

TOPS PROFESSIONAL™  
ACCOUNTS PAYABLE MANUAL

By  
TOPS Software, LLC  
Clearwater, FL

Document History			Version	
	Edition	Date	Document	Software
	Version 1	10-2011	TOPS-AP 10-10-11	Professional Version 4
<b>Trademark</b>	The names of actual companies and products mentioned herein may be the trademarks of their respective owners.			
<b>Copyright</b>	Without limiting the rights under copyright, no part of this document may be reproduced, translated to another language, stored in, or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical photocopying, recording or otherwise), for any purpose, without the express written permission of TOPS Software, LLC.			

Unless otherwise noted, the example companies, organizations, products, domain names, e-mail addresses, logos, people, places and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, e-mail address, logos, person, place and event is intended or should be inferred.

Copyright © 2011 – TOPS Software, LLC, Printed in the United States of America.

### **Disclaimer**

This guide is provided by TOPS Software, LLC as a reference and help tool for using the TOPS Professional™ Accounts Payable Module. Illustrations used in this guide may display windows with modules, features, and or functions that may not be part of the TOPS Professional™ version you are currently running or available as add-ons or as plug-ins to an interface to third party products. Additionally, the most recent updates may not be reflected in this guide.

It is neither the intent nor purpose of TOPS Software, LLC, to provide accounting, wage, or tax advice. For specific information regarding accounting methods, procedures, tax rates, deductions, or earnings calculation speak to your company accountant or contact the appropriate Federal or State agency.

It is also assumed that the user of this guide is familiar with basic windows functionality and navigation tools. Refer questions regarding the use of Windows Explorer to your system administrator.

# Table of Contents

<b>TABLE OF CONTENTS .....</b>	<b>3</b>
<b>ABOUT ACCOUNTS PAYABLE .....</b>	<b>5</b>
<b>VENDORS .....</b>	<b>7</b>
<b>INTRODUCTION .....</b>	<b>7</b>
<b>Maintain Vendors .....</b>	<b>7</b>
Vendor Communications – E Mail.....	9
Vendor History.....	13
Invoice Attachments.....	13
<b>ENTER AP .....</b>	<b>18</b>
<b>INTRODUCTION .....</b>	<b>18</b>
<b>Void Manual Checks.....</b>	<b>18</b>
<b>Bills.....</b>	<b>19</b>
<b>Handwritten Check.....</b>	<b>21</b>
<b>Expense Distribution – Bill or Handwritten Check .....</b>	<b>23</b>
<b>Scan/Attach.....</b>	<b>25</b>
<b>Post AP Transactions.....</b>	<b>28</b>
<b>RECURRING AP .....</b>	<b>30</b>
<b>INTRODUCTION .....</b>	<b>30</b>
<b>Enter Recurring AP Bills .....</b>	<b>30</b>
<b>Expense Distribution .....</b>	<b>33</b>
<b>Scan/Attach.....</b>	<b>34</b>
<b>Select Recurring Bills To Post.....</b>	<b>36</b>
<b>Select &amp; Post.....</b>	<b>38</b>
<b>CHECKS.....</b>	<b>41</b>
<b>INTRODUCTION .....</b>	<b>41</b>

Check types.....	41
Print Checks .....	41
Void Checks.....	48
<b>ADJUSTMENTS .....</b>	<b>51</b>
<b>REPORTS.....</b>	<b>52</b>
Aged Open Items.....	52
Check Register .....	52
Vendor History.....	53
A/P Distribution to G/L .....	53
Vendor Check Register.....	53
Custom Report .....	53
<b>YEAR END .....</b>	<b>54</b>
<b>BANK ACCOUNTS .....</b>	<b>55</b>
<b>SETUP.....</b>	<b>57</b>

## About Accounts Payable

The Accounts Payable module keeps track of each community’s contractors, suppliers and service companies (called “vendors”) and the amounts paid to them. Bills from the “vendors” are entered, posted, selected for payment and checks printed to pay the bills. A complete history of all Bills and Checks is maintained for each community.

As “vendor” bills are entered and posted, then checks printed, the General Ledger is updated in “real time”—meaning, as soon as a transaction is posted in a subsidiary module, the General Ledger is updated at the same time. Because of the real time updating from the Accounts Payable module, the General Ledger always has an accurate cash balance for each community bank account.

The Accounts Payable module, like the rest of TOPS Software, is totally date sensitive. That means, you can backdate or forward date transactions to any open accounting period. The accounting system understands the dates of transactions and will post them to the correct accounting period. There is closed period protection that can be activated to prevent posting transactions to closed periods or closed years so you can’t change balances once financial statements are generated. But the date sensitivity throughout TOPS means you can print reports, like the Aged Open Items, for any past accounting period by simply entering the dates you wish.

The Accounts Payable module is specially designed to work for Condo/HOA (community) management. The terminology, the capabilities, the ease of use and the design of reports all demonstrate that this accounting system was designed for community management. For example, you can easily view the cash available in a community’s checking account before paying bills. There is a warning system if the bills selected for payment will overdraw the available bank account balance. Additionally, the Check Register report is designed to show the necessary information in an easy to understand format so that Board Members, who may not be familiar with accounting reports, can easily understand the report.

The Accounts Payable module is included when you purchase TOPS as part of the “Basic System”.

To access the Accounts Payable module and its features, click the Accounts Payable button on the TOPS Software™ toolbar. You will see the Accounts Payable menu:



Use the Accounts Payable module to perform the following:

- **Vendors** - maintain the Vendors for a community or make a vendor “global” so it is active for all communities. View the Vendor History of all Bills and Checks for a Vendor. Insurance information can be entered for each vendor and an alert system set so you are notified when a vendor’s insurance has expired.

- **Enter AP** – this is where vendor invoices (vouchers) are entered so they can be paid. This is also where manual (handwritten) checks as well as credit memos can be entered.
- **Recurring AP** – recurring vendor invoices, like monthly management company fees or lawn contract amounts, can be setup, then posted each accounting period so they can be paid.
- **Checks** – print checks for the community. Void checks already printed if necessary. Print a check register report after checks are printed.
- **Adjustments** – cancel open invoices that you no longer wish to pay.
- **Reports** – print AP reports, such as the Aged Open Items, Check Register, Vendor History, and more.
- **Year End** – print year end 1099 forms for qualifying vendors along with the 1096 transmittal. Purge vendor histories “as of” a date in the past—although you are free to keep as many years of vendor histories on file for as long as you wish.
- **Bank Accounts** – setup and maintain all community bank accounts here. Each community can have as many as 99 bank accounts. Be defining a bank account here, the Check Rec. module automatically knows about each bank account which allows you to use Check Rec. to reconcile the bank account at the end of each accounting period.
- **Setup** – There are several choices here. Control Info stores settings and options for the Accounts Payable module like the check format and GL Account #'s to use. AP Online Wizard guides you through setting up Online AP Approval on a TOPS community web site. Digital Signature stores the signatures that can be digitally printed on checks to eliminate the need to manually sign each check.

# Vendors

## INTRODUCTION

A "vendor" is someone who you are paying for goods or services using the A/P system. A vendor must exist in the system before a check can be issued or an A/P transaction can be recorded against them. Use this function to add, change or delete vendors, view the history of all invoices and checks paid them, and print a vendor list or mailing labels.

Through the vendor info you can control whether a vendor gets a 1099. Further, you can store the default G/L expense account # used to expense the vendor's invoices to make it easy and consistent to charge them to the same GL account each time. Of course you can always override the vendor's default expense account and enter different expense accounts whenever you wish.

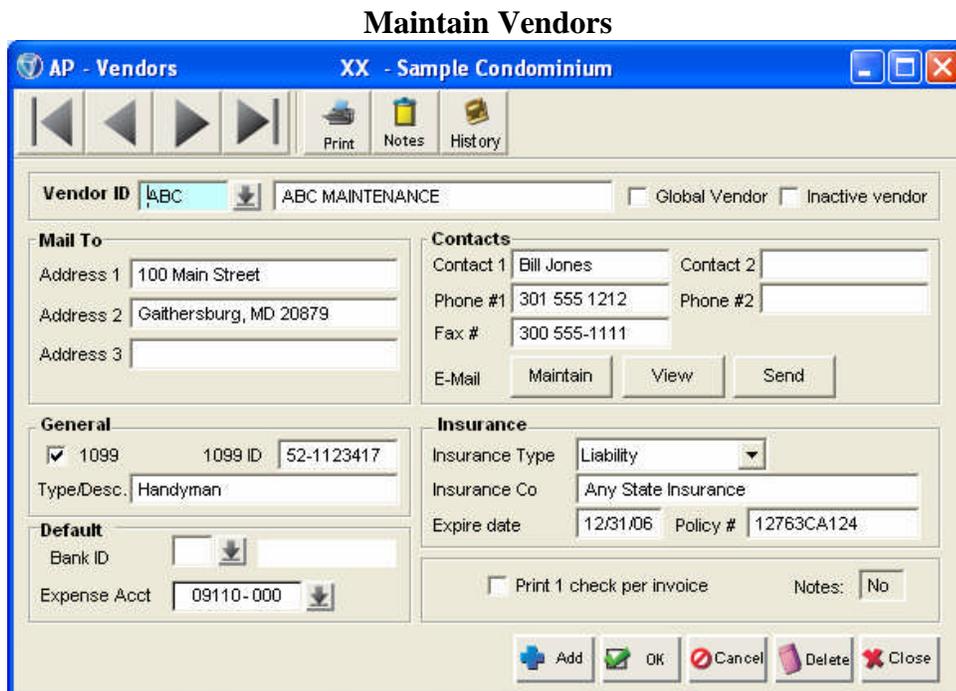
## Global Vendor Maintenance

You can checkmark a vendor to make them "global", meaning, they are a vendor that is active in each community you manage. A management company would be a good example of a "global" vendor. Whenever you add or change a global vendor, it will automatically update ALL Communities with this change. This lets you have the benefits of both global vendor maintenance while being able to also keep track of vendors that are unique to a community without cluttering up all communities with these unique vendors.

## Maintain Vendors

	Click this button on the AP Menu to maintain <b>Vendors</b> .
---	---

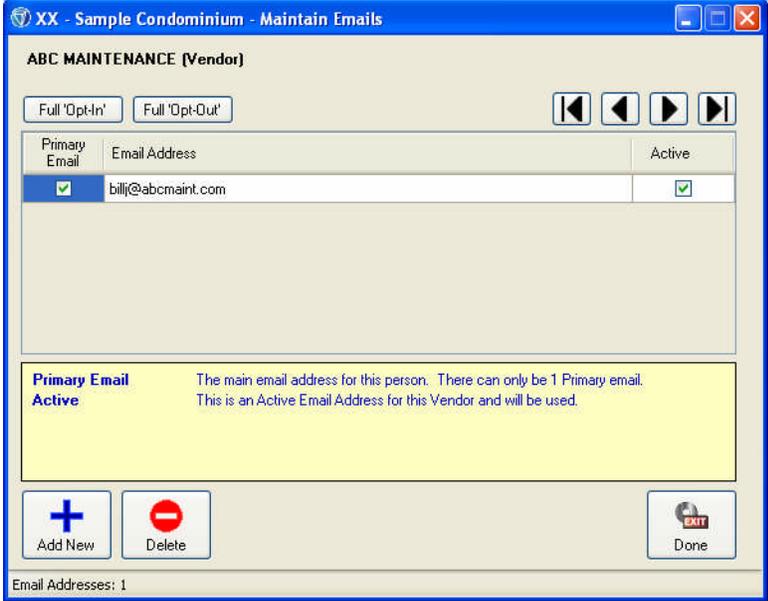
You will see the maintain Vendors screen:



From here you can add, change or delete vendors as well as view the invoice and payment

<p>history or print a list of vendors for this community. You can also enter notes about this vendor. We'll cover each of the vendor screen elements in detail.</p>	
	<p>Click on the <b>browse arrows</b> to move backwards and forwards through the Vendors.</p>
	<p>Click the <b>down browse arrow</b> to open up a browse of the Vendors to select the vendor you wish.</p>
<p><b>Vendor ID</b></p>	<p>TOPS keeps track of each community's vendors by a user enter 5 digit alphanumeric ID. We recommend the ID be an easy to remember abbreviation of the vendor's name, but you can use any system you wish for the Vendor ID. You can type in the Vendor ID if you know it, or use the down browse arrow  to open a browse list to select the vendor.</p>
<p><b>Vendor Name</b></p>	<p>The name of this vendor as you would want to see it on checks and reports.</p>
<input type="checkbox"/> Global Vendor	<p>Checkmark the <b>Global Vendor</b> box to make the vendor "global", meaning, the vendor will be active in every community in TOPS. Changes made to a global vendor in any community, such as a change in mailing address, will be reflected for that vendor in every community.</p>
<input type="checkbox"/> Inactive vendor	<p>Checkmark the <b>Inactive Vendor</b> box to make the vendor "inactive", meaning, no further transactions, like invoices to be paid, can be entered for this vendor. A checkmark in this box means you no longer wish to do business with this vendor.</p>
<p><b>Mail To</b></p>	<p>Enter the mailing address where checks should be sent for this vendor. There are 3 lines available for entering the vendor's mailing address.</p>
<input checked="" type="checkbox"/> 1099	<p>If this vendor is an individual, sole proprietorship or unincorporated, you must give generate a 1099 if the amount paid exceeds the IRS limit, currently \$600 p/year. If you checkmark the 1099 box, then you will see this field to enter the tax ID or Social Security # for this vendor:</p> <p style="text-align: center;"> <input type="text" value="1099 ID"/> <input type="text" value="52-1123417"/> </p> <p>You are not required to enter the 1099 tax ID or Social Security #, but you cannot print a correct 1099 at the end of the year unless this information is completed for this vendor.</p>
<p><b>Type/Description</b></p>	<p>A place to record what this vendor does for the community. An example might be:</p> <ul style="list-style-type: none"> <li>• Electrician</li> <li>• Plumber</li> <li>• Handyman</li> <li>• Lawn Contractor</li> </ul>
<p><b>Bank ID</b></p>	<p>For each vendor, you can specify which community bank account is the default one to use when paying invoices. This can be handy when you have a contractor, like a roofer, that you wish to pay out of a reserve checking account rather than the normal operating bank account. For each invoice entered for payment, you can always override the <b>Default Bank ID</b> and select a different community bank account to be used for that invoice.</p>

	The <b>Bank Name</b> will be displayed to the right of the Bank ID.
<b>Expense Account</b>	You may enter a default <b>GL Expense Account</b> that you typically wish to use when entering invoices for this vendor. It is an optional entry which may be left blank if you wish. By entering a default GL Expense Account here, it will not only speed the entry of invoices for payment but consistently charge them to the same GL Expense Account where there might be a budget for the expense.  If a default GL Expense Account is entered, you may override the default and expense a particular invoice to any GL Expense Accounts you wish.
<b>Contact 1</b>	The name of the person who is your main contact for this vendor. You may leave this blank if it does not apply.
<b>Contact 2</b>	An alternate or secondary contact name for this vendor, if any. You may leave this blank if not needed.
<b>Phone 1</b>	The main phone number for this vendor or for Contact #1, if any. You may leave this blank if not needed.
<b>Phone 2</b>	An alternate or secondary phone number for this vendor, if any. You may leave this blank if not needed.
<b>Fax #</b>	Enter the <b>Fax #</b> here, if any.
<b>Email</b>	Here you can change or add new addresses for this vendor. Once setup, you then have the option to e-mail the vendor from within TOPS. Work Orders can be emailed to vendors from the Work Order module as long as there is an email address on file for the vendor.  The following explains the 3 button functions for emailing vendor.
<b><u>Vendor Communications – E Mail</u></b>	
	When you click the <b>Maintain</b> button, you will see the email addresses on file for this vendor.  <b>Vendor Email Addresses</b>

	 <p>If you issue Work Orders to vendors, you have the option to email them rather than print and send by regular mail. But you must have the email address on file before you can email a Work order.</p> <p><b>Primary Email</b> – checkmark this for you main contact email at this vendor. When you email a vendor from the Maintain Vendor screen or email a Work Order, it uses this email address as the default.</p> <p>Click the <b>Add New</b> button to add an email address to a vendor.</p> <p>Click <b>Delete</b> to delete a vendor email address</p> <p>Click <b>Done</b> to return to the Maintain Vendor screen.</p> <p> Use the arrow keys to browse to the First, Previous, Next or Last vendor records staying on the email address screen. This can be handy if you wish to mass enter email addresses for vendors.</p>
<p></p>	<p>If you use TOPS iMail™ to send vendor emails, then you will have a complete history of all emails sent to each vendor, including emailed Work Orders. Click the <b>View</b> button to see the email history.</p>
<p></p>	<p>Click the <b>Send</b> button to open up a new email screen. You can send an email directly to this vendor here. If you use TOPS iMail™, then the email will be sent through iMail and a history of the email will be kept. If you do not use TOPS iMail™, then whatever your default email program is will open with the vendor’s email address filled in ready for you to complete the rest of the email. Emailed Work Orders are not sent here, they are sent from the Work Order module using the Primary Email Address on file for this vendor.</p> <p>The Send email will always default to the Primary Email address.</p>
<p><b><u>Screen Controls</u></b></p>	



Click the **Add** button to add a new vendor record. You will then see a blank vendor screen:

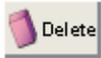
Complete the vendor screen using the field descriptions above.



Click the **OK** button to save any changes made to a vendor record.



Click the **Cancel** button to erase any changes made to a vendor record.



Click the **Delete** button to permanently erase a vendor record.

**Note:** You cannot delete a vendor when there is invoice and payment history still on file for the vendor.

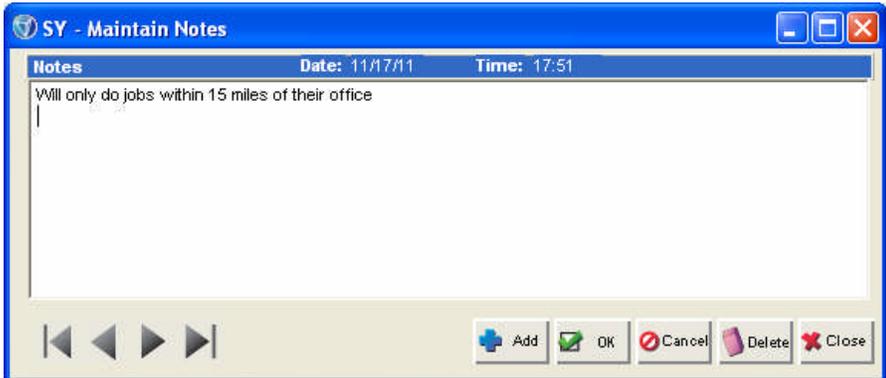


Click the **Close** button to exit from the vendor screen. Using the Close button, all changes made to the vendor record will be saved.



When you click the **Print** button, you will see this menu where you can select what kind of printed output you wish:

- **Vendor List by ID** – prints a vendor report in Vendor ID order.
- **Vendor List by Name** – prints a vendor report in alphabetic order by Vendor

	<p>Name.</p> <ul style="list-style-type: none"> <li>• <b>Vendor Mailing Labels</b> – prints labels for Vendors. By default, it will print laser labels on Avery #5960 Labels, but you can also print single column continuous dot matrix labels or generate a mailing label file.</li> <li>• <b>Vendor Email Report</b> – prints a vendor report showing the email addresses on file for each vendor.</li> </ul> <p><input type="checkbox"/> <b>Print Insurance Co. Info</b> If this option is checked, it will print the insurance policy information on file for each vendor.</p>
	<p>Click the <b>Notes</b> button to enter notes about this vendor. The Notes entry screen looks like this:</p>  <p>Notice that each Note is date stamped with the Date and Time it was entered.</p> <p><b>Add</b> – Click to add a new vendor Note.</p> <p><b>OK</b> – Click to save a Note</p> <p><b>Cancel</b> – Click to cancel a Note being entered.</p> <p><b>Delete</b> – Click to permanently erase the Note showing on the screen.</p> <p><b>Close</b> – Click to exit the Note screen saving the changes made to the Notes.</p> <p> Use the arrow keys to move from vendor record to vendor record in this order – First, Previous, Next and Last.</p>

## Vendor History



Click the **History** button to view all the invoices and payments made to a vendor. The Vendor History looks like this:

### Vendor History

The screenshot shows the 'Vendor History' window for 'ABC - ABC MAINTENANCE'. The window includes a menu bar with 'ABC', '<Search History>', 'Reports', 'Settings', and 'Exit'. The vendor information is: 100 Main Street, Gaithersburg, MD 20879; Has 1099 (ID: XXXXXX3417); Bill Jones - Phone 1: 301 555 1212; <No Contact Z>. Payables summary: Total: \$359.00, Disbursed: \$359.00, Cancelled: \$0.00, Current Balance: \$0.00. The main table lists transactions from 1/12/2010 to 4/25/2010. A right-hand pane shows 'Invoice - D10020' details, including 'Paid in Full - 01/20/2010', 'Related Items', and 'Distribution'. A green checkmark icon in the top right of the invoice detail pane indicates an attachment.

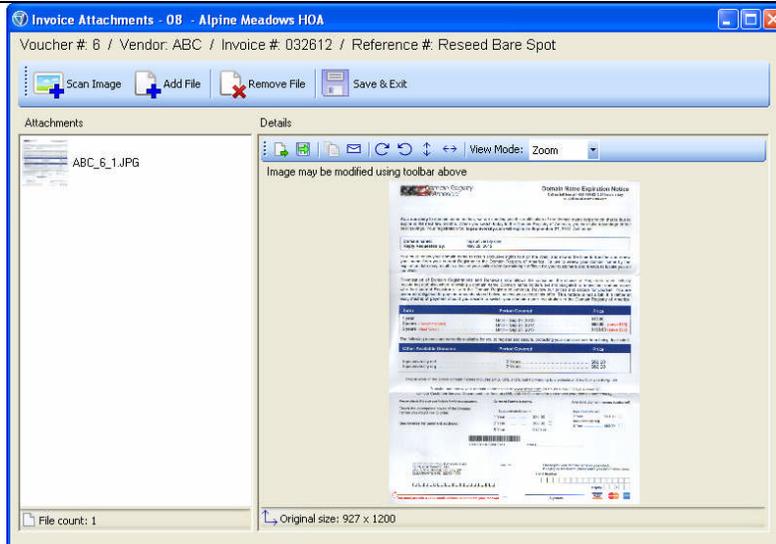
Trans Date	Type	Inv / Chk #	Reference	Amount	Cancelled	Balance
1/12/2010	Invoice	D10020	Fix Broken Stre...	\$75.00	\$0.00	\$75.00
1/20/2010	Check	1214	Check (Computer)	(\$75.00)	\$0.00	\$0.00
2/2/2010	Invoice	D200001	Pothole Repair...	\$57.00	\$0.00	\$57.00
2/5/2010	Check	1218	Check (Computer)	(\$57.00)	\$0.00	\$0.00
4/5/2010	Invoice	D04000056	Replace steel li...	\$83.00	\$0.00	\$83.00
4/5/2010	Check	1233	Check (Computer)	(\$83.00)	\$0.00	\$0.00
4/09/2010	Invoice	D0400077	Repair slt rail fe...	\$50.00	\$0.00	\$50.00
4/09/2010	Check	1243	Check (Computer)	(\$50.00)	\$0.00	\$0.00
4/15/2010	Invoice	3E45456	Bulb Replacement	\$10.00	\$0.00	\$10.00
4/25/2010	Invoice	433	2 Bulb Replacemen	\$20.00	\$0.00	\$30.00

Notice the initial Vendor History view defaults to the “All History” tab. This view lists all the Bills and Checks chronologically by date from oldest to newest. As you move the cursor down the listed items, it displays the details in the window to the right.

### Invoice Attachments

The green checkmark symbol in the top right part of the Invoice detail window shows there is an attachment to this invoice. Click on this symbol to view the attachment.

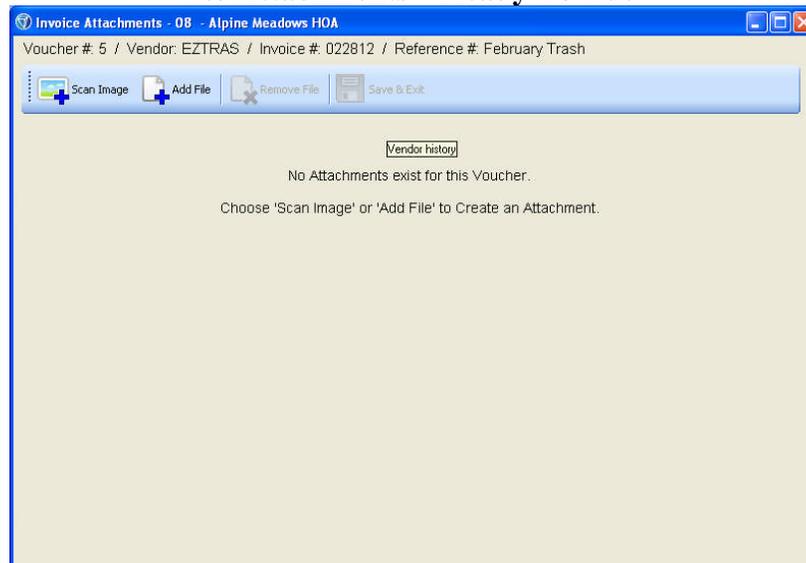
### Attachment



You can add other attachments to this invoice if you wish following the instructions below. You can have an unlimited number of attachments to an invoice.

 The attachment symbol without the green checkmark means there is no attachment to an invoice. You can click on this symbol to add an attachment if you wish.

### No Attachments – Ready To Add



 **Scan Image** Click **Scan Image** to add an Invoice Image or any other scanned image as an attachment to this invoice.

 **Add File** Click Add File to add an existing file stored somewhere on your computer or network as an attachment to this invoice. It will then open a standard Windows® browse for you to locate the file to attach.

### Other Functions

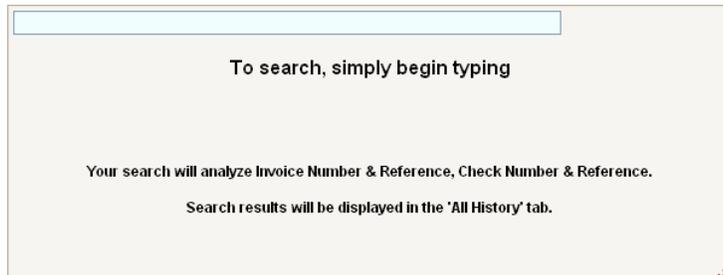
There are several things you can do on the Vendor History screen without having to return to the main Vendor screen:

ABC

Select another Vendor using the selector at the top left of the screen.

<Search History>

Search across all Vendors in this community for an Invoice #, Voucher #, Check #. When you click to search, you will see this pop-up screen to enter what you want to search for:



As you type in the search field, the matching results will be displayed. As you continue typing, the matches will be narrowed to help you find your search results.

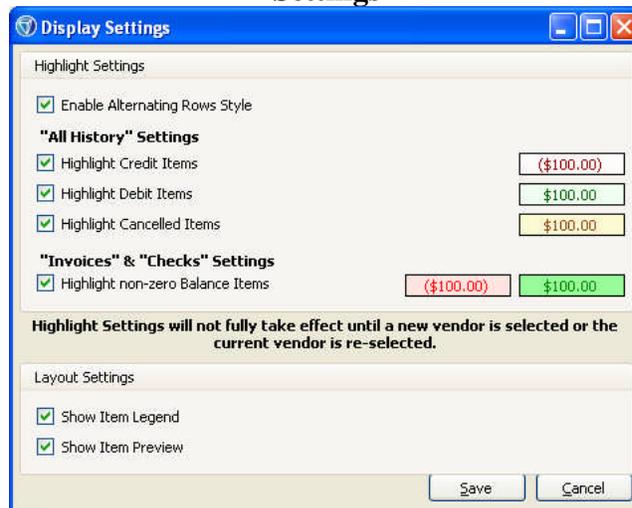


Click on **Reports** to get a report based on the tab view selected, either All History, Invoices view, or Checks view.



Click on Settings to change the way the Vendor History is displayed. You will see the Settings screen:

### Settings



Turn settings on/off by checking or unchecking them.

Date Range: 4/24/2002 to 4/24/2012

Display the Vendor History by a date range. This is handy if you have several years worth of history for a Vendor. Checkmark the Date Range box, then enter a beginning and ending date range. The Vendor History will be redisplayed for only this range of dates.

In addition to the All History view, there are two other Vendor History views to help you find the Invoices and Checks you wish to locate.

## Other History Views

There are two other tabs that give you other views:

### Invoice View

Type	Trxn Date	Inv / Chk #	Reference	Amount	Outstanding
Invoice	01/05/2010	010510	JAN REPAIRS	\$1,200.00	\$0.00
Invoice	01/12/2010	D10020	Fix Broken Street Sign	\$75.00	\$0.00
Invoice	02/02/2010	D200001	Pothole Repair--parking	\$57.00	\$0.00
Invoice	02/22/2010	D200066	Replace swing chain	\$64.00	\$0.00
Invoice	03/11/2010	111	Patch bare spot/seed	\$100.00	\$0.00
Invoice	04/05/2010	D040000...	Replace steet light b...	\$83.00	\$0.00
Invoice	04/15/2010	3E45456	Replace fence post	\$200.00	\$0.00
Invoice	04/29/2010	D0400077	Repair slit rail Fence	\$50.00	\$0.00
Check	04/25/2010	1243	Check (Computer)	(\$50.00)	\$0.00
Invoice	05/02/2010	433	Bulb Replacement	\$10.00	\$0.00
Invoice	05/15/2010	23424	2 Bulb Replacemnts	\$20.00	\$0.00

Type	Reference	Date	Amount
Check - 1243	Check (Computer)	9/25/2010	(\$50.00)

GL Acct.	Reference	Amount	Paid	Cancel
9110-000	Gen Repairs &	\$50.00	(\$50.00)	

This view lists all invoices for this vendor. If an invoice has been paid or partially paid, click the plus (+) sign next to it to display the check info that paid this invoice. The window to the right of the selected invoice shows more of the invoice and check details. The lower window shows the expense distribution for this invoice.

### Check View

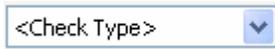
Type	Attach	Trxn Date	Inv / Chk #	Reference	Amount
Check		01/20/2010	1214	Check (Computer)	(\$75.00)
Check		02/05/2010	1218	Check (Computer)	(\$57.00)
Check		02/29/2010	1224	Check (Computer)	(\$64.00)
Check		04/05/2010	1233	Check (Computer)	(\$83.00)
Invoice		04/05/2010	D040000056	Replace steet light bulbs	\$83.00
Check		09/25/2010	1251	Check (Computer)	(\$10.00)
Check		09/25/2010	1247	Check (Computer)	(\$20.00)
Check		09/25/2010	1243	Check (Computer)	(\$50.00)

Type	Reference	Date	Amount
Invoice - D040000056	Replace steet light bulbs	4/5/2010	\$83.00

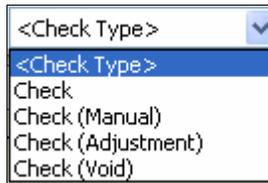
This view lists all checks paid to this vendor. Click the plus (+) sign next to a check to display

the invoices paid on this check. The window to the right will display more of the invoice detail for the invoices paid on the selected check.

Notice this option at the bottom of the screen:



Click the down arrow to select to view only certain check types. You will then see this list to select which check types you wish to view:



Once you select the type of check, the Vendor History will be filtered to only show this check type.

### **In Summary**

For all Vendors, you have these 3 tab views, All History, Invoices and Checks available to research questions about what invoices and checks have been paid. If there are scanned invoice images or documents attached to an invoice, those may also be viewed through the Vendor History.



Click Exit at the top of the Vendor History screen to return to Maintain Vendor.

*This completes the manual section on Vendors.*

## Enter AP

### INTRODUCTION

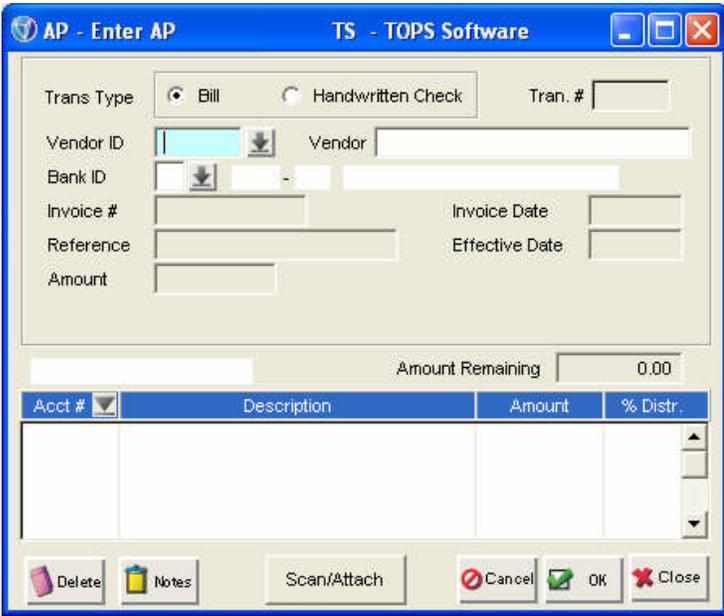
Use this function to record Bills (Invoices) to be paid, Credit Memos, or manual (handwritten) checks. When you enter Bills, Credits or Manual Checks, they are not recorded as transactions until you 'Post' them. A "Voucher #" (ie. transaction #) is automatically assigned to each transaction as you 'Add' it. This gives TOPS a uniform way to store this transaction.

You may call the Invoice, Credit or Manual Check back up on the screen by the "Voucher #" and make changes until the time it is 'Posted'. Once 'Posted' it cannot be changed. You can enter a credit voucher to offset a 'Posted' voucher or use the "Adjustments" (on the A/P Menu) to cancel a 'Posted' voucher.

You **MUST** enter each Bill (Invoice) to be paid here so that you can print a check for it. If you do not enter it here, then Post it, a check cannot be printed.

### Void Manual Checks

Use this function to "void" *Manual* Checks already entered into the A/P system. Simply create a "Manual Check" transaction for a minus amount using the same date and check # as the original manual check you wish to "void". Use the regular "Void" Checks on the "Print Checks" menu for computer printed checks.

Enter AP	Click the <b>Enter AP</b> button on the AP Menu.
You will see the Bill and Manual Check entry screen:	
	
We'll cover each option and each field on the Enter AP Transaction screen.	
<b>Trans Type</b>	Make the selection of either of these transaction types:

- **Bill** – this is where you would enter an invoice to be paid to a vendor or a credit memo to be deducted from a future payment.
- **Handwritten Check** – make this selection if you have written a manual check to a vendor and you want to record it in the AP module.

## Bills

A **Bill** is an invoice from a Vendor that you need to pay. Normally, it would be paid by a computer check, but you can enter a Bill, then mark it as manually paid through AP Adjustments. An AP Bill Entry Screen looks like this:

**AP Bill Entry**

Complete the following fields on this screen.

### **Vendor ID**

Either type in the **Vendor ID**, if known, or click the down browse arrow  to open up a browse screen to locate the vendor or add a new vendor, if needed.

The vendor browse looks like this:

Click the **Add New** button to add a new vendor on-the-fly.

### **Vendor**

The **Vendor Name** displays here once a Vendor ID is entered. But the Vendor

	<p>Name field can also be used to select the vendor rather than by Vendor ID.</p> <p>To select a vendor by the Vendor Name rather than Vendor ID, simply click into this field or use the TAB key to skip the Vendor ID so the cursor is active in the Vendor Name field, then start typing the name. You do not have to complete the name, you can press the ENTER key to see matching vendors. Select the vendor you wish.</p> <p><b>Note:</b> A vendor <i>MUST</i> be selected before you can proceed with any other information on the Enter AP screen.</p>
<b>Bank ID</b>	<p>The default bank account from the AP Setup will automatically be inserted as the default here. The default bank account should be the main checking account for the community. This option lets you control which bank account is used to pay this vendor's bill—a handy feature if paying for a reserve expense or special assessment expense out of a different bank account.</p> <p>If the default bank account is not correct for this bill, you can use the down browse arrow  to select a different bank account to pay this bill from if you wish. Whichever bank account is selected here, that will be the bank account that will be credited when the check is actually printed to pay this bill.</p>
<b>Invoice #</b>	<p>Enter the <b>Invoice #</b> into this field. If there is no Invoice #, then use today's date as an alternative. This is a required field because TOPS wants to check to make sure this is not a duplicate invoice for this vendor. If it finds the same Invoice # already for this vendor, it will give you a warning.</p> <p><b>Note:</b> You <i>MUST</i> enter an Invoice # even if you have to make up a number using today's date—like 11302010.</p>
<b>Invoice Date</b>	<p>Enter the <b>Invoice Date</b> into this field. TOPS can then give you an accurate aging of your open Accounts Payable based on this date.</p> <p><b>Note:</b> You <i>MUST</i> enter an Invoice Date even if you have to use today's date.</p>
<b>Reference</b>	<p>A free-from description of this invoice, up to 25 characters. This <b>Reference</b> is printed on the "Disbursements Report" to explain what was paid.</p> <p style="text-align: center;"><b>Example - Repair Street Signs</b></p>
<b>Effective Date</b>	<p>Only used for Accrual Accounting, enter the date you wish the invoice to show as an "expense" in the General Ledger in the format MMDDYY. Once an Effective Date is entered, it becomes the default date for all AP bill entered afterwards until the date it changed.</p>
<b>Amount</b>	<p>Enter the total amount of the invoice regardless of whether you will expense it to more than one GL Account. Credit Memos should be entered with a minus amount, see below.</p> <p><b><u>Credit Memos</u></b></p> <p>Enter a negative amount (-) only if you are entering a Credit Memo issued by the Vendor. If you wish to cancel an Open (unpaid) A/P Invoice already entered, see the "Adjustments" manual section below.</p>
<b>Use Web</b>	<p>Checking this box means you wish to upload AP Invoices to a community web</p>

	<p>site so community officers can approve the invoices for payment through the Online AP Approval feature of a TOPS community web site.</p> <p>If Online AP Approval is not activated for a community, you will not see this checkbox on the AP Bill Entry screen.</p>
<b>Formula #</b>	<p>If formula distributions are active in this community (AP Setup), then the Formula # field will be active. If not, the Formula # field will be hidden from view on the screen. Formulas are entered at the Community Setup menu, Formula Distr Setup.</p>

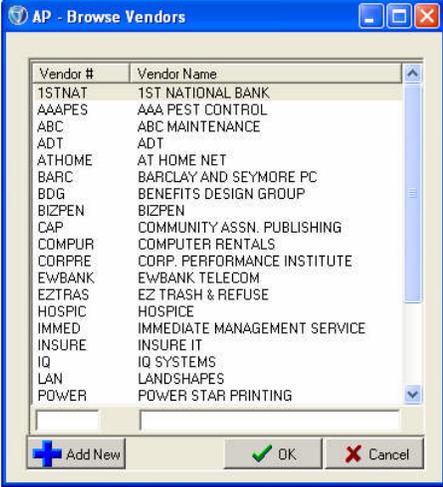
### Handwritten Check

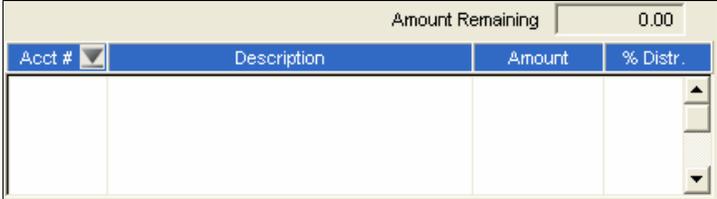
An AP Handwritten Check screen looks like this:

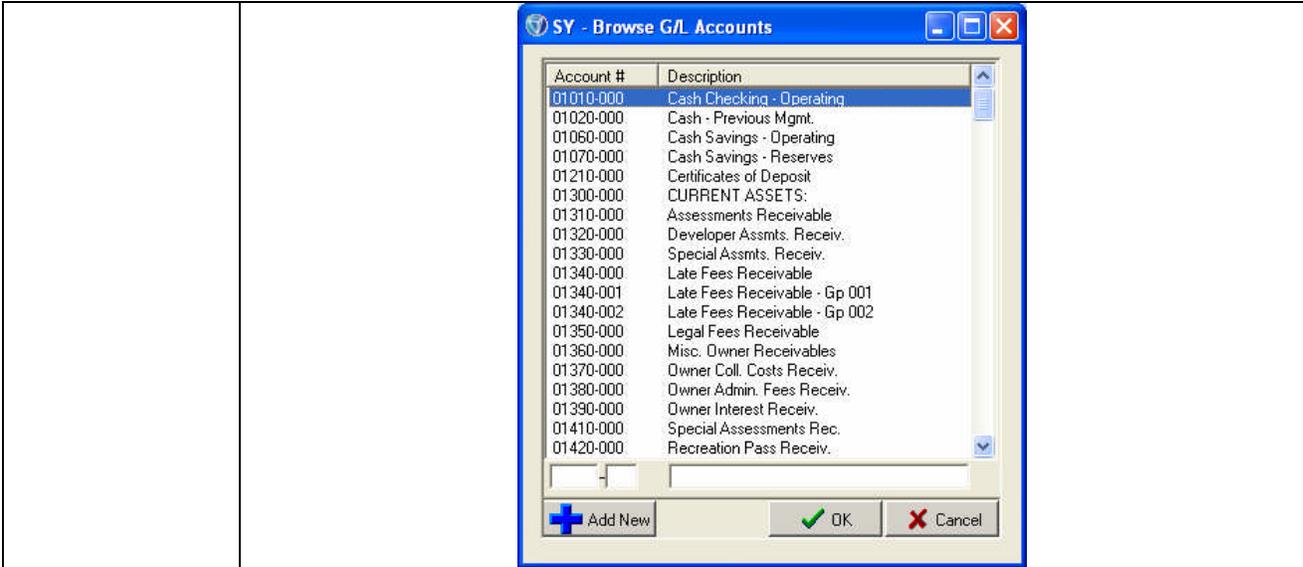
**Handwritten Check**

Complete the following fields on this screen.

<b>Vendor ID</b>	<p>Either type in the <b>Vendor ID</b>, if known, or click the down browse arrow  to open up a browse screen to locate the vendor or add a new vendor, if needed.</p> <p>The vendor browse looks like this:</p>
------------------	---

	 <p>Click the <b>Add New</b> button to add a new vendor on-the-fly.</p>
<b>Vendor</b>	<p>The <b>Vendor Name</b> displays here once a Vendor ID is entered. But the Vendor Name field can also be used to select the vendor rather than by Vendor ID.</p> <p>To select a vendor by the Vendor Name rather than Vendor ID, simply click into this field or use the TAB key to skip the Vendor ID so the cursor is active in the Vendor Name field, then start typing the name. You do not have to complete the name, you can press the ENTER key to see matching vendors. Select the vendor you wish.</p> <p><b>Note:</b> A vendor <i>MUST</i> be selected before you can proceed with any other information on the Handwritten Check screen.</p>
<b>Bank ID</b>	<p>The default bank account from the AP Setup will automatically be inserted as the default here. The default bank account should be the main checking account for the community. This option lets you control which bank account was used to pay this expense—a handy feature if this was a check for a reserve expense or special assessment expense paid out of a different bank account.</p> <p>If the default bank account is not correct for this Handwritten Check, you can use the down browse arrow  to select a different bank account. Whichever bank account is selected here, that will be the bank account that will be credited when this transaction is Posted.</p>
<b>Invoice #</b>	<p>Enter the <b>Invoice #</b> into this field. If there is no Invoice #, then use today's date as an alternative. This is a required field because TOPS wants to check to make sure this is not a duplicate invoice for this vendor. If it finds the same Invoice # already for this vendor, it will give you a warning.</p> <p><b>Note:</b> You <i>MUST</i> enter an Invoice # even if you have to make up a number using today's date—like 11302010.</p>
<b>Invoice Date</b>	<p>Enter the <b>Invoice Date</b> into this field. It is a require field even for a Handwritten Check.</p> <p><b>Note:</b> You <i>MUST</i> enter an Invoice Date even if you have to use today's date.</p>
<b>Reference</b>	<p>A free-from description of this check, up to 25 characters. This <b>Reference</b> is printed on the "Disbursements Report" to explain what was paid.</p>

<b>Example - Repair Street Signs</b>	
<b>Check Date</b>	The date this check will show in the General Ledger “as of” Enter the date in the format MMDDYY.
<b>Amount</b>	Enter the total amount of the Handwritten Check regardless of whether you will expense it to more than one GL Account.  <b><u>Canceling Handwritten Checks</u></b> Enter another Handwritten Check transaction with the same dates only enter the Amount as a negative (-). When Posted, it should cancel/void the original Handwritten Check.
<b>Formula #</b>	If formula distributions are active in this community (AP Setup), then the Formula # field will be active. If not, the Formula # field will be hidden from view on the screen. Formulas are entered at the Community Setup menu, Formula Distr Setup.
<b><u>Expense Distribution – Bill or Handwritten Check</u></b>	
Notice the Expense Distribution section at the bottom of the screen:	
	
You must completely expense the amount of the AP transaction before you can exit the screen.	
<b>Amount Remaining</b>	This shows the Amount Remaining that must still be expensed. As you enter each line of the Expense Distribution, the Amount Remaining changes. When the Amount Remaining equals zero, you have fully expensed the amount of this AP transaction.
<b>Account #</b>	Enter the GL Account # here or use the down browse arrow  to open a browse of the Chart of Accounts.



If needed, click **Add New** to add a new GL account to the Chart of Accounts.

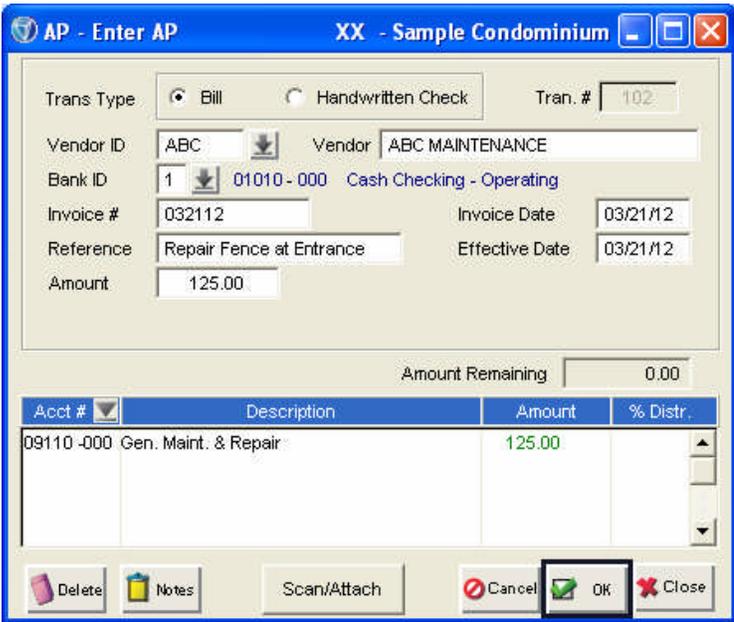
**Description** The description of the GL Account from the Chart of Accounts.

**Amount** The amount of the Bill or Manual Check to be expensed to this GL Account #.

**% Distr.** If using Formulas, this column shows the % of the Expense Distribution for each line in the Formula. The Amount of the Bill or Manual Check will automatically be distributed according to the %'s in the Formula.  
 An example showing % Expense Distributions looks like this:

Acct #	Description	Amount	% Distr.
07410-000	Gen. Maint. & Repair	31.25	25.000
07010-000	Management Fees	37.50	30.000
07020-000	Accounting Fees	56.25	45.000

A completed Bill transaction looks like this:



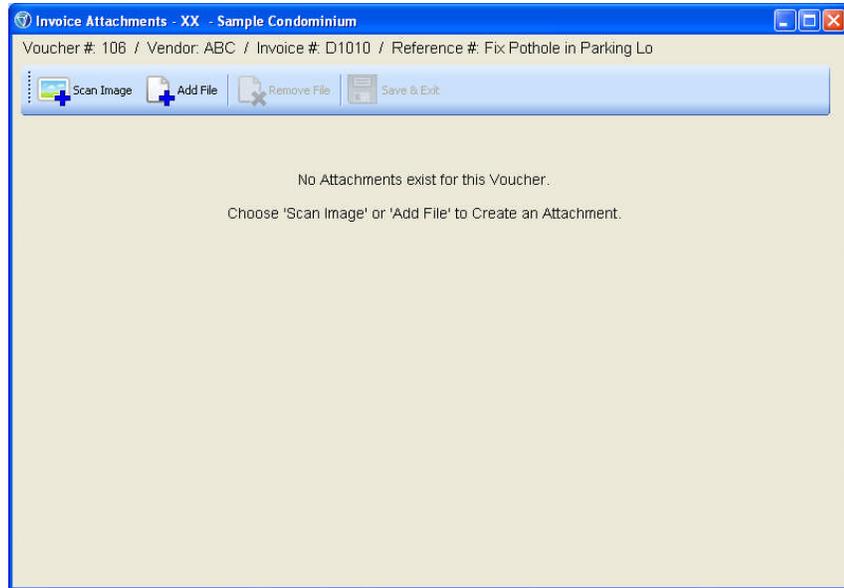
The following explains the button functions.

**Screen Controls**

	<p>Click the <b>OK</b> button to save the AP Entry transaction as displayed.</p>
	<p>Click the <b>Cancel</b> button to erase any entries made to this AP Entry.</p>
	<p>Click the <b>Close</b> button to exit from the AP Entry screen. Using the Close button, all transactions entered are automatically saved ready to be 'Posted'.</p>
	<p>Click the <b>Delete</b> button to erase the Bill or Manual Check transaction displayed on the screen.</p> <p><b>Note:</b> You cannot delete a 'Posted' AP transaction. For a 'Posted' Bill, you must enter an AP Adjustment to cancel it. For a 'Posted' Manual Check, you must enter another Manual Check with the same information, but for a minus (-) amount.</p>
	<p>Click the <b>Notes</b> button to enter a note about this Bill. The Notes are only intended to be read by Community Officers if you have a TOPS Community Web Site and use the Online AP Approval function.</p> <p>The Notes entry screen looks like this:</p> <div data-bbox="631 907 1300 1115" data-label="Image"> </div> <p>You can enter 1 line of up to 50 characters to explain the reason for this Bill was incurred by the community.</p> <p><b>OK</b> – Click to save a Note  <b>Cancel</b> – Click to cancel a Note being entered.</p>

**Scan/Attach**

	<p>Through this button you can scan AP invoices through use of a scanner attached to your computer or attach files already on your computer. When you attach a copy of an AP invoice or contract to the AP Transaction in TOPS, it eliminates the filing of the paper copy. It also makes the retrieval of the invoice or related documents much quicker and easier since it is conveniently stored in the Vendor History file.</p> <p>Click the <b>Scan/Attach</b> button and follow these instructions. When you click the <b>Scan/Attach</b> button you will see the following screen:</p>
---	---

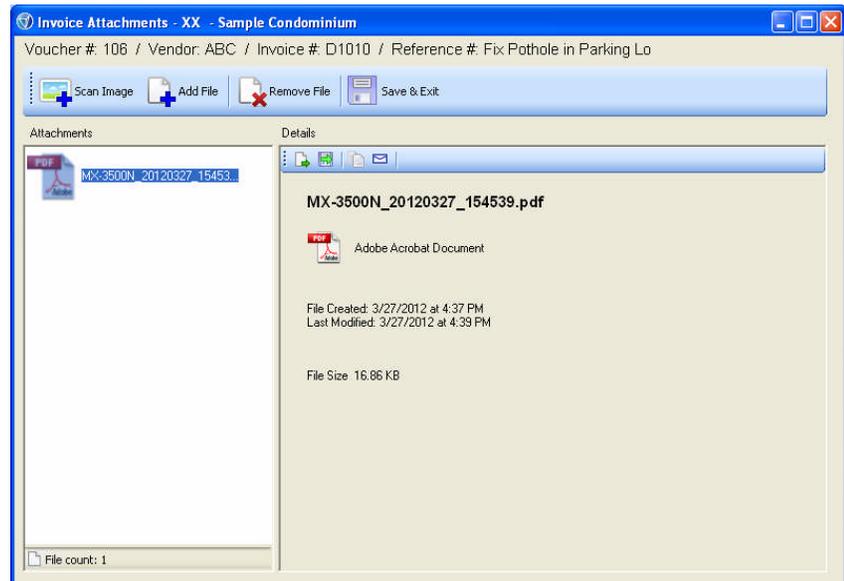


There are only two buttons active:

**Scan Image** – Use this button if you have a scanner attached to your computer and are ready to scan an image of the AP invoice or any related documents.

**Add File** – Use this button if you have a file or image already on your computer and wish to attach that file or image to this AP Transaction in TOPS. It opens a standard Windows® browser where you can select the file(s) to attach.

Once an image or file is attached to the AP Transaction in TOPS, the screen will look as follows:



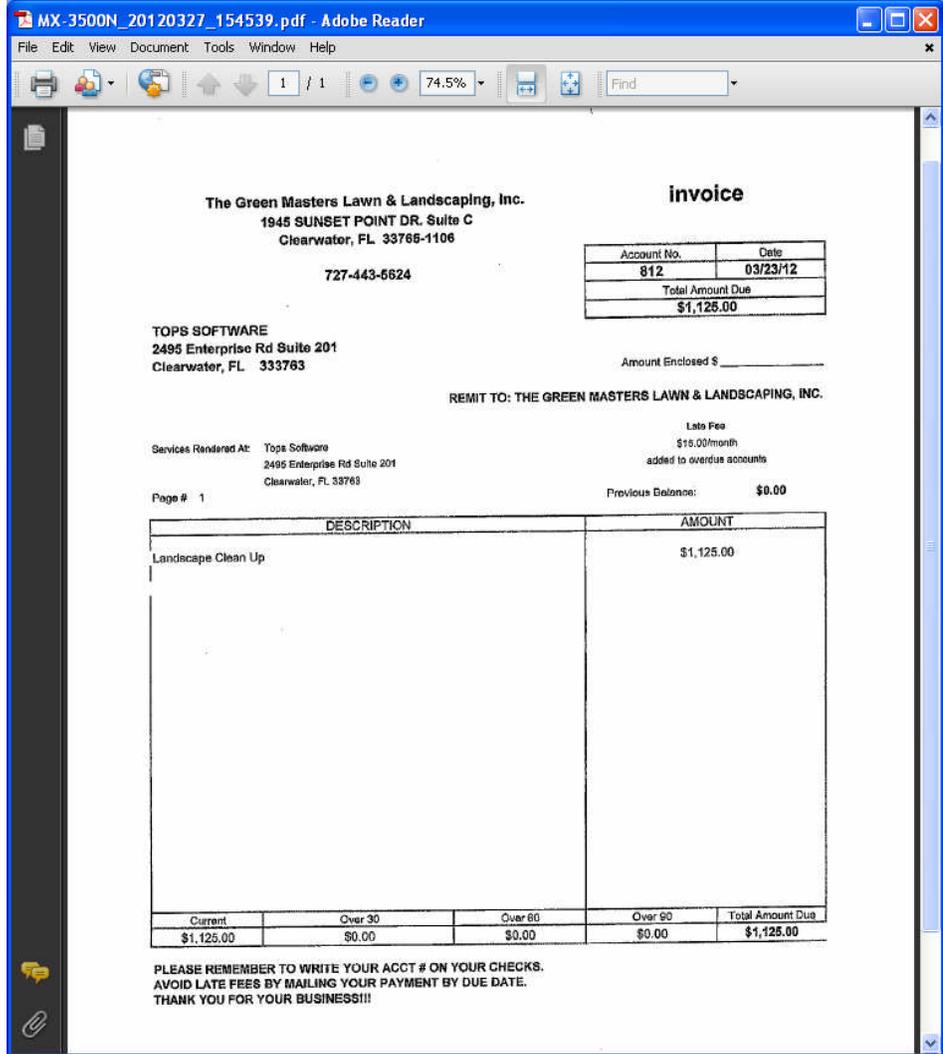
Now the other two buttons are active:

**Remove File** - This deletes the file from the AP Transaction.

**Save & Exit** - This saves the file as an attachment to the AP Transaction.

You can double-click on the attachment to open a view of the attachment. There

can be more than one attachment to an AP Transaction. When you open an attachment it will look as follows:

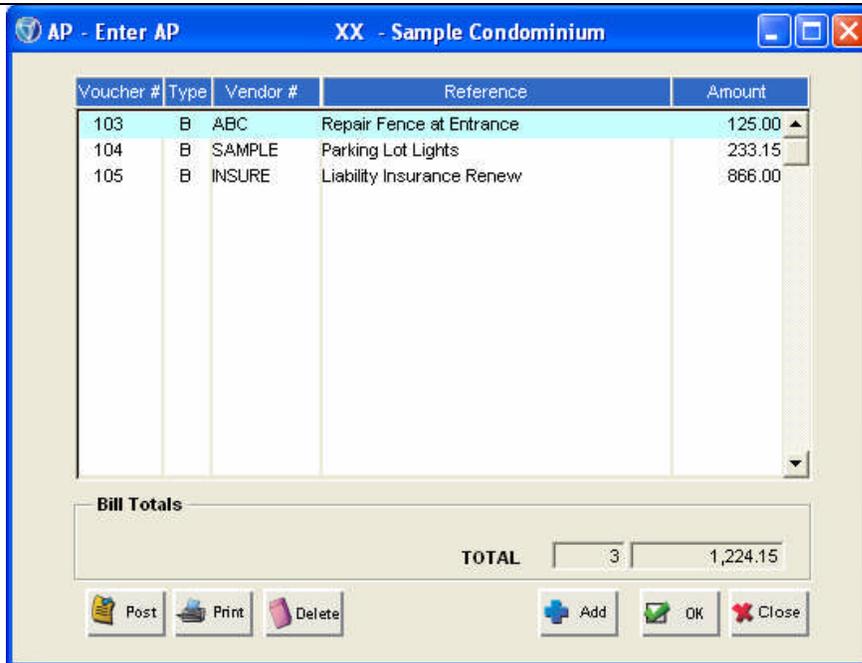


Click the **X** in the upper right to close the attachment.

Be sure to click the **Save & Exit** button to save the attachment to the AP Transaction.

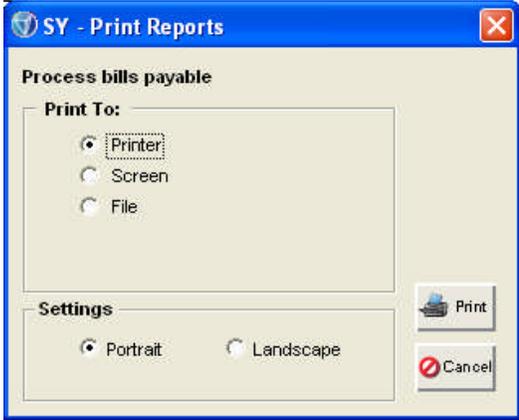
Once you click the **Close** button after entering AP Bills or Manual Checks, you will see AP transactions listed:

### Pending AP Transactions



Notice it lists all the Pending (unposted) AP Entry transactions. The columns on the Pending AP Transactions are:

<b>Voucher #</b>	The system assigned transaction # used by TOPS to keep track of each AP transaction.
<b>Type</b>	One of two types: <b>B</b> = Bill (will be paid by computer or handwritten check) <b>M</b> = Manual Check
<b>Vendor #</b>	The Vendor ID selected when the transaction was entered.
<b>Reference</b>	The Reference entered for each AP transaction
<b>Amount</b>	The total amount for each AP transaction.
<b><u>Screen Controls</u></b>	
	Click the <b>Add</b> button to enter a new AP transaction.
	Click the <b>OK</b> button to open the highlighted AP Entry so you can review, change or delete it.
	Click the <b>Close</b> button to exit from the Pending AP Entry screen. Using the Close button, all transactions entered are automatically saved ready to be 'Posted' when you are ready.
<b><u>Post AP Transactions</u></b>	
	AP Transactions must be posted before they affect vendor account balances or your General Ledger. You cannot print a computer check to pay a Bill until it is Posted.  Click the <b>Post</b> button to post all Pending AP Transactions. As a safeguard to protect against accidental posting, you will see this question:

	 <p><b>Yes</b> – will proceed with Posting all Pending AP Transactions.  <b>No</b> – will exit you back to the Pending AP Transaction screen.</p> <p>If you answer Yes, the Pending AP Transaction will be Posted. When complete, you will see this confirming message:</p>  <p>For Manual Checks, they are now recorded. No further action is needed.  For Bills, you are now ready to select Bills to be paid and print computer checks if you wish.</p>
	<p>Click the <b>Print</b> button to print a report showing and Pending AP Transactions in detail.</p>  <p><b>Print</b> – click to generate the report according to your Print To options.  <b>Cancel</b> – click to exit without printing.</p>
	<p>Click on a pending AP Transaction, then click the <b>Delete</b> button to erase the Bill or Manual Check transaction highlighted on the screen.</p> <p><b>Note:</b> You cannot delete a ‘Posted’ AP transaction. For a ‘Posted’ Bill, you must enter an AP Adjustment to cancel it. For a ‘Posted’ Manual Check, you must enter another Manual Check with the same information, but for a minus (-) amount.</p>

*This completes the manual section on Enter AP Bills and Manual Checks*

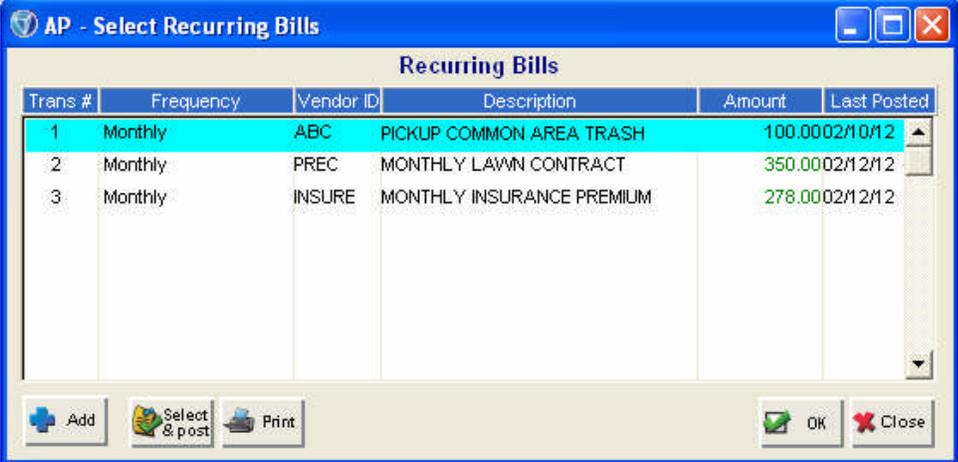
## Recurring AP

### INTRODUCTION

Use this function to enter or select for payment repetitive A/P Bills and contract payments where you need to pay the same vendor each period. Just like regular A/P Bills, Recurring AP Bills are not recorded as transactions until you 'Post' them. A "Trans #" (a Voucher #) is automatically assigned to each transaction as you 'Add' it. This gives the program a uniform way to store this transaction. You may call the Recurring AP Bill back up on the screen by the "Trans #" to maintain the stored information.

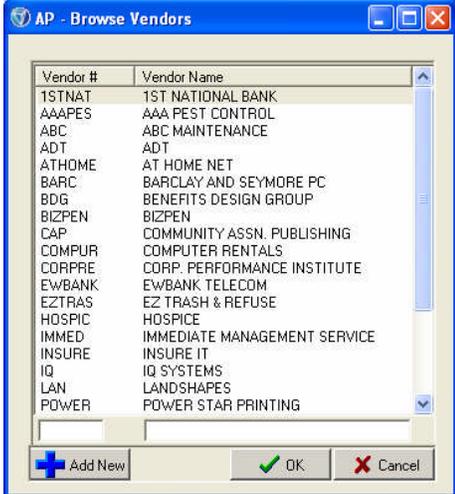
A 'Posted' Recurring AP Bill transaction cannot be changed. You can enter a credit voucher through the regular "Enter AP" (on the A/P Menu) to offset a 'Posted' transaction or use the "Adjustments" (on the A/P Menu) to cancel a 'Posted' transaction as long as it has not been paid.

Unlike regular A/P Bills, the Recurring Bill transactions are retained after 'Posting' so they can be selected and 'Posted' again the next period. They are not deleted automatically unless done so by the user. That means that if you no longer wish to pay a Recurring Bill, you must manually delete it.

Recurring AP	Click the <b>Recurring AP</b> button on the AP Menu.
<b>Enter Recurring AP Bills</b> You will see the Recurring AP Bills selection screen:	
<b>Existing Recurring AP Bills</b>	
	
If there are existing Recurring AP transactions on file in this community you will see them listed on this screen. You can then select them either to make changes, delete transactions or Post. You must Post the Recurring AP Bill transactions each period before they can be paid by a computer check. If there are no existing Recurring AP transactions, you will go directly to the Enter Recurring AP screen as shown below.	
	Click the <b>Add</b> button to enter a new Recurring AP transaction.

When adding a new Recurring AP transaction, a blank screen looks like this:

We'll cover each option and each field on the Recurring AP Transaction screen.

<b>Trans #</b>	A system assigned # (also called a Voucher) so TOPS has a uniform way of keeping track of each transaction.
<b>Vendor ID</b>	<p>Either type in the <b>Vendor ID</b>, if known, or click the down browse arrow  to open up a browse screen to locate the vendor or add a new vendor, if needed.</p> <p>The vendor browse looks like this:</p>  <p>Click the <b>Add New</b> button to add a new vendor on-the-fly.</p>
<b>Vendor</b>	<p>The <b>Vendor Name</b> displays here once a Vendor ID is entered. But the Vendor Name field can also be used to select the vendor rather than by Vendor ID.</p> <p>To select a vendor by the Vendor Name rather than Vendor ID, simply click into this field or use the TAB key to skip the Vendor ID so the cursor is active in the Vendor Name field, then start typing the name. You do not have to complete the name, you can press the TAB or ENTER key to see matching vendors. Select</p>

	<p>the vendor you wish.</p> <p><b>Note:</b> A vendor <i>MUST</i> be selected before you can proceed with any other information on the Recurring AP screen.</p>
<b>Frequency</b>	<p>Select how often this Recurring AP Bill should be paid. The choices are:</p> <ul style="list-style-type: none"> <li>• Monthly</li> <li>• Weekly</li> <li>• B-Weekly</li> <li>• Quarterly</li> <li>• Semi-Annually</li> <li>• Annually</li> </ul> <p>The default is Monthly. You <i>MUST</i> select a Frequency to continue.</p>
<b>Day of the Month</b>	<p>Enter the day, from 1 – 30, that you wish to pay this Recurring AP Bill each period. TOPS does not automatically select this for payment when this day is reached, it is for display purposes to help you when selecting which Recurring AP Bills to Post, then pay.</p>
<b>Invoice #</b>	<p>Enter the <b>Invoice #</b> into this field. If there is no Invoice #, then use today’s date as an alternative. This is a required field because TOPS wants to check to make sure this is not a duplicate invoice for this vendor. If it finds the same Invoice # already for this vendor, it will give you a warning.</p> <p><b>Note:</b> You <i>MUST</i> enter an Invoice # even if you have to make up a number using today’s date—like 11302010.</p>
<b>Invoice Description</b>	<p>A free-from description of this invoice, up to 25 characters. This <b>Reference</b> is printed on the "Disbursements Report" to explain what was paid.</p> <p style="text-align: center;"><b>Example – Monthly Lawn Contract</b></p>
<b>Bank ID</b>	<p>The default bank account from the AP Setup will automatically be inserted as the default here. The default bank account should be the main checking account for the community. This option lets you control which bank account is used to pay this vendor’s bill—a handy feature if paying for a reserve expense or special assessment expense out of a different bank account.</p> <p>If the default bank account is not correct for this bill, you can use the down browse arrow  to select a different bank account to pay this bill from if you wish. Whichever bank account is selected here, that will be the bank account that will be credited when the check is actually printed to pay this Recurring Bill.</p>
<b>Amount</b>	<p>Enter the Amount to be paid each time even if you wish to expense it to more than one GL Account.</p>
<b>Last Posted</b>	<p>Shows the date the Recurring AP Bill was last Posted. This is updated automatically when you Select &amp; Post the Recurring AP Bills to be paid.</p>
<b>Formula #</b>	<p>If formula distributions are active in this community (AP Setup), then the Formula # field will be active. If not, the Formula # field will be hidden from view on the screen. Formulas are entered at the Community Setup menu,</p>

“Formula Distr Setup”.

**Expense Distribution**

Notice the Expense Distribution section at the bottom of the screen:

Amount Remaining			0.00
Acct #	Description	Amount	% Distr.

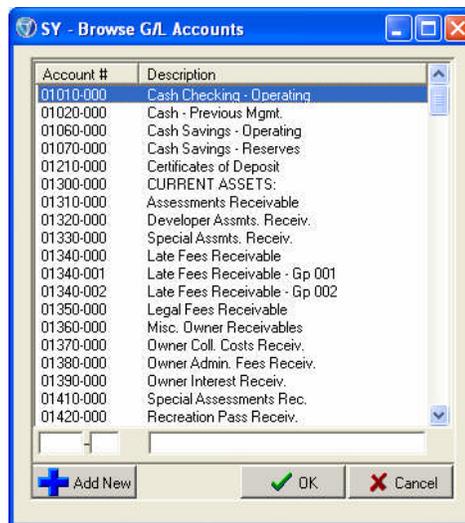
You must completely expense the amount of the Recurring AP transaction before you can exit the screen.

**Amount Remaining**

This shows the Amount Remaining that must still be expensed. As you enter each line of the Expense Distribution, the Amount Remaining changes. When the Amount Remaining equals zero, you have fully expensed the amount of this Recurring AP transaction.

**Account #**

Enter the GL Account # here or use the down browse arrow  to open a browse of the Chart of Accounts.



If needed, click **Add New** to add a new GL account to the Chart of Accounts.

**Description**

The description of the GL Account from the Chart of Accounts.

**Amount**

The amount of the Recurring AP Bill to be expensed to this GL Account #.

**% Distr.**

If using Formulas, this column shows the % of the Expense Distribution for each line in the Formula. The Amount of the Recurring AP Bill will automatically be distributed according to the %'s in the Formula.

An example showing % Expense Distributions looks like this:

Acct #	Description	Amount	% Distr.
07410-000	Gen. Maint. & Repair	31.25	25.000
07010 000	Management Fees	37.50	30.000
07020 000	Accounting Fees	56.25	45.000

A completed Recurring AP Bill transaction looks like this:

AP - Recurring A/P      XX - Sample Condominium

Trans. #       Vendor

Frequency       Day of the Month

Invoice #       Description

Bank ID        01010 - 000     

Amount       Last Posted       Formula #

Amt. Remaining

Account #	Description	Amount	% Distr.
07280 000	Insurance	278.00	

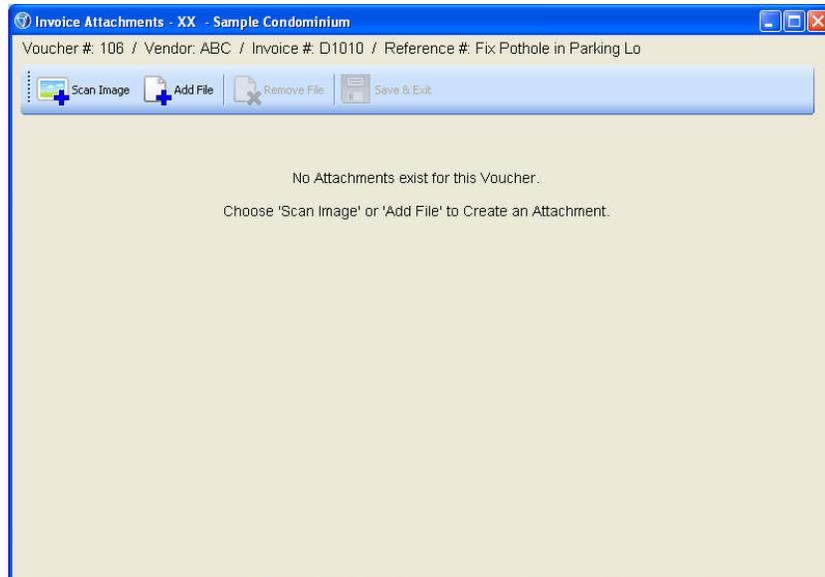
The following explains the button functions.

**Screen Controls**

	Click the <b>OK</b> button to save changes to the Recurring AP Bill transaction as displayed.
	Click the <b>Cancel</b> button to erase any changes made to this Recurring AP Bill.
	Click the <b>Delete</b> button to permanently erase the Recurring AP Bill displayed on the screen. Deleting it will mean it will no longer be available to Post, then pay.

**Scan/Attach**

	<p>Through this button you can scan AP invoices or documents through use of a scanner attached to your computer or attach files already on your computer. When you attach a copy of an AP invoice or contract to the Recurring AP Transaction in TOPS, it eliminates the filing of the paper copy. It also makes the retrieval of the invoice or related documents much quicker and easier since it is conveniently stored in the Vendor History file.</p> <p>Click the <b>Scan/Attach</b> button and follow these instructions. When you click the <b>Scan/Attach</b> button you will see the following screen:</p>
--	--

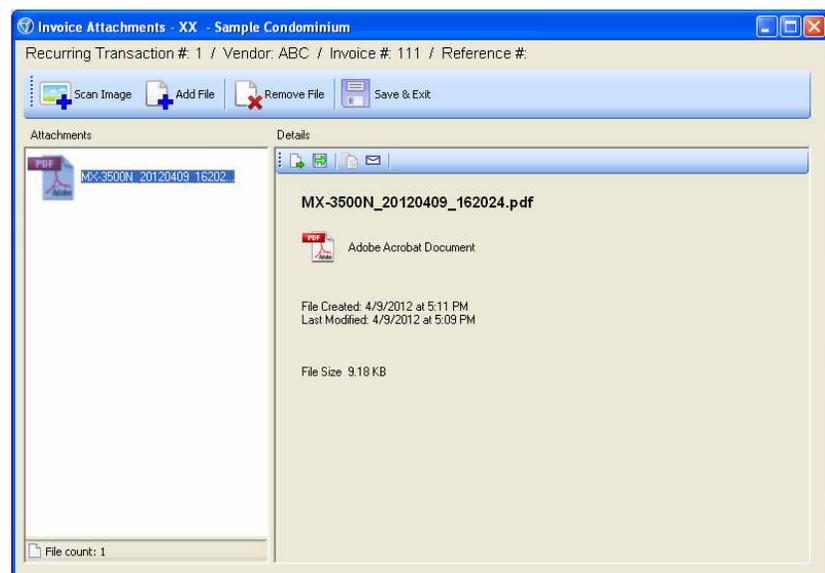


There are only two buttons active:

**Scan Image** – Use this button if you have a scanner attached to your computer and are ready to scan an image of the AP invoice or any related documents.

**Add File** – Use this button if you have a file or image already on your computer and wish to attach that file or image to this Recurring AP Transaction in TOPS. It opens a standard Windows® browser where you can select the file(s) to attach.

Once an image or file is attached to the AP Transaction in TOPS, the screen will look as follows:

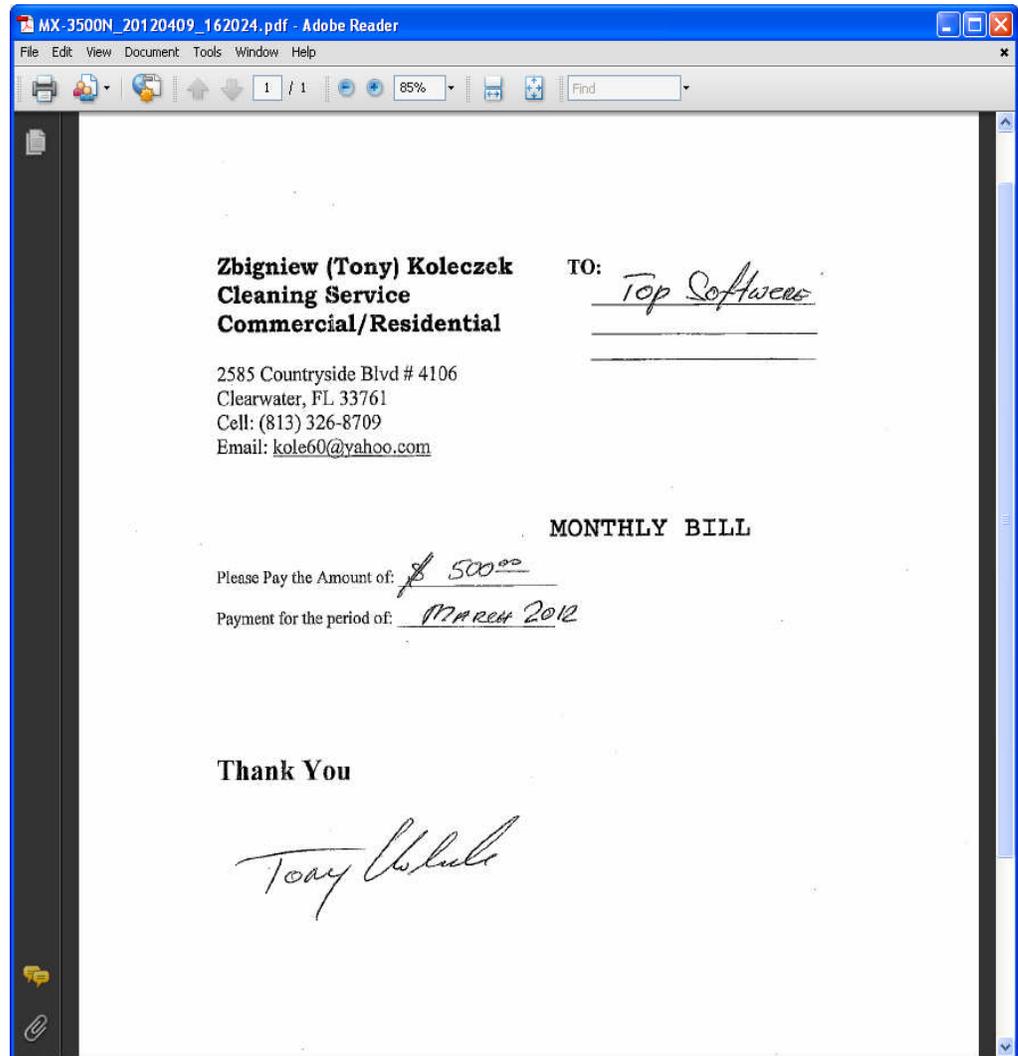


Now the other two buttons are active:

**Remove File** - This deletes the file from the Recurring AP Transaction.

**Save & Exit** - This saves the file as an attachment to the Recurring AP Transaction.

You can double-click on the attachment to open a view of the attachment. There can be more than one attachment to a Recurring AP Transaction. When you open an attachment it will look as follows:



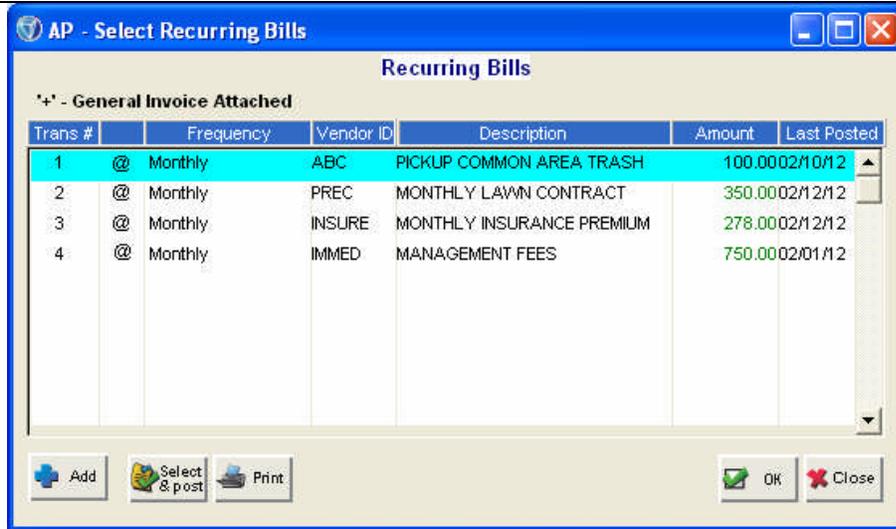
Click the **X** in the upper right to close the attachment.

Be sure to click the **Save & Exit** button to save the attachment to the AP Transaction.

### **Select Recurring Bills To Post**

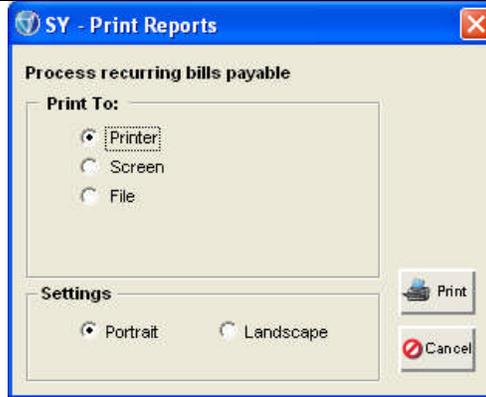
Once you click the OK button after entering a Recurring AP Bill, you will see all the Recurring AP Bill transactions listed:

### **Existing Recurring AP Bills**



It lists all the Recurring AP Bills that are available to Post, then pay. The columns are the screen are:

<b>Trans #</b>	The system assigned transaction # used by TOPS to keep track of each AP transaction.
@	The @ sign indicates there is an attachment to this Recurring AP Transaction.
<b>Frequency</b>	One of these Frequencies: <ul style="list-style-type: none"> <li>• Monthly</li> <li>• Weekly</li> <li>• B-Weekly</li> <li>• Quarterly</li> <li>• Semi-Annually</li> <li>• Annually</li> </ul>
<b>Vendor ID</b>	The Vendor ID selected when the transaction was entered.
<b>Description</b>	The Reference entered for each Recurring AP Bill transaction.
<b>Amount</b>	The total amount for each Recurring AP Bill transaction.
<b>Last Posted</b>	Shows the date the Recurring AP Bill was last Posted. This is updated automatically when you Select & Post the Recurring AP Bills to be paid.
<b><u>Screen Controls</u></b>	
	Click the <b>Add</b> button to enter a new Recurring AP Bill transaction.
	Click the <b>Print</b> button to print a report showing and Recurring AP Transactions in detail.



**Print** – click to generate the report according to your Print To options.

**Cancel** – click to exit without printing.



Click the **OK** button to select the highlighted Recurring AP Bill transaction so you can view the transaction details itself and make changed, if needed.



Click the **Close** button to exit from the Recurring AP.

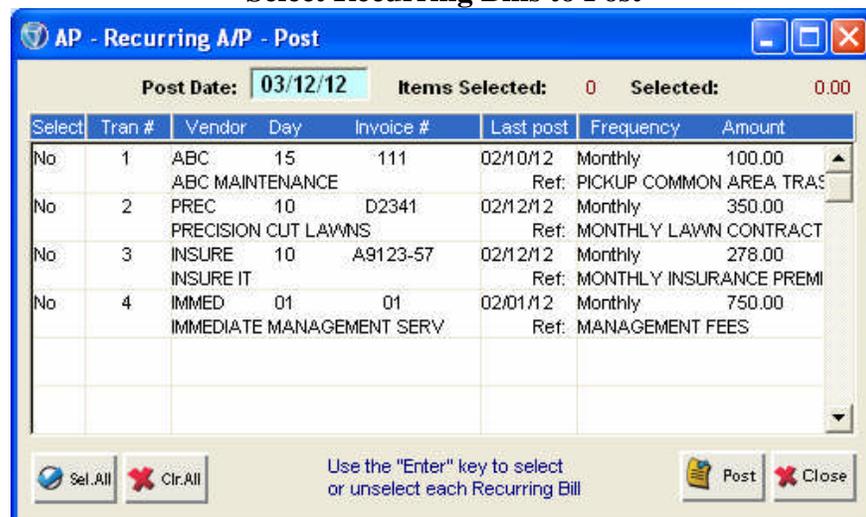
### Select & Post



Recurring AP Bill transactions must be posted before they affect vendor account balances or your General Ledger. You cannot print a computer check to pay a Recurring AP Bill until it is Posted. You will have a chance to select which Recurring Bills to Post after you click the **Select & Post** button.

Click the **Select & Post** button to proceed. This does not Post the transactions, it gives you the opportunity to select which Recurring AP Bills you wish to Post.

#### Select Recurring Bills to Post



Notice the **Post Date** at the top of the screen. If you are using the Accrual Accounting method for this community, this is the date you will see the expense for the invoices you select hit the General Ledger “as of”. If you are using the Cash Accounting method, the Post Date will have no effect.

### Select/Unselect

All the Pending Invoices are *Unselected* for payment to start to prevent accidental selection. Notice these buttons at the bottom of the screen:

Double click on individual invoices to select them for Posting. The *No* will change to a *Yes* to indicate that this invoice has been selected for Posting.

### **Buttons**



Click the Select All button to select all the Pending Invoices to Post.

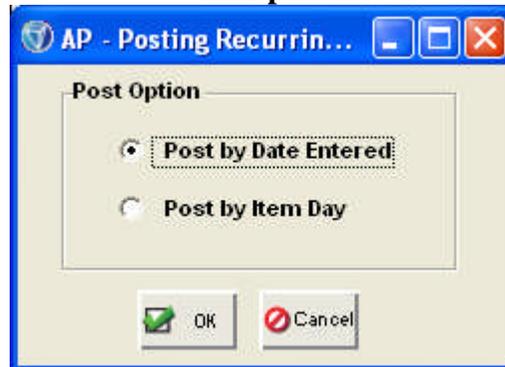


Click the Clear All button to Unselect all Pending Invoices so you can start selecting again.



Once you have selected the Recurring AP Transactions you wish to Post, click the **Post** button. You will see this screen:

### **Post Options**



- **Post by Date Entered** – the Date Entered means the **Post Date** shown at the top of the invoice selection screen as shown below.



- **Post by Item Day** – when you enter each Recurring AP Transaction, you can specify the day of the month when it should be paid, see below. That is the Post Date that will be used if this option is selected.



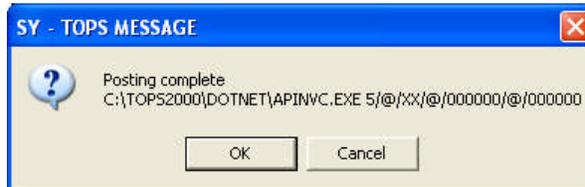
Select one of these Post options.



Click **OK** to proceed with Posting the selected Recurring AP Transactions.

Click **Cancel** to exit without Posting.

If you clicked the OK button, the selected AP transactions will be posted. When complete, you will see this confirming message:



You are now ready to select Recurring Bills to be paid and print computer checks if you wish.

*This completes the manual section on Recurring AP Bills*

## Checks

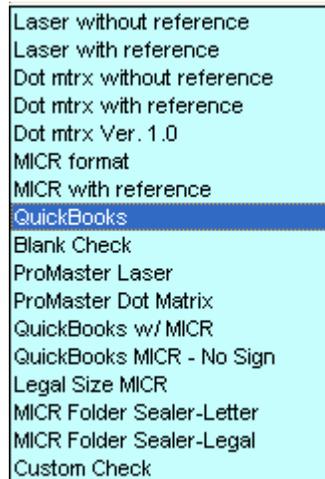
### INTRODUCTION

Use this function to select Invoices (vouchers) for payment, preview the checks that are going to be printed and print the checks themselves. Printing checks clears open A/P Bills and creates an entry to the General Ledger for the checks printed (disbursements). There is an overdraft protection warning system if the total of the invoices selected for payment will exceed the bank balance.

Before you can print checks, you must have previously entered "Bills" under "Enter AP" or "Recurring A/P" (#3 on the A/P Menu) and 'Posted' them. Unless the "Bills" are 'Posted', they are not recognized by the check printing programs. Therefore, you cannot see them to select them for payment.

### Check types

There are many different check formats you may select from which include these checks:



The Check Format is set in the **AP Control File** which is part of the **Setup** menu tab on the AP Menu. These checks are available from many sources including:

#### **Dynamic Systems**

6420 Pleasant Street  
South Park, PA 15129  
800-782-2946  
Fax: (412) 831-4754  
<http://www.dswebtoprint.com/tops>

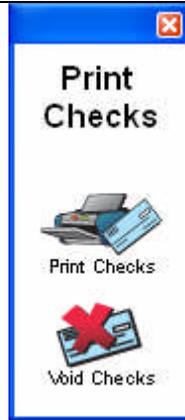
#### **Formost Business**

7564 Standish Place, #115  
Rockville, MD 20855-2745  
301-777-4242  
Fax: (301) 424-7489  
<http://www.formostgc.com/>

To Print Checks, follow these instructions:

### Print Checks

	Click the <b>Checks</b> button on the AP Menu.
You will see the <b>Print Checks</b> menu:	



We'll cover the **Print Checks** and **Void Checks** in detail below.



Click the **Print Checks** button to select invoices for payment and print computer checks.

When you click the Print Checks button, you will see all the Posted Invoices that are available for payment:

### Select Invoices

Vendor	Vendor Name	Bank ID	Trans	Invoice	Date	Amount	Partial Amnt	Select
EZTRAS	EZ TRASH & REFUSE	1	5	022812	02/28/12	225.00		No
IMMED	IMMEDIATE MANAGEMENT SERVICE	1	2	030112	03/01/12	750.00		No
INSURE	INSURE IT	1	4	F1278423	03/15/12	350.00		No
SAMPLE	SAMPLE ELECTRIC UTILITY	1	3	4214565323	03/05/12	126.13		No

There are two ways to select invoices for payment:

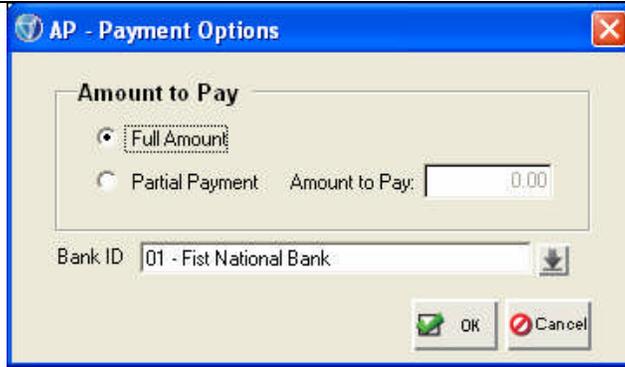
- **Select Individual Invoices**
- **Select All Invoices**

We'll discuss each method in detail.

### Select Individual Invoices for Payment

Double click on an item to select it for payment. When you do, you will see this pop-up:

### **Individual Invoice Payment Options**



**Amount to Pay**

- **Full Amount** - Notice it defaults to paying the Full Amount of the invoice.
- **Partial Payment** – Click this option if you wish to pay *LESS* than the full amount of the invoice, then enter the Amount to Pay.

**Bank ID** – The default bank account is the account from the AP Control File but you may use the down browse arrow to select any active bank account to pay this invoice from.



Click the **OK** button to proceed.



Click the **Cancel** button to exit without proceeding.

**Select All Invoices for Payment**

Starting from the Select Invoice screen:

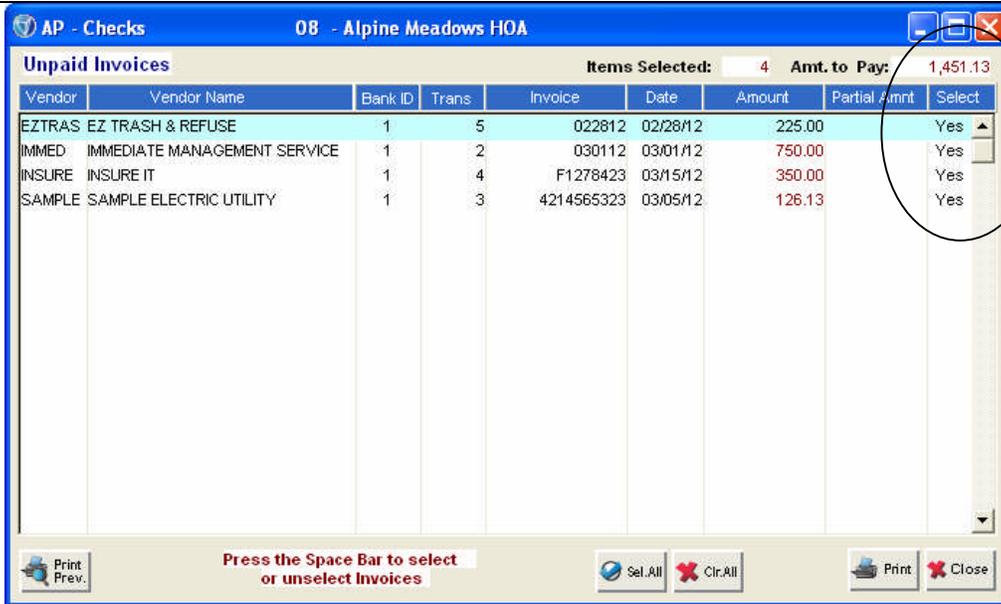
**Select Invoices**



Click the **Select All** button to select all listed invoices for payment.

When you click the Select All button, you will notice that the Select column will change from No to Yes for all the listed invoices:

**Select Invoices**



Notice that it also shows the total Amount to Pay at the top right of the screen. This is the total of the invoices selected for payment.

	The <b>Clear All</b> button clears all the invoices selected for payment so you can start over.
	The <b>Print Preview</b> button prints a preview report showing the invoices that have been selected for payment.
	The <b>Close</b> button exits you from the AP Check Printing without proceeding.
	The <b>Print</b> button proceeds with the printing of AP Checks.

### MICR Checks Only

If you are printing MICR Checks, which means, you are printing on blank check stock with TOPS completing all the bank info and the MICR line at the bottom of the check, you will see the MICR Fonts selection screen:



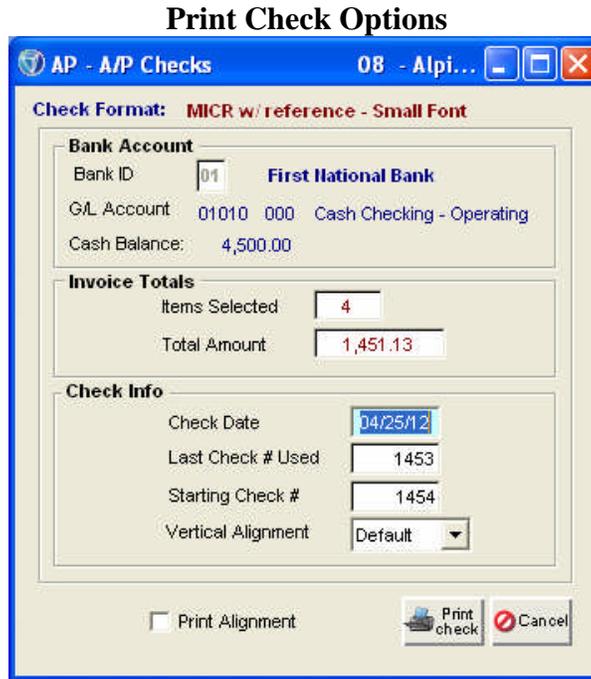
Different versions of Windows® require different sized MICR Fonts to meet the Federal Reserve Bank MICR font requirements. For more recent versions of Windows®, the

“Small MICR Font”, which is the default, should be correct.

**Recommend:** Accept the Small MICR Font default unless you bank informs you it is having difficulty reading the MICR line on your AP checks.

**All AP Checks**

Once you click the Print button on the Select Invoices screen, you will proceed with the check printing. You will see the Print Check Options:



**Overdraft Protection**

Notice this screen shows the bank balance as well as the total of the invoices selected. If the invoices selected will exceed the bank balance, you will see a warning on the screen to help prevent you from overdrawing the cash available.

**Check Info**

The following information is displayed but can be changed:

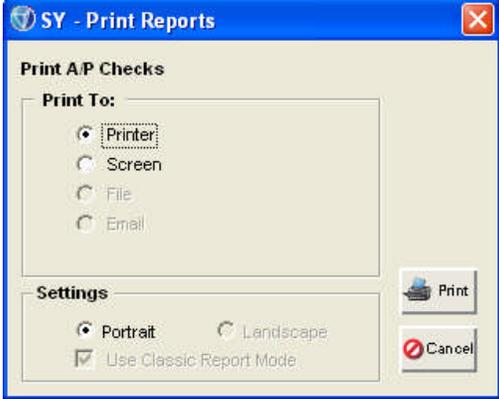
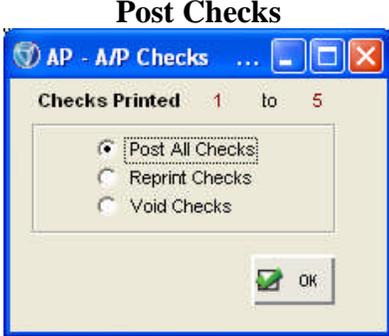
**Check Date** – displays today’s date but can be changed.

**Last Check # Used** – based on the last check printed for this community.

**Starting Check #** - can be changed, but may cause a number of checks to be “voided” behind the scenes.

**Vertical Alignment** – adjust the position where the check prints in small increments of ½ (.5) lines either up or down.

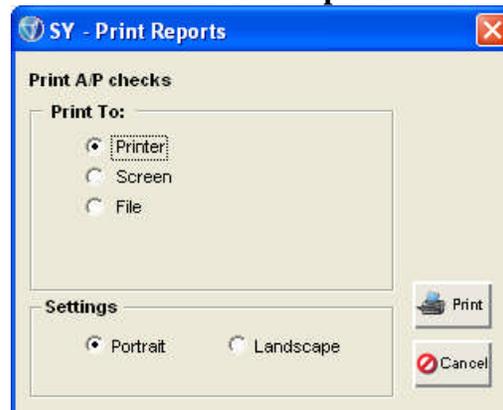
<b>Print Alignment</b>	Print a sample check to test the alignment.
	Click the <b>Print Check</b> button to proceed with the actual check printing. You will then see the print reports option so you can direct the check printing to the correct printer:  <b>Print Checks</b>

	 <p> <b>Print</b></p> <p>Click the <b>Print</b> button to start printing the AP checks.</p> <p> <b>Cancel</b></p> <p>Click the <b>Cancel</b> button to exit without printing checks.</p>
<p><b>Post Checks</b></p>	<p>After the checks have printed, you will see the Post Checks screen:</p>  <p>You have 3 options here:</p> <ul style="list-style-type: none"> <li>• <b>Post All Checks</b> – clears open invoices, updates the Vendor History for the payments made and records entries in the General Ledger for the checks just printed. This completes all the accounting functions for the checks.</li> <li>• <b>Reprint Checks</b> – if there was a problem with the checks, for example, the printer jammed, use this option to reprint the checks.</li> <li>• <b>Void Checks</b> – use this option to void all the check #'s just printed and leave all the invoices selected for payment still open waiting for checks to be printed.</li> </ul>
<p><b>Print Check Register</b></p>	<p>The AP Check Register will list ALL the Checks just printed. When you select to Post All Checks, you then see this screen:</p>



Click the **Finish** button to proceed with printing the Check Register report.

### Select Print Option



Click the **Print** button to start printing the AP Check Register.



Click the **Cancel** button to exit without printing.

When the AP Check Register is done printing, you will see this confirming message:



This is just confirming that the AP checks just printed have been posted and the AP system and General Ledger updated for these transactions.

***Printing the AP Check Register is the final step in printing AP Checks.***

## Void Checks



To Void an AP Check already printed, from the AP Checks menu click the **Void Checks** button. Voiding a check means you wish to cancel the check and make the invoice paid on the check an open, unpaid item again.

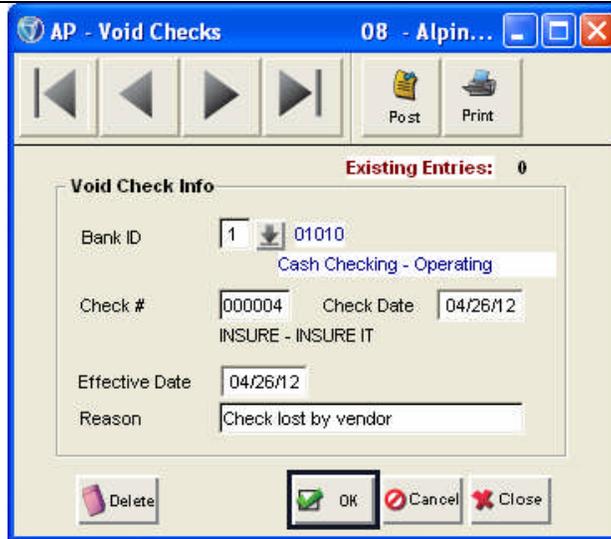
When you click the Void Checks button, you will see the Void Checks screen:

**Void Checks**

This is where you can select the AP Check you wish to void. To void an AP Check, complete the Void Checks screen as follows:

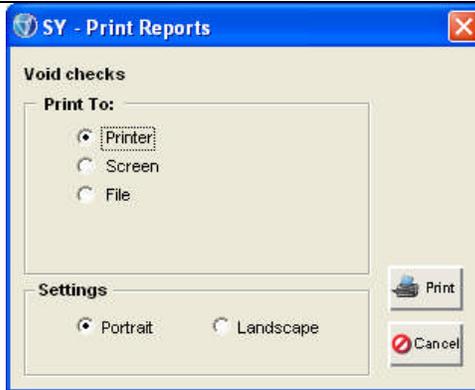
<b>Bank ID</b>	First, you must select the bank account where the AP Check as issues against. Use the down browse arrow  to select the bank account by Bank ID.
<b>Check #</b>	Enter the Check # here.
<b>Check Date</b>	Enter the Check Date here.
<b>Effective Date</b>	The Effective Date will be the date used for recording the Void Check in the AP system and General Ledger.  Enter the Effective Date for this Void Check transaction. If the AP Check was issued in a previous month and the month has been closed, you might want to void the AP Check in the current month so you don't affect financial statements that have already been issued.
<b>Reason</b>	A place to record a brief note explaining why you are voiding this AP Check.

A completed Void Check transaction would look like this:



Complete the Void Check transactions using the buttons on this screen as described below.

	<p>Click <b>Delete</b> to erase the Void Check transaction.</p>
	<p>Click <b>OK</b> to save the Void Check transaction just entered.</p>
	<p>Click <b>Cancel</b> to exit without saving the Void Check transaction just entered.</p>
	<p>Click <b>Close</b> to exit saving the Void Check transactions on file.</p>
	<p>Use the arrow keys to browse through pending Void Check transactions.</p>
	<p>Click the <b>Print</b> button to print a preview list of the Void Check transactions that have been entered by not posted.</p>
	<p>Click the <b>Post</b> button to Post Void Check transactions that have been entered. Posting actually records the void check transaction in both the AP system and General Ledger. It cancels the check issued, makes the invoice(s) paid on that check open (unpaid) items again, and reversed the payment from the General Ledger.</p> <p>When you click the Post button, you will see this confirming message:</p> <div data-bbox="683 1499 1114 1751" data-label="Image"> </div> <p>Click the Yes button to proceed with Voiding the checks.</p> <p>Because the Void Checks affects both the AP system and the General Ledger, an audit trail report will be generated. You will see the Print Option screen:</p>



Select where you wish to send the printed output.



Click the **Print** button to start printing the Void Check Register.



Click the Cancel button to exit without printing.

When the Void Check Register is done printing, you will see this confirming message:



This is just confirming that the Voided Checks have been posted and the AP system and General Ledger updated for these transactions.

*This completes the manual section on Print Checks and Void Checks.*

## Adjustments

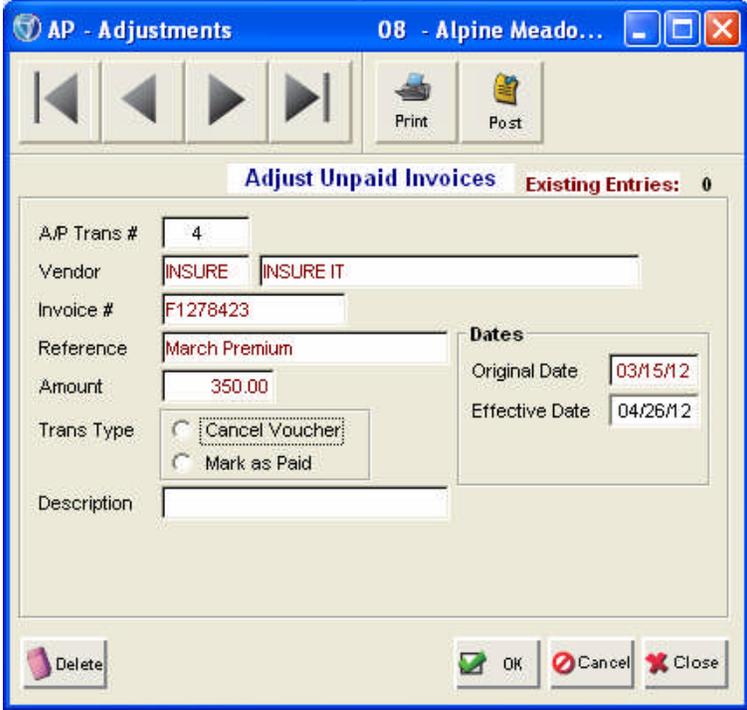
Use Adjustments to clear Open A/P Vouchers (unpaid invoices). The Vouchers you are working with here must have been entered as "Bill" transactions which means they were originally intended to be paid by computer check.

You have the choice of two types of "Adjustments":

**Cancel Vouchers**

**Mark Vouchers Paid**

Vouchers must be 'Posted' before you can use the "Adjustment" function. If they are not yet 'Posted' use the "Bills/Manual Checks" to go back and make the correction.

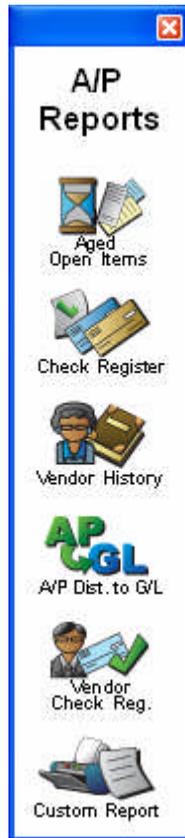
Adjustments	Click Adjustments on the AP Menu.
You will see the AP Adjustments screen:	
<b>AP Adjustments</b>	
	
Complete the fields on the screen, then click <b>Post</b> .	

## Reports

There are many AP Reports that can be printed. Most of the reports are “date sensitive” meaning, they can be printed for any date where data is still on file. This is especially handy for reports like the Aged Open Item report where you might want to print it for a period in the past to check for open items as of a certain date.

Reports	Click <b>Reports</b> from the AP Menu.
---------	--

You will see the AP Reports menu:



Below is a brief description of each report:

### **Aged Open Items**

This report shows the "Open" (unpaid) invoices that have been entered and posted but not yet paid. It can be printed for any date in the past as long as the Vendor History exists for that date.

### **Check Register**

A "disbursement" report that lists all checks issued for a range of dates. The report can be printed in full detail (shows complete invoice detail) or summary format (simple check listing). It can be printed for any date in the past as long as the Vendor History exists for that date.

**Vendor History**

A report showing the invoices and check history for each Vendor. It can be printed for ALL Vendors or selected Vendors.

**A/P Distribution to G/L**

A report that shows all entries made to the General Ledger for a range of dates. It is a valuable “audit trail” report to trace the G/L activity coming from the A/P module.

**Vendor Check Register**

Shows ALL Checks written to a Vendor for a range of dates. It can be printed for ALL Vendors or just selected Vendors.

**Custom Report**

Some TOPS customers have special custom AP reports. If so, they can be accessed through this menu choice.

## Year End

The only year-end requirement for accounts payable is to print 1099 Misc Income forms for unincorporated vendors as required by the IRS. This must be done on a calendar year basis regardless of the fiscal year for the community. You can do this anytime after the end of the previous calendar year, however, the IRS does have filing requirements which generally require this to be done by January 31<sup>st</sup> of the following calendar year.

In addition to printing 1099's through the Year End menu, you also have the option to purge Vendor History. You do NOT need to do this in order to proceed with a new year, but if you wish to get rid of old Vendor History, you can do so through the Purge Vendor History on the Year End menu.

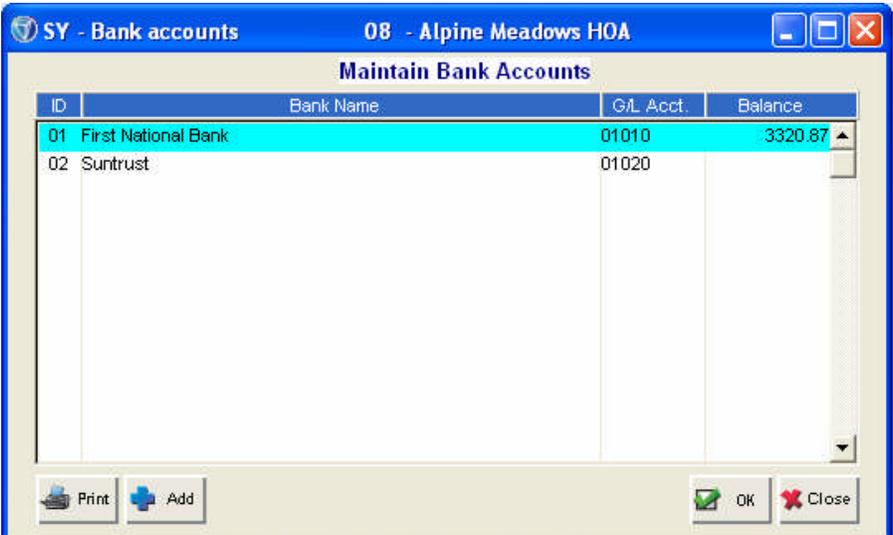
Year End	Click <b>Year End</b> on the AP Menu.
<p>You will see the AP Year End menu:</p> <p style="text-align: center;"><b>AP Adjustments</b></p> <div data-bbox="716 808 899 1325" style="border: 2px solid blue; padding: 10px; margin: 0 auto; width: fit-content;"><p style="text-align: center;"><b>Year End</b></p><div style="text-align: center;"><p><b>1099</b> Print 1099 Reports</p></div><div style="text-align: center;"><p><b>1099</b> Print 1099s</p></div><div style="text-align: center;"><p>Purge Vend. Hist</p></div></div> <p>Here you can complete your Year End processing requirements.</p>	

## Bank Accounts

You can setup up to 99 "Banks Accounts" for each Community. These are accounts where you intend to write A/P or P/R checks. By defining them here, the A/R, A/P, P/R and Check Rec modules know the Bank Accounts exist. The "Last Check #" for A/P is tracked in the "Bank Accounts" file.

### MICR Check Info

If you use the TOPS MICR Check Printing System, you setup the Bank MICR Info through the Bank Accounts.

Bank Accts.	Click <b>Bank Accounts</b> on the AP Menu.
Clicking the Bank Accounts button, you will see any existing Bank Accounts:	
<b>Bank Accounts</b>	
	
Here you can add new Bank Accounts or select and existing Bank Account to change info on file.	
The information stored in the Bank Accounts file looks like this:	

SY - Bank accounts 08 - Alpine Mea...

### Bank Info

**Bank ID**

**Bank Name**

Bank Address 1

Bank Address 2

Bank Address 3

Bank Account #

Bank ABA #

A/P Last Check #

**GL Account #**  

Use Global Scan Payment

**Store ID:**

**All fields in red are required**

 Delete

 OK  Cancel

## Setup

The AP Setup includes the "A/P Control Info" which let's you configure the handling of the Accounts Payable functions. For example, you can elect to "turn-off" printing Audit Trail reports, such as the Bills Posting Registers. Further, through the A/P Control Info you can specify the default "Checking Account" to be used with Accounts Payable.

You can select which accounting method, "Accrual" or "Cash" you wish to use for this Community. Depending on which method you select, the interface of transactions to the General Ledger from A/P is affected. "Accrual" recognizes expenses when due while "Cash" recognizes expenses only when a check is issued.

	Click <b>Setup</b> on the AP Menu.
<p>You will see the Setup menu:</p> <div data-bbox="699 751 919 1266"></div> <p>We will only focus on the AP Control Info.</p>	
<p>The AP Control Info looks like this:</p> <p style="text-align: center;"><b>AP Control Info</b></p>	

AP - A/P control information 08 - Alpine Meadows HOA

**General**

Account Number: 03010 - 000

Account Description: Accounts Payable

Print A/P Check # On: Both

Last Voucher #: 6

Default Cash: 1 01010 - 000  
Cash Checking - Operating

Check Format: Laser with reference

Accounting Method: Accrual

**Printing**

- Print community name on A/P checks
- Print community ID on A/P checks
- Print audit trail reports
- Include check date on Stub

**Options**

- Customize AP reference by Distribution
- Warning for vendor insurance expiration
- Use distribution formulas
- Make Invoice Effective Date the Current Date

OK Cancel

Here you enter the controlling info about the AP system for this community, such as, the check format to use as well as many other things.