, but wait until the end of the month to process payments. The point is that there is a lot of flexibility in what order to run the procedures.

Advance Financial Period

The first thing that you should do in a new month, after closing out the previous month, is advance the financial period. If you click on the *Advance Financial Period* link you will see the following screen.



On this screen, select the program that you want to process. After you select it, the screen will refresh and the *Current Period* for that program will be displayed. Click the *Advance Period* button, or manually change the month and year to the new current period. This will become the default general ledger financial period that will be used for processing vendor invoices and payment. This date can be over ridden in the *Enter Invoices* procedure. It is also possible to set this period to a previous or future for special situations. If you do this be sure to set the period back to the current period when done. Also setting this to a previous period will affect the financial reports for that period if you process any invoices under that previous period setting. When you are ready, *Save* and *Exit*. You are now set up with the correct period.

Generate Recurring Invoices

Near the beginning of your month you should run the *Generate Recurring Invoices* procedure. This procedure generates one invoice for each recurring invoice that you set up in the *Add Recurring Invoice* procedure described earlier. If you don't have any recurring invoices set up, you can skip this step entirely.

Starting at the *Accounts Payable Procedures* screen, click on the *Generate Recurring Invoices* link. Now you will see the control group screen. A control group is a collection of financial documents. In this case they are invoices.

The screenshot shows a web-based form titled "Vendor Accounting Manager: Recurring Invoices". The form contains several fields and controls:

- Program:** A dropdown menu set to "Public Housing".
- Use Dollar Control**
- Amount:** A text input field containing "\$458.80" with a green dollar sign icon.
- Entry Amount:** An empty text input field with a green dollar sign icon.
- Proof Amount:** A text input field containing "\$458.80" with a green dollar sign icon.
- Description:** A text input field containing "Vendor Recurring Jul 08".
- Control Group Date:** A date picker field showing "07/10/2008".
- Financial Period:** A read-only field showing "July 2008".
- Date/Time Created:** A date/time picker field showing "07/10/2008 10:24:49 AM".
- User Created:** A text input field containing "John Hansen".

At the bottom of the form, there are two buttons: "Ok" and "Exit".

First select the program that you are working on. Second, hand-calculate how much the recurring invoices for this month should be. For example, if you had two invoices for \$358.80 and \$100.00, then your total would be \$458.80. Now, put that total in the *Amount* field. This is the control amount. After the recurring invoices have been generated the actual total generated will be put in the *Entry Amount* field. Any difference between what you calculated and what *PHA-Web* generated will be shown in *Proof Amount*. If any difference is found, you will need to reconcile the difference.

The *Description* for the control group is defaulted, but you can change it if you want to. Also, the *Control Group Date* is defaulted to today's date, but you can also change that if you want. The *Control Group Date* is not very important for recurring invoices so you can leave that at the default value. The *Financial Period* field is read-only and is the value that you picked when you ran the *Advance Financial Period* procedure before. Be careful to check that the period is correct; otherwise the recurring invoices will be posted under the wrong period!

Now you are ready to generate recurring invoices. Click the *Ok* button. The screen will refresh and you will see a list of recurring invoices that were generated. In the following example, two invoices were created. If you click on the *View* link next to one of the invoices, you will see the transactions that were created for that invoice.

Vendor Accounting Manager: Recurring Invoices

Program Public Housing

Use Dollar Control

Amount \$458.80

Entry Amount \$458.80

Proof Amount

Description Vendor Recurring Jul 08

Control Group Date 07/10/2008

Financial Period July 2008

Date/Time Created 07/10/2008 10:33:30 AM

User Created John Hansen

Vendor	Selected	Not Selected	On Hold	Select All	
Dairyland Power	\$0.00	\$358.80	\$0.00	Select	View
Poland Springs	\$0.00	\$100.00	\$0.00	Select	View

Pay	Hold	Name	Transaction Type	Amount
Document Date	Document Number	Transaction Description	Project	Pay
Financial Period	Document Description			
<input type="checkbox"/>	<input type="checkbox"/>	Dairyland Power	Vendor Accounting - Invoice	\$197.34
7/1/2008		Monthly Electric Bill	Monthly Electric Bill	
July 2008			Eastlake Towers	
<input type="checkbox"/>	<input type="checkbox"/>	Dairyland Power	Vendor Accounting - Invoice	\$161.46
7/1/2008		Monthly Electric Bill	Monthly Electric Bill	
July 2008			Meadow View	

Print Invoice(s) **Post** **Exit**

Now you will see that the *Entry Amount* field has been filled in with the sum of the invoices that were created. In this case it is \$458.80. The *Proof Amount* field is now blank because the *Amount* field is the same as the *Entry Amount*. If it isn't blank, you will need to reconcile the difference.

There are several other options available on this screen. Down on the details section, there are two checkboxes for each detail. The first one is *Pay*. If you check this checkbox, it selects this transaction for payment so that next time you process payments this transaction will be paid.



Tip: If you don't select transactions for payment here, you will get a chance later in the Select Transactions for Payment procedure. In fact, many people prefer to do all of their payment selections there.

The other checkbox is *Hold*. This checkbox marks this transaction to hold payments. If a user uses the *Select* or *Select All* links on any of the select for payment screens, held transactions will be skipped and not selected. Please note that you can still manually

click the *Pay* checkbox, and if both *Pay* and *Hold* are selected, *Pay* will override *Hold* and the transaction will be paid.

When you select a transaction for payment, the *Pay* textbox on the right side gets automatically filled in with the full amount of the transaction. However, in **PHA-Web**, it is possible to partially pay a transaction. So for example, if you selected a \$100 transaction for payment, you could change the pay amount to \$40. When you processed payments it would only pay that \$40. Then you could pay the other \$60 at another time.

Back up above, where the invoices are listed there are a few extra options. The *Select All* link will select every transaction in this control group for payment, except if that transaction is on hold. The *Select* link on each individual invoice does the same thing, except only for the individual invoice.

After you have verified the invoices that were generated you can *Post*. Posting invoices immediately creates accrual based transactions in the general ledger. After you post, you can't change anything on the control group. If you need to make changes you will need to enter a separate credit memo. The last step is to print the invoice. Click the *Print Invoice(s)* button to generate the report and print it out to keep in your records.

Vendor Accounting Recurring Invoice Transactions					
Posted					
Program:	Public Housing				
Description:	Vendor Recurring Jul 08				
Control Group Date:	7/10/2008	Amount:	\$458.80		
Financial Period:	July 2008	Entry Amount:	\$458.80		
Date/Time Created:	7/10/2008 11:25:21 AM	Proof Amount:	\$0.00		
User Created:	Hansen, John				
Dairyland Power					
		SSN / TIN :	747 Causeway Blvd La Crosse, WI 54601		
Invoice Number:	Invoice Date: 7/1/2008	Invoice Description: Monthly Electric Bill	Payment Net Due : 7/31/2008		
Discount Terms: Net 30	Apply Discount: No	Discount Due Date:	Discount Percentage: 0.00%		
<i>Line Item Description</i>	<i>Distribution List</i>	<i>PO Number</i>	<i>Cash Basis</i>	<i>Amount</i>	
<i>Distribution Program</i>	<i>Distribution Project</i>	<i>Account</i>	<i>%</i>	<i>Distribution Amount</i>	
Monthly Electric Bill	Electricity		No	\$358.80	
Public Housing	Eastlake Towers	4320 - Electricity	55%	\$197.34	
Public Housing	Meadow View	4320 - Electricity	45%	\$161.46	
Invoice Total					\$358.80
Poland Springs					
		SSN / TIN :	175 Current Ave. Rochester, MA 02770		
Invoice Number: 543843	Invoice Date: 7/1/2008	Invoice Description: Monthly shipment of water.	Payment Net Due : 7/31/2008		
Discount Terms: Net 30	Apply Discount: No	Discount Due Date:	Discount Percentage: 0.00%		
<i>Line Item Description</i>	<i>Distribution List</i>	<i>PO Number</i>	<i>Cash Basis</i>	<i>Amount</i>	
<i>Distribution Program</i>	<i>Distribution Project</i>	<i>Account</i>	<i>%</i>	<i>Distribution Amount</i>	
Water	Office Supplies - PH		No	\$100.00	
Public Housing	Meadow View	4190 - Sundry	50%	\$50.00	
Public Housing	Eastlake Towers	4190 - Sundry	50%	\$50.00	
Invoice Total					\$100.00
Grand Total					\$458.80

Now that you're finished generating recurring invoices, click the *Exit* button which will take you back to the *Accounts Payable Procedures* screen.

Enter Invoices

Now that you have generated your recurring invoices, you probably want to enter a number of one-time invoices. For example, you may have an invoice to buy new office furniture. To start, click on the *Enter Invoices* link. The first screen you will see is the control group screen. Fill this out the same way you did in the *Generate Recurring Invoices* procedure. Except that you may override the financial period date if needed. This time, after you click the *Ok* button, you will get a message that says “No invoices, to continue click Add Invoice”.

Vendor Accounting Manager: Enter Invoices

Program: Public Housing

Use Dollar Control

Amount: \$645.32

Entry Amount:

Proof Amount: \$645.32

Description: Vendor Invoice Transactions Jul 08

Control Group Date: 07/10/2008

Financial Period: July 2008

Date/Time Created: 07/10/2008 11:39:07 AM

User Created: John Hansen

No invoices, to continue click 'Add Invoice'.

Add Invoice

Print Invoice(s) Post Save Exit

Click the *Add Invoice* button. When you add an invoice, the first thing you have to do is pick the vendor. You will see the following screen. Enter search criteria to find your vendor and click *Search*.

Vendor Accounting Manager: Enter Invoices: Select Vendor

Business Name: Home Depot

Last Name:

Tax ID/SSN:

SSN TIN

First Name:

Current Vendors Only

Search Clear

Business Name	Owner Name	Legacy Number
Home Depot	Greener, Stacy	Select

Exit

Once you have found the correct vendor, click the *Select* link. If you want to try searching again, click the *Clear* button and try again. Otherwise, to stop searching, click the *Exit* button.

If you found and selected a vendor, you will see the following screen with only the vendor information showing.

Vendor Accounting Manager: Enter Invoices

Vendor: Home Depot

Vendor TIN:

Vendor Mailing Address: 35 Pralle drive Unit:
Onalaska WI 54650 -

Invoice Number: 346742

Invoice Date: 07/10/2008

Invoice Description: Office Furniture for Jen

Payment Terms: 2% 5 net 10

Net Due Date: 07/20/2008

Apply Discount: Yes

Discount Due Date: 07/15/2008

Discount Percentage: 2.00 %

Invoice Line Items

Description	Amount	Open	Delete
Chair for Jen	\$89.20	Open	Delete
Desk for Jen	\$556.12	Open	Delete
Total	\$645.32	Add Another (L)ine Item	

Selected Invoice Line Item

Description: Chair for Jen

Amount: \$89.20

This is a cash basis adjustment:

PO Number: 10056

Distribution: Office Supplies - PH [\(A\)pply](#)

Program/Project:	%	Amount	Delete
Public Housing - Meadow View Account Number: 4190 Account Description: Sundry	50.00	\$44.60	Delete
Public Housing - Eastlake Towers Account Number: 4190 Account Description: Sundry	50.00	\$44.60	Delete

Number of Distributions to Add: 1 [Add \(D\)istribution](#)

[Add Another \(I\)nvoice](#) [Delete Invoice](#) [Ok](#) [Cancel](#)
[Add Another Invoice to Same \(V\)endor](#)

Starting from the top, enter the *Invoice Number*. The *Invoice Number* must be unique for that vendor or you will get an error message. Next, enter the invoice date. This should be the date right off the invoice itself. Then fill in the *Invoice Description*. Next, select the *Payment Terms*. When you select *Payment Terms*, the *Net Due Date*, *Apply Discount*, *Discount Due Date*, and *Discount Percentage* will all automatically be copied from the terms you selected. You can change all of those fields after selecting the *Payment Terms*, or set them manually if you didn't select any.

If the payment terms selected include a discount, it will be applied at the time of the payment. It will only be applied if the *Check Date* field on the *Payment Processing* screen is on or prior to the *Discount Due Date* for each invoice. General Ledger transactions are generated to record the reduction in expense and accounts payable for the discount.

Now you need to enter the *Selected Invoice Line Items*. In our example screen above, the invoice was "Office Furniture for Jen" and the line items were "Chair for Jen" and "Desk for Jen". When you make a new invoice it will automatically come with one blank line item. Fill it in by entering a *Description*, the *Amount* for that line item, a *PO Number* if available, and a *Distribution* list.



Tip: There is a checkbox option below the Amount called "This is a cash basis adjustment". If you use this option, the accounts payable side of the transaction will go to your cash account instead. For example you would use this option if a vendor wrote you a refund check.

If you have an appropriate distribution list, select it from the drop down list, and then click the *Apply* button. The *Amount* that you entered will now be divided across the distribution list according to the percentage defined for each distribution. If you need to change the distribution, you can *Add A Distribution*, *Delete* a distribution, or edit the *Amount* for any distribution.

Otherwise, if you don't have an appropriate distribution list to use, you can enter the distribution manually. Select *None* from the *Distribution* drop down list. Then click the *Add Distribution* button to add each distribution. Optionally, you can enter a number into the textbox labeled *Number of Distributions to Add*, which lets you add more than one at a time. After you have added a distribution, select the *Program/Project*, enter an *Account Number*, and enter the *Amount* of the distribution for each one. The total amount of all distributions must equal the transaction amount or you will receive an Input Error message.

When you're finished with your first line item you can optionally add additional line items. To do that, click the *Add Another Line Item* button. You can also *Delete* any existing line item or *Open* a line item to view and edit it.

When you are finished entering your invoice, you have several options. If you click *Add Another Invoice*, the system will save the invoice you are on, and then send you to a page to pick a new vendor for a new invoice. If you click *Delete Invoice*, it will delete the invoice you're currently looking at and return you back on the control group screen. If you click *Add Another Invoice to Same Vendor*, the system will generate you a new blank invoice, but using the same vendor that you're using on the current invoice.

Finally, you can click the *Ok* button to save this invoice and go back to the control group screen. Alternatively, you can click *Cancel*, which discards changes to the current invoice and returns you back to the control group screen.

Back on the control group screen now you can check your dollar control *Proof Amount*. If you entered the correct *Amount* and if you entered the invoice correctly, the *Proof Amount* should be blank. Now you can *Post* the control group and *Print Invoice(s)*. Finally, you can *Exit* back to the *Accounts Payable Procedures* screen.

Vendor Accounting Invoice Transactions				
Posted				
Program:	Public Housing			
Description:	Vendor Invoice Transactions Jul 08			
Control Group Date:	7/10/2008	Amount:	\$645.32	
Financial Period:	July 2008	Entry Amount:	\$645.32	
Date/Time Created:	7/10/2008 1:56:54 PM	Proof Amount:	\$0.00	
User Created:	PHA Administrator			
Home Depot	SSN / TIN :	35 Pralle drive Onalaska, WI 54650		
Invoice Number: 346742	Invoice Date: 7/10/2008	Invoice Description: Office Furniture for Jen	Payment Net Due : 7/20/2008	
Discount Terms: 2% 5 net 10	Apply Discount: Yes	Discount Due Date: 7/15/2008	Discount Percentage: 2.00%	
Line Item Description	Distribution List	PO Number	Cash Basis	Amount
Distribution Program	Distribution Project	Account	%	Distribution Amount
Chair for Jen	Office Supplies - PH	10056	No	\$89.20
Public Housing	Meadow View	4190 - Sundry	50%	\$44.60
Public Housing	Eastlake Towers	4190 - Sundry	50%	\$44.60
Desk for Jen	Office Supplies - PH	10056	No	\$556.12
Public Housing	Meadow View	4190 - Sundry	50%	\$278.06
Public Housing	Eastlake Towers	4190 - Sundry	50%	\$278.06
Invoice Total				\$645.32



Tip: If you start entering an invoice control group but can't finish it, you can use the Save button to save without posting. Then later you can go to Accounts Payable Procedures, select View / Edit Un-Posted Invoices, and continue to add more invoices, make changes to invoices or post the control group.

Enter Credit Memos

If a vendor issues you a credit, you should enter that into **PHA-Web** as a credit memo. To do this, click on the *Enter Credit Memos* link on the *Accounts Payable Procedures* screen. Enter the credit memo exactly how you entered the invoice. The only difference is that you will enter the amount as a negative amount, there isn't a payment terms field, and there are no discount fields. Everything else is identical to entering invoices.

View / Edit Un-Posted Invoices

From the *Accounts Payable Procedures* screen, click on the *View / Edit Un-Posted Invoices* link. This option lists any invoice control groups that you entered in the *Enter Invoices* procedure that aren't posted.

Vendor Accounting Manager: View / Edit Un-Posted Invoices						
Control Amount	Entered Amount	Proof Amount	Transactions	Entered By	Date Entered	
\$645.32	\$645.32	\$0.00	2	John Hansen	7/10/2008	Open Delete

[Exit](#)

If you click the *Open* link next to any of the control groups, you can edit that control group and post it. Alternatively, if you click the *Delete*, it will be deleted. Clicking *Exit* will take you back to the *Accounts Payable Procedures* screen.

View / Edit Un-Posted Credit Memos

From the *Accounts Payable Procedures* screen, click on the *View / Edit Un-Posted Credit Memos* link. This option lists any credit memo control groups that you entered in the *Enter Credit Memos* procedure. The operation and appearance of this screen is identical to the *View / Edit Un-Posted Invoices* screen.

Select Transactions for Payment

When you get ready to pay your invoices, the first thing you'll want to do is select which transactions you want to pay. There are four separate screens for this process. The first is the *Select Transactions for Payment* screen that shows you every unpaid transaction that is not already selected for payment. The second screen is the *View/Edit Selected Transactions for Payment* screen that shows you every unpaid transaction that is already selected for payment. The third screen is the *View/Edit Negative Balance* screen that shows you every unpaid transaction that is already selected for payment, where the total selected for that vendor is a negative amount. The fourth screen is the *View/Edit On-hold* screen that shows you every unpaid transaction that is on hold. We'll start by looking at the *Select Transactions for Payment* screen.

Click on the *Select Transactions for Payment* link on the *Accounts Payable Procedures* screen. You will see the following screen, which is a search screen for unpaid transactions.

The screenshot shows a web interface titled "Vendor Accounting Manager: Select Transactions for Payment". At the top, there is a dropdown menu labeled "Program" with the text "-- Select Program --". Below this, there are two radio buttons: "Show All" (which is selected) and "Search". Under the "Search" option, there are three checkboxes: "Due for Discount", "Net Due", and "Past Due", all of which are currently unchecked. Below the checkboxes, there are two date input fields: "Payment Date:" and "Next Payment Date:", each with a calendar icon to its right. At the bottom of the form, there are two buttons: "Search" and "Exit".

First, select a *Program*. The next option, *Show All*, will show you all unpaid and unselected transactions for that program. The other option, *Search*, lets you search for specific transactions based on their payment status.

To use the search, select either *Due for Discount*, *Net Due*, or *Past Due*. Then enter the *Payment Date*, which is the date when you plan to make your next payment run, and then enter the *Next Payment Date*, which is the date when you plan to make your next payment run after that. When you search, it will find you all transactions that are either *Due for Discount*, *Net Due*, or *Past Due* between those dates. For example, if you want to see invoice transactions where you are still eligible for discounts if you pay now, but not if you pay later, then select the *Due for Discount* option, enter the *Payment Date* and *Next Payment Date*, and click *Search*.

Vendor Accounting Manager: Select Transactions for Payment

Vendor ^	Selected	Not Selected	On Hold	Select All	
Dairyland Power	\$0.00	\$358.80	\$0.00	Select	View
Home Depot	\$0.00	\$645.32	\$0.00	Select	View
Poland Springs	\$0.00	\$100.00	\$0.00	Select	View

Pay	Hold	Name	Transaction Type	Amount
Document Date	Document Number	Transaction Description	Project	Pay
Financial Period	Document Description			
<input type="checkbox"/>	<input type="checkbox"/>	Dairyland Power	Vendor Accounting - Invoice	
7/1/2008		Monthly Electric Bill	Monthly Electric Bill	\$197.34
July 2008		Monthly Electric Bill	Eastlake Towers	
<input type="checkbox"/>	<input type="checkbox"/>	Dairyland Power	Vendor Accounting - Invoice	
7/1/2008		Monthly Electric Bill	Monthly Electric Bill	\$161.46
July 2008		Monthly Electric Bill	Meadow View	

Amounts Currently Selected for Payment		
	Count	Amount
Total Payments	0	

Print Payment Save Exit

After you click search, you will see results that look like the screenshot above. The list of transactions on this screen behaves exactly like the list on the invoice or credit memo entry screens. You can select all transactions for payment with the *Select All* link, you can select all transactions for one vendor for payment with the *Select* link, you can view the transactions for a vendor with the *View* link, you can select individual transactions for payment, make partial payments if needed or you can put individual transactions on hold.

After you have finished selecting transactions for payment, you can print a report of all selected transactions by clicking the *Print Payment* button.

Program: Public Housing								
Vendor Accounting Accrued Payments as of 7/10/2008 3:08:11 PM								
Transactions for July 2008								
Payee	Date	Doc Num	Transaction	Amount	On Hold	Not Selected	Selected	Payment
Dairyland Power	07/01/08		Monthly Electric Bill	\$358.80			\$358.80	\$358.80
Home Depot	07/10/08	346742	Desk for Jen	\$556.12			\$556.12	
	07/10/08	346742	Chair for Jen	\$89.20			\$89.20	\$645.32
Poland Springs	07/01/08	543843	Water	\$100.00			\$100.00	\$100.00
Summary for July 2008				Total Amount	\$1,104.12			
				Total On Hold	\$0.00			
				Total Not Selected		\$0.00		
				Total Selected			\$1,104.12	
				Total Payment				\$1,104.12
Summary for All Periods				Total Amount	\$1,104.12			
				Total On Hold	\$0.00			
				Total Not Selected		\$0.00		
				Total Selected			\$1,104.12	
				Total Payment				\$1,104.12
Summary by Transaction Type								
Transaction Type	Count	Amount						
Vendor Accounting - Invoice	4	\$1,104.12						
Total Amount	4	\$1,104.12						

This report not only shows you what you just selected for payment, but also everything that was previously selected and anything that is not selected. It really shows you every single unpaid transaction in the system and breaks it down into several totals. These totals are also summarized by financial period. It is a good idea to look over this report closely before you process payments.

When you're done, click *Exit* to get back to the *Accounts Payable Procedures* screen.

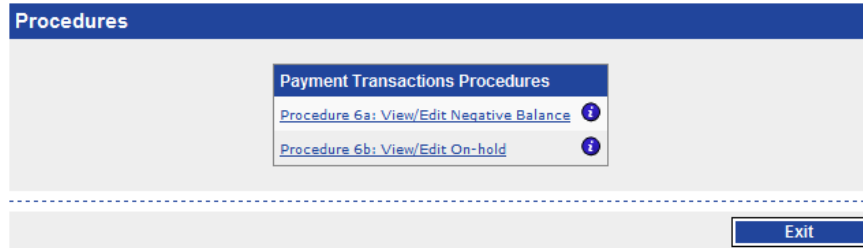
View / Edit Selected Transactions for Payment

Now click on the *View/Edit Selected Transactions for Payment* link. You will see a screen with a drop down list for selecting a program. Select whichever program you want to work with and click *Search*.

Now you will be on the same screen that you used to select transactions for payment in the last procedure. The only difference is that this time the transactions you see are the transactions that are already selected for payment, instead of those that were not yet selected for payment. Now you can unselect any transactions that you don't want to pay. When you are complete, you can print the report by clicking the *Print Payment* button. Then click *Exit* to return to the *Accounts Payable Procedures* screen.

View / Edit Negative Balance and On-hold

Now click on the *View/Edit Negative Balance and On-hold* link. This will take you to another small screen where you have two choices.



Click on the *View/Edit Negative Balance* link. Now you will see another screen where you need to select a program. Select your program and click search.

When the search results come up you will see that this is the same screen again as the last two procedures. This time it is showing you all unpaid transactions that are selected for payment, but only for those vendors whose total amount selected for payment is a negative amount. This situation can happen if you have entered any credit memos for a vendor and if the total of those credit memos is greater than the total of any invoices for that vendor. See the example below.

Please note that in this example screen there appear to be duplicate transactions. This screen shows each individual distribution so what you are actually seeing is three different transactions that have each been split 50/50 between two projects each.

Vendor Accounting Manager: View/Edit Negative Balance					
Vendor	Selected	Not Selected	On Hold	Unselect All	
Home Depot	(\$334.68)	\$0.00	\$0.00	Unselect	View
Pay Hold	Name	Transaction Type		Amount	
Document Date	Document Number	Transaction Description		Pay	
Financial Period	Document Description	Project			
<input checked="" type="checkbox"/> <input type="checkbox"/>	Home Depot	Vendor Accounting - Invoice			
7/10/2008	346742	Chair for Jen		\$44.60	
July 2008	Office Furniture for Jen	Meadow View			
	Discount of \$0.89 will be applied if full payment is made by 7/15/2008			\$44.60	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Home Depot	Vendor Accounting - Invoice			
7/10/2008	346742	Chair for Jen		\$44.60	
July 2008	Office Furniture for Jen	Eastlake Towers			
	Discount of \$0.89 will be applied if full payment is made by 7/15/2008			\$44.60	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Home Depot	Vendor Accounting - Invoice			
7/10/2008	346742	Desk for Jen		\$278.06	
July 2008	Office Furniture for Jen	Meadow View			
	Discount of \$5.56 will be applied if full payment is made by 7/15/2008			\$278.06	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Home Depot	Vendor Accounting - Invoice			
7/10/2008	346742	Desk for Jen		\$278.06	
July 2008	Office Furniture for Jen	Eastlake Towers			
	Discount of \$5.56 will be applied if full payment is made by 7/15/2008			\$278.06	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Home Depot	Vendor Accounting - Credit Memo			
7/11/2008	382798	Returned defective merchandise.		(\$490.00)	
July 2008	Returned defective merchandise.	Meadow View		(\$490.00)	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Home Depot	Vendor Accounting - Credit Memo			
7/11/2008	382798	Returned defective merchandise.		(\$490.00)	
July 2008	Returned defective merchandise.	Eastlake Towers		(\$490.00)	
Amounts Currently Selected for Payment					
	Count	Amount			
Total Payments	8	(\$334.68)			
Print Payment		Save		Exit	

If a vendor has a negative balance, no payments will be created for them in the payment processing procedure. There are a couple of things you can do with a vendor with a credit balance. First, you can simply leave it alone. If you accrued at least another \$334.68 in transactions for the above vendor, then next time you process payments it would go through. Another option would be to unselect some of the credits so that the total selected amount is no longer a credit balance. In this case the remaining transactions that have been selected can then be paid



Tip: When payments are processed, one of three things can happen. If the selected balance for a vendor is positive, a payment will be produced. If it is zero, a zero check adjustment, which is just a confirmation slip, is produced. Otherwise if it is negative, nothing will be produced and those transactions will remain unpaid.

When you are finished, print the report by clicking the *Print Payment* button, then clicking *Exit*. This takes you back to the screen that has two options for negative balance and on hold transactions.

This time click on the *View/Edit On-hold* link. Again, select a program and click *Search*. Once again, the screen showing search results is the same screen that you saw in the last three procedures. This time it shows every unpaid transaction that is on hold. Now you can take any of those transactions off hold and select them for payment. When you are finished, print the report by pressing the *Print Payment* button and then *Exit*. You will now be on the negative balance and on hold screen. Click *Exit* once more to get back to *Accounts Payable Procedures*.



Tip: It is a good idea to review your on hold transactions every month to see if there are any that you want to take off hold and pay.

Reprint Payment Transaction Reports

Starting at the *Accounts Payable Procedures* screen, click on the *Reprint Payment Transaction Reports* link. The screen you will see is a search that lets you find any control groups generated from the *Generate Recurring Invoices*, *Enter Invoices*, or *Enter Credit Memos* processes. Enter some search criteria to help reduce the number of search results and click the *Search* button. Once you have searched for and found a control group, you can reprint the original report for it.

Vendor Accounting Manager: Reprint Payment Transaction Reports

Program Public Housing

Financial Period (Month/Year) July 2008

Control Group Date From

Control Group Date Through

Procedure 1: Generate Recurring Invoices

Procedure 2: Enter Invoices

Procedure 3: Enter Credit Memos

Search

Financial Period	Control Group Date	Description	Amount
Jul 2008	07/11/2008	Vendor Invoice Transactions Jul 08	(\$980.00) Open
Jul 2008	07/10/2008	Vendor Invoice Transactions Jul 08	\$645.32 Open
Jul 2008	07/10/2008	Vendor Recurring Jul 08	\$458.80 Open

Exit

In the previous example, there are two manual invoice control groups and one recurring invoice control group. If you click the *Open* link next to any of the control groups, the original report for that control group will be displayed. When you are finished, click the *Exit* button.

Payment Preview

The last step before producing payments is a final check to see exactly what you're going to be paying. Starting at the *Accounts Payable Procedures* screen, click on the *Payment Preview* link. This will take you to a search screen.

Select a *Program* first. Next, enter the *Check Payment Date* and the *Direct Deposit Payment Date*. These dates are necessary because they determine whether or not **PHA-Web** calculates discounts. Finally, if you only want to view *Checks*, *Direct Deposits*, or *Zero Check Adjustments*, then uncheck the appropriate boxes. Now, click the *Preview* button.

Vendor Accounting Manager: Payment Preview

Program:

Check Payment Date:

Direct Deposit Payment Date:

View: Checks Direct Deposit Zero Check Adjustment

Vendor	Payment Type	Payment	
Dairyland Power	Check	\$358.80	View
Poland Springs	Check	\$100.00	View

Pay Hold	Name	Transaction Type	Invoice Amount
Document Date Financial Period	Document Number Document Description	Transaction Description Project	Discount Total Amount Amount To Pay
<input checked="" type="checkbox"/> <input type="checkbox"/>	Dairyland Power	Vendor Accounting - Invoice	\$197.34
7/1/2008		Monthly Electric Bill	(\$0.00)
July 2008	Monthly Electric Bill	Eastlake Towers	\$197.34
			\$161.46
<input checked="" type="checkbox"/> <input type="checkbox"/>	Dairyland Power	Vendor Accounting - Invoice	(\$0.00)
7/1/2008		Monthly Electric Bill	\$161.46
July 2008	Monthly Electric Bill	Meadow View	\$161.46

Cash Basis Summary

Payment Summary by Payment Type		
Type	Count	Amount
Checks	2	\$458.80
Direct Deposits	0	
Total Payments	2	\$458.80

Payment Summary by Transaction		
Type	Count	Amount
Invoice	2	\$458.80

Now a list of payments will be displayed. The list will show you the *Vendor*, the *Payment Type*, and the *Payment* amount. If you click *View* next to any of the payments you will see the invoice details. Once you have verified your payment amounts, click *Exit*. You are now ready to process payments.

Process Payments

Starting at the *Accounts Payable Procedures* screen, click on the *Process Payments* link. Now you will start filling out information about payment processing.

Vendor Accounting Manager: Process Payments	
Program	Public Housing
Period	July / 2008
Beginning Check Number	Account Prefix NW 15007
Check Payment Date	07/01/2008
Beginning Direct Deposit Payment Number	2
Direct Deposit Payment Date	07/01/2008
Only Produce Checks, No Direct Deposits	<input type="checkbox"/>
Bank Name	First Merit
Bank Account	
Bank Cash Account	1111.1
Check Signature	AP Checks

[Process Payments](#)

Start by selecting your *Program*. Next, verify that the *Period* is correct. It is important that you select the correct period because the payment transactions will show on reports in the financial period you select here!

If you want a check number prefix printed on your checks, ensure that it appears in the *Account Prefix* field correctly. The *Account Prefix* is set up under the General Ledger, under *Setup*, under *Setup Bank Accounts*. If you need to add or change your *Account Prefix*, please refer to the General Ledger Manager under *Setup*.

Next, enter your *Beginning Check Number*. This should be the same number as the preprinted check number on your check stock. If there is any possibility that some of your checks are out of numerical order, now would be a good time to check that.



Tip: The Beginning Check Number and Beginning Direct Deposit Number fields are both auto incrementing. For example, if you start with check 1001 and print 50 checks, the next time you print checks the Beginning Check Number will default to 1051. But always be sure to re-check the default value, because a check may have been removed from your check stock since last time you printed out of PHA-Web!

Next, enter the *Check Payment Date*. This is the date that will be printed on checks. After that, fill out the *Beginning Direct Deposit Payment Number*. This number is only for your only reference and will show up on various financial reports that show payments. If you've never done direct deposit reports, you can start with a number like 100001. Next fill out the *Direct Deposit Payment Date* which is the date on which the bank is supposed to send the payments.

The next option, *Only Produce Checks, No Direct Deposits*, is only used in special cases. What it does is ignore the direct deposit setup for any vendors that have it and produces checks for those vendors instead. You may want to use this if you are in the process of setting up your vendors for direct deposit, but have not finished yet.

The last option, *Check Signature*, allows you to choose which signature, if any, to print on the checks. You must select something here, even if it is just the *No Signature* option. Finally, double check that the bank information is correct. If you need to change any of that information, please refer to the General Ledger Manager under Setup. When you are all complete and you have double checked your entries, press the *Process Payments* button.

Payment Advices

Please select a Program and hit "Process Payments" to perform the below actions.

- Download Direct Deposit File
- Create Direct Deposit Test File
- Email Payment Confirmation
- Print Checks
- View/Print Payment Confirmation for Voucher Overflow
- View/Print Payment Confirmation
- View/Print Payment Confirmations for Recipients Not Receiving Email Confirmations
- View/Print Payment Confirmation for Direct Deposit
- View/Print Check & Direct Deposit Register

Process Reports

Exit

Now you will see a screen like the one shown above. Depending on the types of payment being made, some options on this screen may be disabled.

The *Process Payment* procedure also creates a general ledger transaction for each payment that credits cash and debits accounts payable accounts that were set up in the General Ledger under *Set Up Transaction Parts*.

Download Direct Deposit File

Starting from the top, if this payment run contains any direct deposits, you will have the option to *Download Direct Deposit File*. When you click on that your browser will ask you if you where you want to save the file. Save it to your desktop or some other place where you'll be able to find it easily. Later you'll need to log into your bank's website to upload it and complete the process. If you need help with that step you will need to contact your bank.

Create Direct Deposit Test File

The next option is *Create Direct Deposit Test File*. This option behaves the same way as the last option except that it creates all of the transactions with zero amounts. This file can be sent to the bank to test the file format before sending the actual live file with transaction amounts.

Email Payment Confirmation

The next option is *Email Payment Confirmation*. When you click on that it will show you a list of every vendor who is getting a payment in this payment run who also has the *Email Payment Confirmation* checked on their vendor record. Starting at the top of the screen, enter the *Senders Email Address*. Anybody who replies to their email payment confirmation will be replying to this address. Then check the *Send a Sent Email Confirmation to Sender* checkbox, which will send an email back to the sender with a list of email recipients. Then uncheck the checkbox next to any recipients that you have decided not to send emails to. And finally, double check the email address of all the vendors and press the *Send Emails* button.

Email Payment Confirmations

bob@youragency.com

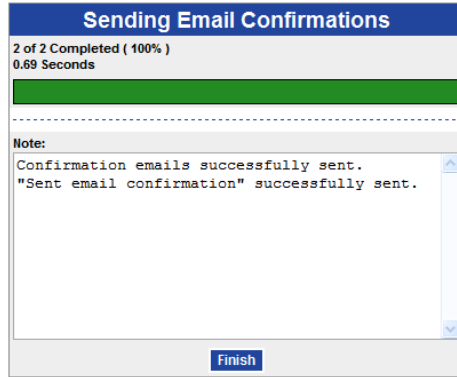
Send a Sent Email Confirmation to Sender

Select Email Addresses to Send Payment Confirmations

Select All

Num	Recipient	Email	Amount	
<input checked="" type="checkbox"/>	2	Staples, Inc.	larry@mystore.com	\$653.20

When the emails have been sent, you will see a screen like this.



Click the *Finish* button. That will take you back to the original email screen. Click the *Exit* button there and you will be back on the process email payments screen. Check your email now and you should have received the confirmation email.

Print Checks

Back on the payment processing screen now, press *Print Checks*. Open the report and you will see something that looks like this.

				NW15007	
Exactly Six Hundred Fifty Nine Dollars and 96/100					
				7/1/2008	\$659.96
HOME DEPOT 35 PRALLE DRIVE ONALASKA, WI 54650			<i>Alfred Anderson</i> <i>Jennifer Gariasaron</i>		
Home Depot		Check Number: NW15007		Date: 7/1/2008	
Document Number	Date	Document Description	Item Description	Item Amount	Amount
346742	07/10/2008	OFFICE FURNITURE FOR JEN	CHAIR FOR JEN	\$89.20	\$1.78
346742	07/10/2008	OFFICE FURNITURE FOR JEN	DESK FOR JEN	\$56.12	\$11.12
236234	07/11/2008	OFFICE SUPPLIES	PAPER	\$10.00	\$0.50
236234	07/11/2008	OFFICE SUPPLIES	PENS	\$5.00	\$0.26
236234	07/11/2008	OFFICE SUPPLIES	STAPLER	\$12.00	\$0.60
236234	07/11/2008	OFFICE SUPPLIES	STAPLES	\$2.00	\$0.10
				Amount: \$659.96	
				Discount	Paid
				\$1.78	\$87.42
				\$11.12	\$545.00
				\$0.50	\$9.50
				\$0.26	\$4.74
				\$0.60	\$11.40
				\$0.10	\$1.90

You will print this on your blank check stock. However, before you print on check stock, print one check on blank paper. Then hold the printout together with a piece of check stock against a light to confirm that all the fields are in the right place. If something isn't

lined up, go back to the check setup and reposition the bad fields. Also check the beginning check number on the report with the beginning check number in your check stock to make sure those are lined up. Now load your check stock and print. When you are finished, close the report.



Tip: The check format is printed so that the recipient address fits in the window of a standard #10 window envelope so you don't have to separately address envelopes when mailing checks.

Payment Confirmations and Registers

The bottom five options on the payment processing screen are all reports. You can print several of them together. Just check the checkboxes next to the reports you want to print and click the *Process Reports* button. A single report will pop up that contains all of the reports you selected.

The first four reports are all different variations of the payment confirmation report. The basic report is shown below.

Demonstration 11 King Charles Drive Portsmouth, RI 02871	Telephone: (111) 111-1111 Fax Number: (465) 065-0201					
Public Housing						
Payment Confirmation						
Home Depot 35 Pralle drive Onalaska, WI 54650	Payment Date: 7/1/2008 Payment Type: Check Payment Number: NW15007 Payment Amount: \$659.96					
Payment Confirmation Detail						
Document Number	Date	Document Description	Item Description	Item Amount	Discount	Paid
346742	07/10/2008	Office Furniture for Jen	Chair for Jen	\$89.20	\$1.78	\$87.42
346742	07/10/2008	Office Furniture for Jen	Desk for Jen	\$556.12	\$11.12	\$545.00
236234	07/11/2008	Office Supplies	Paper	\$10.00	\$0.50	\$9.50
236234	07/11/2008	Office Supplies	Pens	\$5.00	\$0.26	\$4.74
236234	07/11/2008	Office Supplies	Stapler	\$12.00	\$0.60	\$11.40
236234	07/11/2008	Office Supplies	Staples	\$2.00	\$0.10	\$1.90
						<u>\$659.96</u>

The four options for running this report are just different variations on which confirmations get printed. The first option, *View/Print Payment Confirmation for Voucher Overflow*, is to print out confirmations for any vendors where there were more than twenty five detail lines. If you print checks and one of them has more than twenty five lines of detail there will not be enough space on the voucher to print the detail so you will have to print this report and attach it to the check.

The second option, *View/Print Payment Confirmation*, prints confirmations for every vendor receiving a payment. The third option, *View/Print Payment Confirmation for Recipients Not Receiving Email Confirmations*, is self explanatory. The fourth option,

View/Print Payment Confirmation for Direct Deposit, is to print and mail confirmations to all direct deposit recipients.

The last report option is *View/Print Check & Direct Deposit Reports*. This simply prints out a list of the payments that were just processed.

Vendor Accounting Check Register					
For Checks Dated: 7/1/2008					
Program: Public Housing					
Bank Name: First Merit					
Bank Account:			Bank Cash Account: 1111.1		
Payment Num.	Payment Recipient	Document Description	Void Date	Void Amount	Amount
NW 15007	Dairyland Power	Vendor Payment Jul 08			\$358.80
NW 15008	Poland Springs	Vendor Payment Jul 08			\$100.00
Total Checks: 2					\$458.80
Checks By Type		Number of Checks		Amount	
Totals		2		\$458.80	



Tip: If a payment is voided and you reprint after the void, the void date and amount will show on this report.

Processing payments is complete! Click the *Exit* button to return to the *Accounts Payable Procedures* screen. If you need to reprint any of the reports or checks on the payment processing screen, you can do that on the next procedure, *Print Payment Advices*.

Print Payment Advices

Print Payment Advices is where you go to reprint checks or other payment processing reports. Starting at the *Accounts Payable Procedures* screen, click on the *Print Payment Advices* link. Now you see a search screen. This search allows you to search for payment processing runs. For example, if you needed to search for the payment control group from the last example, which had a payment date of 7/1/2008, you could enter that date in the *Payment Date* from and through fields.

Vendor Accounting Manager: Print Payment Advices Search				
Check/Direct Deposit Number:	<input type="text"/>	to	<input type="text"/>	
Payment Date:	07/01/2008	to	07/01/2008	
<input type="button" value="Search"/>		<input type="button" value="Clear"/>		
Search Results				
Description	Control Group Date	Num. of Payments	Amount	
Vendor Accounting Payment - July 2008	7/1/2008	2	\$1,313.16	Select
Vendor Accounting Payment - July 2008	7/1/2008	1	\$5.00	Select
Vendor Accounting Payment - July 2008	7/1/2008	2	\$458.80	Select
<input type="button" value="Exit"/>				

In this case, shown in the previous screenshot, there were three payment runs on 7/1/2008. By looking at the *Number of Payments* and *Amount* fields, determine which control group is the one you're looking for and click the *Select* link. After selecting that link you are now on the *Print Payment Advices* screen.

Vendor Accounting Manager: Print Payment Advices
Payment Advices

Please click on a button below to perform the associated action.

Print Checks / Conformations from Through

Change Check Numbers
 Download Direct Deposit File
 Create Direct Deposit Test File
 Email payment Confirmation
 Print Checks

View/Print Payment Confirmation for Voucher Overflow
 View/Print Payment Confirmation
 View/Print Payment Confirmations for Recipients Not Receiving Email Confirmations
 View/Print Payment Confirmation for Direct Deposit
 View/Print Check & Direct Deposit Register

You'll notice that this screen look almost the same as the bottom half of the *Process Payments* screen. There are only three differences.

At the top you'll see a *Print Checks / Conformations from* _____ *Through* _____ option. If you enter numbers here, it will affect what is printed out by the *Print Checks* and *View/Print Payment Confirmation* options. For example, if you had a check run with checks 1001 through 1050, and if the printer jammed and did not print checks 1041 through 1050 properly, you would only want to reprint those checks. So you could enter 1041 and 1050 into the textboxes at the top. Then when you ran *Print Checks*, it would only give you those checks.

The next option is the *Change Check Numbers* option. You would use this option if something happened during your check printing to cause the check numbers in **PHA-Web** to be different than the numbers on the actual checks. For example, if you were printing checks 101 through 200, and your printer jammed on check 151, destroying that check, you would want to renumber checks 151-200 to 152-201. Click on the *Change Check Numbers* option and you will see the following screen.

Vendor Accounting Manager
Procedure 3: Print Payments

Select Checks Numbers From Through

Available Checks

Select All	Check Number	Payee	Description	Amount
<input type="checkbox"/>	15007	Home Depot	Vendor Payment Jul 08	\$659.96

Enter New Beginning Check Number

In this example there is only a single check. To renumber it, check the checkbox next to it. The existing check number for that check is 15007. Below that is the *New Beginning Check Number*, which automatically defaults to the next available check number. This may not be the check number you want, so double check it.

If you have a larger check run with many checks, there is an option at the top to make it easier to select several checks. Referring to the earlier example, if you wanted to renumber checks 151-200, you could enter those numbers in the *Select Check Numbers From* _____ *Through* _____ fields and click the *Go* button. That would automatically check the checkbox next to all of those checks.

When you have selected the checks that you want to renumber and have entered the new beginning check number, click the *Continue* button. Next you will see a confirmation screen that shows you the old and new check numbers for all the checks you are renumbering. Verify the results, and then click *Continue*. If the results weren't what you expected, click *Back* and make changes. When done, click *Finish*.

Vendor Accounting Manager
Procedure 3: Print Payments

Checks to be Re-Numbered

Old Number	New Number	Payee	Description	Amount
15007	15928	Home Depot	Vendor Payment Jul 08	\$659.96

Number of Checks that will be Renumbered

You will see one more confirmation screen that just tells you that the process is complete. Click the *Ok* button. Then you will be back on the *Print Payment Advices* screen.



*Tip: When you renumber checks you will still have a history in **PHA-Web** of the original check. If you print the check and direct deposit register you will see both the original check, marked as voided, and the new check.*

The remaining options on the *Print Payment Advices* screen are the same as on the *Process Payments* screen. When you are finished, click the *Exit* button. This will bring you back to the *Print Payment Advices Search* screen. Click *Exit* again and you will be back at the *Accounts Payable Procedures* screen.

Void Checks

Overview

The *PHA-Web Void Checks* procedure allows you to void any payments made out of Vendor Accounting. It voids both checks and direct deposits, so the name is somewhat misleading. The procedure is very simple. You simply have to search for and find the payment you want to void, verify it, and void it.

When you use the *Void Checks* procedure, only the payment side of the accrued transaction is voided in the general ledger! This is very important to understand. For example, let's say that you created a \$500 invoice for a vendor with no other unpaid invoices. Now the vendor's balance would be \$500. Then you wrote that vendor a \$500 check so that the vendor's balance is back to \$0. Now, if you void that last payment, the original \$500 invoice will be outstanding again, so the vendor's balance is \$500 again. To reiterate, voiding a payment does not void the original invoice. The original invoice just becomes payable again. If you are not going to pay the original transaction, you will need to enter a credit memo to offset it.

Voiding a Check

Start by clicking on the *Void Checks* link on the Vendor Accounting tab strip. Now you can search for a payment by the document number, which would be either the check number or direct deposit number, or by the document date. If you're voiding a check then you ought to have the check number handy, in which case you should search by that. If you're voiding a direct deposit payment then you may not know the number, so searching by the document date may be easier.

Doc Date	Number	Amount	Doc Type	Payee	Date Posted	
04/01/07	1014	\$475.00	Check	Home Depot	10/05/07	Select

Enter your search criteria and click the *Search* button. When you find your result, verify the amount and click the *Select* link.

Vendor Accounting: Void Checks / Direct Deposits			
Document Details			
Number	1014	Description	Vendor Payment Apr 07
Date	4/1/2007	Payee	Home Depot
Amount	\$475.00	Program	Revolving Fund
		Financial Period	April 2007
Financial Period		April	2007
Reason for void		<input type="text"/>	
Print Audit List		Void Check	Exit

This next screen shows you more detailed information about the check you are going to void. Verify all of the fields to make sure you're voiding the right check! Now, select which financial period you are going to put the void in.



Tip: It is recommended that you void all checks in your current financial period so that balances aren't changed in closed financial periods. However, you are allowed to void to any period that you choose.

Now enter a *Reason for Void*. For example, "Product out of stock, vendor returned check." Finally, click the *Void Check* button. If it was successful, a *Void Successful* message will be displayed. Now you should click the *Print Audit List* button and print the report for your records. A sample of the *Voided Check Audit Report* is shown below.

Vendor Accounting - Voided Check Audit Report

Original Document Details

Number:	15928	Description:	Vendor Payment Jul 08
Date:	7/1/2008	Payee:	Home Depot
Amount:	\$659.96	Program:	Public Housing
		Financial Period:	July 2008
Date voided:	7/14/2008	Reason for void:	Product out of stock, vendor returned check.

Voided Payments

Financial Period	Description	Discount Voided	Payment Voided	Total Voided
July 2008	Office Supplies	\$0.13	\$2.37	\$2.50
July 2008	Office Supplies	\$0.13	\$2.37	\$2.50
July 2008	Office Supplies	\$0.30	\$5.70	\$6.00
July 2008	Office Supplies	\$0.30	\$5.70	\$6.00
July 2008	Office Supplies	\$0.05	\$0.95	\$1.00
July 2008	Office Furniture for Jen	\$0.89	\$43.71	\$44.60
July 2008	Office Furniture for Jen	\$0.89	\$43.71	\$44.60
July 2008	Office Furniture for Jen	\$5.56	\$272.50	\$278.06
July 2008	Office Furniture for Jen	\$5.56	\$272.50	\$278.06
July 2008	Office Supplies	\$0.25	\$4.75	\$5.00
July 2008	Office Supplies	\$0.25	\$4.75	\$5.00
July 2008	Office Supplies	\$0.05	\$0.95	\$1.00
Total Voided Payments: 12		\$14.36	\$659.96	\$674.32

This report shows the original payment information and the voided transaction detail. General ledger transactions are also generated in this void procedure to reverse the original cash and accounts payable entries. The original invoice transactions are not reversed but rather become payable again. If you are not going to pay the original transactions, you will need to enter a credit memo to offset them.

Finally, click the *Exit* button to return to the search screen, and click it again to return to the Vendor Accounting main menu.

Reports

Overview

In addition to the many reports that are produced in each of the individual tasks or procedures there are a variety of other reports that have been grouped under the *Reports* link.

Sample Reports

To get to these reports click on the *Reports* link. From there you will get a listing of the available reports and a brief description of the report.

Vendor Accounting Manager	
Start User Manual Setup Search Vendors Add Vendor Add Recurring Invoice Search Recurring Invoice Add Purchase Order Search Purchase Order Account Payable Procedures Void Checks Reports Write Letters	
Reports	
All Vendors	View / Print report of your PHA's vendors. Report may be ordered by vendor name or vendor SSN/TIN.
Distribution List	View / Print all of the distribution lists setup for your PHA including program, project, account, and percentage. This report provides the option to select only the distribution lists or to select the distribution lists by vendor.
Payment History	View / Print report of your PHA's vendor check histories. Select the program and the date range for the history you are looking for.
Mailing Labels	View / Print labels for your PHA's vendors using their mailing address. (Avery Standard 5160 or 5162 Only)
Account Ledger	View / Print a summary / detail report of your Vendor financial transactions.
Transaction Audit	View / Print the transaction audit report.
Cash Payment/Receipt Register	View / Print all previously processed check registers. Search for processed checks and create a report for all checks in a selected program.
Invoice Distribution	View / Print report of all posted invoice distributions. Search by program and period. Report will be grouped by program and account. Summary tables are included per program for accounts and projects.
Revolving Due	View / Print report to show how much a revolving fund is owed by each program and project(s). Also includes revolving fund's cash balance and A/P to Vendor due amount.
Accrued Payments	View / Print accrued payment transactions.
Exit	

Reports

All Vendors – This report lists all of your vendors. By default, it only shows active vendors. It includes vendor contact information so it may be useful to print out a copy of this report to have for reference in case you need to contact them.

Vendor Accounting All Vendor Report					
Order by: Vendor Name Active Only					
Business Name/ Vendor Name	Social Security		Telephone	Email	Print
	Or Tax ID	Address			
Accounting Managers, Inc. Bob Anderson		1203 East Bank Drive Onalaska, WI 54650	(608) 451-2154 Distribution List: Fee Accountant Service		No
Ace Hardware Stephanie Johanson		154 Commerce Drive Rochester, MA 02770	(508) 595-6457 Distribution List: Maintenance Materials	sj@acehardware.com	No
American Family Insurance		6000 American Parkway Madison, WI 53783	(608) 249-2111 Distribution List: Office Supplies	support@amfam.com	Yes

Distribution List – This report shows all of your distribution lists with all of the distribution details. It would be handy to print out this report for reference so you can decide which distribution list to use when you enter invoices.

Vendor Accounting Distribution List Report			
Program	Project	Account	Percentage
Distribution List: Computer Software			
Public Housing	Eastlake Towers	4190.1 Computer Software	45.00 %
Housing Choice Voucher	ACC #001	4190.1 Computer Software	55.00 %
Distribution List: Electricity			
Public Housing	Meadow View	4320 Electricity	45.00 %
Public Housing	Eastlake Towers	4320 Electricity	55.00 %

Payment History – This report displays all of the payments made to your vendors for a time period. It is useful for analyzing vendor payments and for audits.

Vendor Payment History Report								
Payment History From: 1/1/2008 Thru: 12/31/2008, Program: Public Housing								
Check Name	SSN / TIN	Check Address						
Dairyland Power		747 Causeway Blvd La Crosse, WI 54601						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Description	Amount	Void	Doc Total
07/01/2008	15007	CHK		Monthly Electric Bill	Monthly Electric Bill for 07/08	\$358.80		\$358.80
Totals For Vendor: Dairyland Power								\$358.80

Mailing Labels – This report prints Avery standard 5160 or 5162 labels for all of your vendors. This could be handy if you were mailing a general information letter to all of your vendors and were not using window envelopes.

Account Ledger - The account ledger shows you the details of the transactions made into all of your accounts. You can group this so that it shows all of the accounts per project, or all of the projects per account, with totals. This is the most useful report used for reconciling account balances, since you it shows you exactly what transactions make up that balance.

Public Housing Vendor Accounting Account Ledger Financial Periods: July 2008 Through July 2008 Grouping: Account then Project							
Accounts Payable to Revolving Fund - 2110							
Accounts Payable to Revolving Fund (2110) - Eastlake Towers							
Doc Date	Period	Component	Doc Num	Doc Reference	Tran Reference	Tran Description	
07/01/08	07/08					Beginning Balance	(1,105.00)
07/14/08	07/08	Vendor	RF: Expen	(R)Housing Choice Voucher		RF: Expense and A/P to RF Docu	(510.00)
07/15/08	07/08	Vendor	RF: Expen	(R)Revolving Fund 1		RF: Expense and A/P to RF Docu	(53.60)
07/15/08	07/08	Vendor		(R)Revolving Fund 1		RF: Expense and A/P to RF Docu	2.68
07/31/08	07/08					Ending Balance	(1,665.92)
Accounts Payable to Revolving Fund (2110) - Eastlake Towers							

Transaction Audit – The Transaction audit report shows you all of the control groups entered in Vendor Accounting. It also shows you the username of the person who entered it and the time it was entered. This is useful for showing a complete history of what happened in Vendor Accounting through the month.

Vendor Accounting Transaction Audit Report							
Program: Public Housing				Period: July 2008			
Procedure: All		Show Details: Yes		Port In Only: No			
Control Group Process	Date Time Created	User Name	Description				
Recurring Invoice	7/10/2008 11:25:21 AM	John Hansen	Vendor Recurring Jul 08				
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt	
07/01/2008		Monthly Electric Bill	Dairyland Power		\$358.80	\$358.80	
07/01/2008	543843	Monthly shipment of water.	Poland Springs		\$100.00	\$100.00	
Control Group Total:						\$458.80	

Cash Payment / Receipt Register – This shows all of the transactions to your cash account. For example, it would show you all checks that were written, all direct deposits that were created, and any voids. It also summarizes the amounts by project. This report is useful for viewing your entire vendor accounting cash activity for a period.

Vendor Accounting Cash Payment/Receipt Register							
Program: Public Housing							
Bank: First Merit		Bank Account:		GL Account: 1111.1			
Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
NW 2	07/01/2008	No	DD	Staples, Inc.	Vendor Payment Jul 08	No	\$5.00
NW 2	07/01/2008	No	DD	Staples, Inc.	Vendor Payment Jul 08	No	\$653.20
NW 15007	07/01/2008	No	CHK	Dairyland Power	Vendor Payment Jul 08	No	\$358.80
NW 15008	07/01/2008	No	CHK	Poland Springs	Vendor Payment Jul 08	No	\$100.00

Invoice Distribution – This report shows every distribution made on every invoice for the given period. It can be used to provide your fee accountant with a detailed list of transactions to enter in the general ledger. It is important to note that this report does not include any discounts that may have been taken at the time the invoices were paid.

Invoice Distribution Report for July 2008					
Program: Public Housing		Control Group Date 1/1/1900 through 12/31/9999		Grouped By: Account	
Sundry - 4190					
Vendor	Invoice Number	Invoice Date	Project	Invoice Description	Amount
Poland Springs	543843	07/01/08	Eastlake Towers	Monthly shipment of water.	\$50.00
Poland Springs	543843	07/01/08	Meadow View	Monthly shipment of water.	\$50.00
Home Depot	346742	07/10/08	Eastlake Towers	Office Furniture for Jen	\$44.60
Home Depot	346742	07/10/08	Eastlake Towers	Office Furniture for Jen	\$278.06

Revolving Due – This report details how much each contributing program owes the revolving fund and also how much the revolving fund is owed by the contributing programs. Finally, it shows the difference between the two. This report is explained in more details in the Using Revolving Fund section of this manual.

Revolving Fund Accounts Receivable Due Report			
Revolving Fund: Revolving Fund 1			
Financial Period: July 2008			
	RF A/R Due (1000.001)	Program A/P Due	Difference
Housing Choice Voucher	\$33.95		
ACC #001 (2110.3)		\$0.00	
ACC #002 (2110.3)		(\$33.95)	
Homeownership (2110.3)		(\$33.95)	
Totals for Housing Choice Voucher	\$33.95	(\$67.90)	\$101.85

Accrued Payments – This report shows every unpaid invoice or credit memo. This is useful for knowing exactly how much money is owed to vendors and for analyzing outstanding invoices to help decide which ones to pay. This is the same report that is printed in the *Select Transactions for Payment* procedures

Program: Public Housing								
Vendor Accounting Accrued Payments as of 7/17/2008 10:09:02 AM								
Transactions for July 2008								
Payee	Date	Doc Num	Transaction	Amount	On Hold	Not Selected	Selected	Payment
Home Depot	07/10/08	346742	Desk for Jen	\$556.12			\$556.12	
	07/10/08	346742	Chair for Jen	\$89.20			\$89.20	
	07/11/08	236234	Staples	\$2.00			\$2.00	
	07/11/08	236234	Pens	\$5.00			\$5.00	
	07/11/08	236234	Stapler	\$12.00			\$12.00	
	07/11/08	236234	Paper	\$10.00			\$10.00	
	07/11/08	382798	Returned defective mer	(\$980.00)			(\$980.00)	
Summary for July 2008		Total Amount		(\$305.68)				
		Total On Hold			\$0.00			
		Total Not Selected				\$0.00		
		Total Selected					(\$305.68)	
		Total Payment						\$0.00

Write Letters

Overview

The Vendor Accounting Write Letters option allows you to write form letters to all of your active vendors. An active vendor is a vendor whose *Active* field in the vendor setup is checked.

Unlike in other *PHA-Web* components, the write letters option in Vendor Accounting is rarely used. There are no search criteria for choosing which vendors receive a form letter so you would only use this in a situation where you wanted to send a letter to every one of your active vendors. For example, if your agency's contact information is changed, you may want to contact all of your vendors so they can update their records with the new information.

Setup

Before you use the *Writer Letters* option in Vendor Accounting, you will need to set up your letter templates. For information on how to do this, please refer to the Letter Manager.

Write Letters

Start by clicking on the *Write Letters* link on the Vendor Accounting tab strip. The first screen you will see will list all of the Vendor Accounting letter templates that you set up in the Letter Writer.

Description	Last Modified	Merge
Change of Address	7/14/2008	<input type="checkbox"/>

Choose the letter that you want to merge to by checking the *Merge* check box to the right of the letter. Then click the *Next* button. Now you will be asked if you want to also *Produce Envelopes to Vendors* or *Don't Produce Any Envelopes*. Choose an option and click the *Create* button. Now you will see a status bar giving you the progress of the merge process. Click the *Finish* button when it is complete.

Now, if you picked the *Produce Envelopes to Vendors* option, you will have two options on this screen. You can either *Open PDF Letters* or *Open PDF Envelopes*. Click on each link to pull up the merge report. For the letter option, load standard paper into your printer and print the report. For the envelope option, load standard #10 envelopes into your printer and print the report. In the print envelopes option you can use either envelopes with a preprinted return address or have the letter writer print the return address. To set up a letter writer return address refer to the *Setup* in the Letter Manager

Now that you're complete, you can either click the *Create More Letters* button on the screen, or click the *Vendor Accounting* link on the **PHA-Web** main menu on the left to return to Vendor Accounting.

Revolving Fund

Overview

Vendor Accounting has the ability to generate payments out of a revolving fund. Revolving funds are needed for Vendor Accounting because any given invoice may be for products or services that need to be distributed across multiple programs. For example, the monthly electric bill could be split between a Public Housing and Section 8 Voucher programs.

The issue with splitting an invoice amongst programs is that you would want to write a single check to the vendor instead of separate checks from each contributing program while doing the general ledger accounting for each program. The revolving fund feature of Vendor Accounting lets you do that in one of two ways.

The first way to set up a revolving fund is to choose one program to act as the revolving fund. Let's use the Public Housing and Voucher example from above. If you set up your voucher program as the revolving fund it means that all invoice payments will be made from that program's bank account. So if your electric bill was \$500, and if you split that expense 50/50 between your voucher and public programs, then a \$500 check will be written out of the voucher program. Also, the public program will now owe \$250 to the voucher program.

The second way to set up a revolving fund is to create an entirely new program. For this purpose there is a special program type called "Financial Program". No certification forms can be filled out for this program. In this case, if you had a \$500 electric bill that was split 50/50, then the entire check would be written out of the new revolving fund program and both the public and voucher programs would owe \$250 to the revolving fund program.

Whichever method you choose for setting up your revolving fund, if you are going to use the *PHA-Web* General Ledger, you will need to reimburse the revolving fund from the contributing programs. *PHA-Web* provides a report to help determine what is owed, but then a General Ledger journal entry will be required to transfer funds from one program to another.

Setup – Using Existing Program as Revolving Fund

When you use an existing program as the revolving fund you will need to make some changes to the transaction part setup of both the program that is being used as the

revolving fund and the other contributing programs. We will start by setting up the program that is being used as the revolving fund.

Click on the *General Ledger* link on the **PHA-Web** main menu. Then click on the *Setup* link on the tab strip. Now, select the program you are going to use as the revolving fund from the *Program* drop down list. Click the *Setup Misc Financial Options* link. Now, check the checkbox for *Program used as Revolving Fund*. Then select a *Project to use for Revolving Fund Transactions*. Since **PHA-Web** financial systems are all project based, any transactions that are created in Vendor Accounting for the revolving fund have to go under a project. You may want to create a separate project in the Program Manager for this. When you're done, go to the bottom of the screen, *Save, and Exit*.

General Ledger: Setup Miscellaneous Options		Housing Choice Voucher	
Fiscal Year End	December		
Current Period (Month/Year)	Go to Next Period	July / 2008	
Number Of Days in Month for Proration Calculation	<input checked="" type="radio"/> Actual Days in Month <input type="radio"/> Specify Number of Days	Number of Prorated Days in Month	
Select Rounding Option	Actual Amount		
Auto Adjustment Start Date	12/01/2007		
Program used as Revolving Fund	<input checked="" type="checkbox"/>		
Project to use for Revolving Fund Transactions	ACC #001		

Now, click on the *Setup Transaction Parts* link. Then click on the *Vendor Accounting* link. If this program was previously set up as a stand alone program without a revolving fund, then only two of the transaction parts will be filled in: *Accounts Payable to Vendor* and *Cash*. Now that this program is being changed to act as a revolving fund, you will need to set up five transaction parts.

General Ledger: Setup Transaction Parts for Vendor Accounting		Housing Choice Voucher	
Transaction Part	Selected Account		
Accounts Payable to Revolving Fund	-- Select --		
Accounts Payable to Vendor	2100: Accounts Payable to Vendor		
Cash	1111.1: Cash		
Accounts Receivable from Program	1210: Accounts Receivable from Program		
Revolving Fund Expense	4110: Revolving Fund Expense		
Revolving Fund Income	4110: Revolving Fund Expense		

Accounts Payable to Revolving Fund	No account is needed for this part because it is not used when the program you're working on is also the revolving fund program.
Accounts Payable to Vendor	This should be a Liability Accounts Payable type account. This is the accounts payable account used when an invoice is accrued to a vendor.
Cash	This should be an Asset Cash type account. Checks and direct deposits will be written from this account.
Accounts Receivable from Program	This should be an Asset General type account. It is the amount due from the other programs. When funds are transferred to the Revolving Fund a general journal entry must be made in the General Ledger for this transaction
Revolving Fund Expense	This should be an Expense General or Income General type account. This and the one below offset each other and can be expense or income, and they can even be the same account.
Revolving Fund Income	This should be an Expense General or Income General type account. This and the one above offset each other and can be expense or income, and they can even be the same account.

You may have to set up these accounts in the General Ledger Chart of Accounts. If so refer to the General Ledger Manager under *Chart of Accounts*. After you are finished setting up your transaction parts, *Save* and *Exit*.

Now you can work on setting up the contributing programs. If this program is going to be use the revolving fund exclusively for all payment the only thing you have to do with the contributing programs is change the account part setup. To do this, select your contributing program from the *Program* drop down list. Now select *Setup Transaction Parts* and then *Vendor Accounting*.

Transaction Part	Selected Account
Accounts Payable to Revolving Fund	2110: Accounts Payable to Revolving Fund
Accounts Payable to Vendor	-- Select --
Cash	-- Select --
Accounts Receivable from Program	-- Select --
Revolving Fund Expense	-- Select --
Revolving Fund Income	-- Select --

Again, if this program was previously set up as a stand alone program, you will have accounts selected for *Accounts Payable to Vendor* and *Cash*. Change that so that you only have an account set up for *Accounts Payable to Revolving Fund*. This should be Liability General type account and is the amount due to the Revolving Fund Program. When funds are transferred to the Revolving Fund a general journal entry must be made in the General Ledger for this transaction. You may also have to set up this accounts in

the General Ledger Chart of Accounts. If so refer to the General Ledger Manager under *Chart of Accounts*. After you are finished setting up your transaction parts, *Save* and *Exit*.



Tip: If a program sometimes pays through a revolving fund but sometimes still makes payments to vendors from its own program you can use the setup above. But in addition you need to select an account for Accounts Payable to Vendor and Cash for those instances when you are making payments directly out of the program.

Setup – Using a Separate Program as Revolving Fund

If you are going the route of making a separate program for your revolving fund, the first thing you will need to do is to set up a new program and project. Click on the *Program* link on the *PHA-Web* main menu. Now, click on the *Add Program* button.

Program: Details	
Program Type	Financial Program
Program Name	Revolving Fund
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Is Fss	<input type="checkbox"/> FSS
Use MCS Interface	<input type="checkbox"/>
Allow Minimum Rent Over \$51.	<input type="checkbox"/>
Projects	
There are no Projects associated with this Program.	
<input type="button" value="Save"/> <input type="button" value="Exit"/>	

Select *Financial Program* from the *Program Type* drop down list. Then enter a *Program Name*. Something like “Revolving Fund” is fine. Then click *Save*.

Next we need to add a project for this program. Click on the *Projects* link on the Program Manager tab strip. Then click the *Add Project* button.

The screenshot shows a web form titled "Project Details". It has three main sections: "Project Details", "Optional Fields", and "Assets".

- Project Details:** "Program" is a dropdown menu with "Revolving Fund" selected. "Project Name" is a text input field containing "Revolving Fund Project". "Status" has two radio buttons: "Active" (selected) and "Inactive".
- Optional Fields:** "Address" has three stacked text input fields and a "Unit:" label with a text input field. Below the address fields is a "Zip Code Lookup" link. "Telephone" and "Fax Number" each have a text input field and a small yellow icon. "Housing Manager" has a text input field. "Automated Payment File Project Description" has a text input field and an information icon (i).
- Assets:** A message box states "No Assets are associated with this project".
- Navigation:** At the bottom, there are buttons: "Save and go to: <<< Prev", "Next >>>", "Work Order History", "Save", and "Exit".

Select your revolving fund program from the *Program* drop down. Then enter a *Project Name* such as “Revolving Fund Project”. Then *Save* and *Exit*.

Now return to Vendor Accounting by clicking on the *Vendor Accounting* link on the *PHA-Web* main menu. From this point on the process is the same as setting up the revolving fund using an existing program. Go to Setup – Using Existing Program as Revolving Fund section of this manual and follow those instructions to finish setup.

Using the Revolving Fund

After you have everything set up, using Vendor Accounting with a revolving fund is nearly the same as using it without the revolving fund. The only difference is that now whenever you enter a control group always enter it under the revolving fund program. For example, if you enter an invoice, a credit memo, or make a payment, select the revolving fund from the *Program* drop down list.

As you generate invoices, credit memos, and payments with the revolving fund, transactions are being created that reflect the money owed by the contributing programs to the revolving fund program. At some point, if you are using the *PHA-Web* General Ledger, you will want to transfer cash from the contributing programs to the revolving

fund. You would use the General Ledger Journal Entry screens for this. Refer to the General Ledger Manager for making general journal entries.

To assist you in entering those journal entries, *PHA-Web* provides a report called the Revolving Fund Due report. To view it, click on *Reports* in the Vendor Accounting tab strip. Then click on the *Revolving Due* link. Select your *Program* and enter a *Financial Period*. Then click *Get Report*.

Demonstration Revolving Fund Accounts Receivable Due Report Revolving Fund: Revolving Fund 1 Financial Period: July 2008			
	RF A/R Due (1000.001)	Program A/P Due	Difference
Housing Choice Voucher	\$33.95		
ACC #001 (2110.3)		\$33.95	
ACC #002 (2110.3)		\$0.00	
Homeownership (2110.3)		\$0.00	
Totals for Housing Choice Voucher	\$33.95	\$33.95	\$0.00
Public Housing	\$50.92		
Eastlake Towers (2110)		\$50.92	
Meadow View (2110)		\$0.00	
Totals for Public Housing	\$50.92	\$50.92	\$0.00
Revolving Fund	\$0.00		
Revolving Fund (2110)		\$0.00	
Totals for Revolving Fund	\$0.00	\$0.00	\$0.00
TRACS	\$0.00		
TRACS (2000.001)		\$0.00	
Totals for TRACS	\$0.00	\$0.00	\$0.00
Grand Total	\$84.87	\$84.87	\$0.00
Revolving Fund Cash Balance (1111.1)	\$84.87		
A/P to Vendor Due (2000.001)	\$0.00		

This report shows you two things. The first column, *RF A/R Due*, shows how much is owed to the revolving fund from the project listed on the left. The second column, *Program A/P Due*, shows how much the project listed on the left owes to the revolving fund. The third column shows any difference which would need to be reconciled.

At the bottom of the report are two more numbers. The first is the *Revolving Fund Cash Balance*. This shows you the cash balance in the revolving fund. The second is the *A/P to Vendor Due*. This represents the total of all unpaid invoices waiting for payment in the revolving fund. These two numbers are useful to determine available cash compared to the amount of cash required for unpaid invoices



Tip: When you run the Revolving Fund Due report, you can leave the period blank. In that case the report will show you the entire balance due to the revolving fund, not just the selected period.

Now that you know the amounts due to the revolving fund, you can make journal entries to transfer cash between the two and to reduce the accounts payable due to revolving fund and accounts receivable due from contributing program accounts.

In the example report above, you may want to make a General Ledger Journal Entry as follows. It would also be convenient for you to create a journal entry template to automate this process every month. Please refer to the General Ledger Manager for more instructions on creating journal entry templates.

General Ledger: Journal Entry		
Adjustment Slip		
Adjustment Slip Number:	27345	
Adjustment Description:	Revolving Fund Reimbursements	
Adjustment Details		
Program/Project:	Debit	Credit
- Revolving Fund Project	\$84.87	
Account Number: 1111.1	Account Description: Cash	Delete
- Revolving Fund Project		\$84.87
Account Number: 1000.001	Account Description: AR from Program	Delete
- ACC #001	\$33.95	
Account Number: 2110.3	Account Description: Revolving Fund Accounts Pa	Delete
- ACC #001		\$33.95
Account Number: 1111.1	Account Description: Cash	Delete
- Eastlake Towers	\$50.92	
Account Number: 2110	Account Description: Accounts Payable to Revolvir	Delete
- Eastlake Towers		\$50.92
Account Number: 1111.1	Account Description: Cash Account	Delete
Number of details to add: 1		Add Detail(s)
		Delete Ok

When you journalize your revolving fund cash transfers, you will also need to make funds transfers to transfer cash from your contributing programs' cash accounts to your revolving fund's cash account. In the example above, you would need to transfer \$33.95 from the voucher program's bank account and \$50.92 from the public housing program's bank account to the revolving fund's bank account.

General Ledger Transaction Example

When an invoice or payment is made in Vendor Accounting and a revolving fund is being used, several general ledger transactions are generated. Below is an example of those transactions illustrated in an accounting T-chart. These examples are given assuming that you invoiced a single \$125.00 expense distributed 40% to a public housing program and 60% to a voucher program. Also, in this example a separate revolving fund program is being used. Finally, the transactions are actually generated at the project/account level for each program but for simplicity sake are not shown in this example.

Invoice Transactions (Generated)		
	Debit	Credit
Public Housing Expense	\$50.00	
Voucher Expense	\$75.00	
RF A/P to Vendor		\$125.00
RF A/R from Public Housing	\$50.00	
RF Expense/Income		\$50.00
RF A/R from Voucher	\$75.00	
RF Expense/Income		\$75.00
RF Expense/Income	\$125.00	
Public Housing A/P to RF		\$50.00
Voucher A/P to RF		\$75.00
Payment Transactions (Generated)		
	Debit	Credit
RF A/P to Vendor	\$75.00	
RF Cash		\$75.00
RF A/P to Vendor	\$50.00	
RF Cash		\$50.00
Revolving Fund Reimbursement (General Ledger Journal Entry)		
	Debit	Credit
RF Cash	\$125.00	
RF A/R from Public Housing		\$50.00
RF A/R from Voucher		\$75.00
Public Housing A/P to RF	\$50.00	
Public Housing Cash		\$50.00
Voucher A/P to RF	\$75.00	
Voucher Cash		\$75.00

