Global AP

Overview
Global AP allows a user to enter accounts payable bills, including manual checks, post them, select invoices for payment and print checks (using the TOPS MICR Check Printing System—which is required) across multiple communities without having to change communities. Being able to handle accounts payable globally offers tremendous efficiencies to customers managing multiple communities. Everything related to daily accounts payable processing can be done from one convenient location within TOPS version 3.2.1.—without ever changing communities.

When working with Global AP, the user only sees the communities that have been assigned to them under the Users/Passwords setting on the Administration menu. If communities are missing in Global AP, it is because the user login does not have access to these communities.

Global AP will work with the Digital Signature add-on. That means, if you have digital signatures setup, Global AP will print the signatures on the checks just the same as it would using the regular AP module. This is covered in more detail in the Print Checks section.

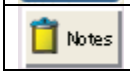
In addition, you can use Global AP in combination with the Online AP Approval on the TOPS community web sites. The approved invoices are released into TOPS where they show in Global AP and from there may be posted and checks printed.

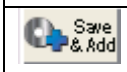
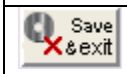
Requirements
In order to use Global AP, you must have the following options in TOPS:

- Global Functions module
- MICR Check Printing System (bank info must be setup in MICR before starting to use Global AP)

CIDcash®
As an alternative to printing MICR checks, Global AP offers the option to pay bills using the CIDcash® system. This handles payment of bills electronically, not be paper check. A complete description of how to use CIDcash® to pay bills is included at the end of the Global AP manual section.

Standard Buttons
The following are common buttons you will see throughout Global AP.

	Use **Add** to enter new AP Bills and transactions into Global AP
	Use **Edit** to change an existing AP Bill or transaction
	Use the **Notes** to enter an explanation about a particular AP Bill.

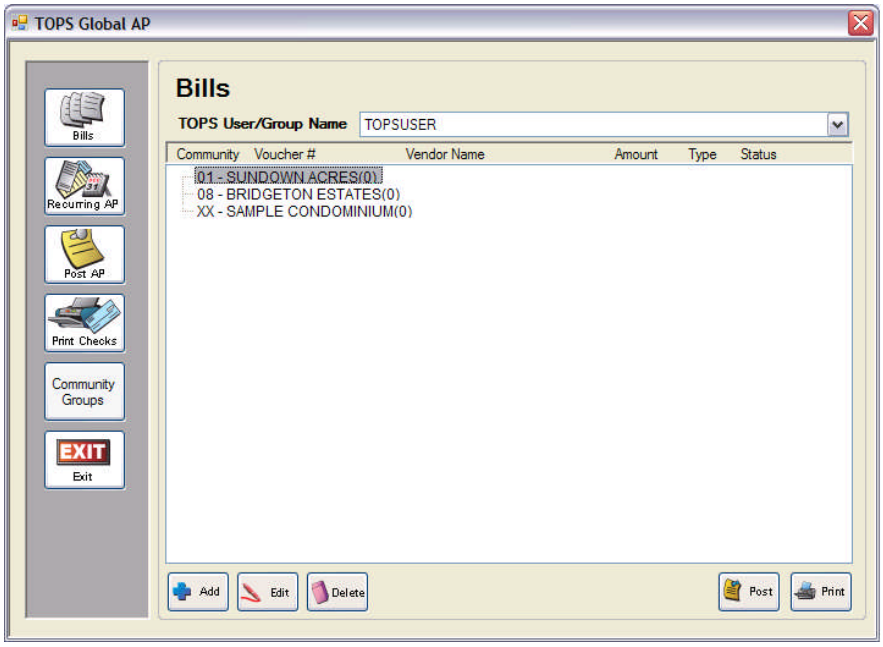
	Use **Delete** to remove an *unposted* AP Bill or transaction
	Use **Post** to update the AP module and General Ledger for the AP Bills or transactions that have been entered globally.
	Use **Print** to get a report of the AP Bills or transactions that have been entered into Global AP.
	Use **Save & Add** to save a bill transaction, clear the entry screen then enter another bill.
	Use **Save & Exit** to record the transaction and exit back to the Global AP menu with the community tree-view displayed.
	Use the **browse arrow** to see a further list of choices.

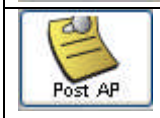
The following are step-by-step instructions for using Global AP:

Global AP Menu

From the main TOPS Menu, select Global. From the Global Functions menu select "Global AP". You will see this menu:

Global AP Menu



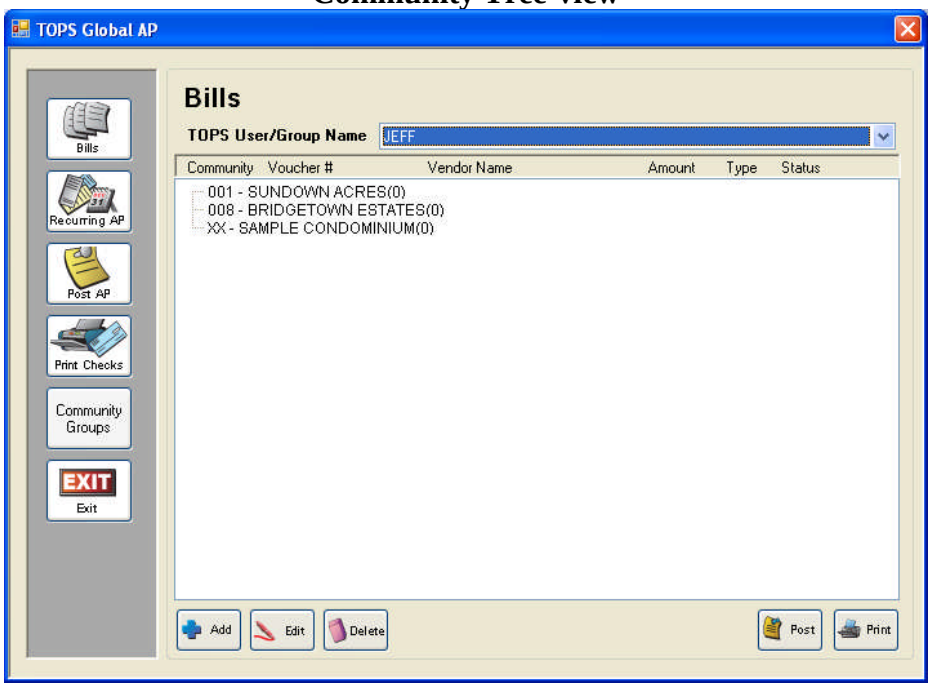
	Bills – Use this button to enter AP invoices to be paid. Entering the bill through Global AP is just like entering the bill in the community through the normal AP, you will see the bills in the individual communities too.
	Recurring AP – Use this button to add recurring bills, like regular contract payments, to the accounts payable for any community. Also use it to select recurring bills for posting.
	**Post AP** – Use this button to Post the AP invoices that have been entered. Posting here updates the Accounts Payable module in each community as well as the General Ledger module.

	Print Checks – Use this button when you are ready to print the AP checks to pay the posted bills. This requires the use of the TOPS MICR Check Printing System.
	Community Groups – Use this button to break-up communities into processing groups for accounts payable. It supplements the Community Assignments that are setup under Users/Passwords. A user will only be able to select from communities that they are already assigned to under the Community Assignments in Users/Passwords.
	Exit – use this button to return to the Global Functions menu.

Bills – Click on the "Bills" button to enter AP Bills for either one community or groups of communities. The communities you see are the ones you are assigned to use under the Community Assignments portion of Users/Passwords (Admin Menu). If you don't see a community listed, it means you have not been given access to that community under Community Assignments. You can further refine the communities linked to a "Group Name" by using the "Community Groups" which are explained in detail below.

The communities are displayed in a tree-view as follows:

Community Tree-view



A tree-view is an efficient way to show you a potentially long list of information and let you select any of the items on the list. In the example above, no AP bills have been entered for these communities.

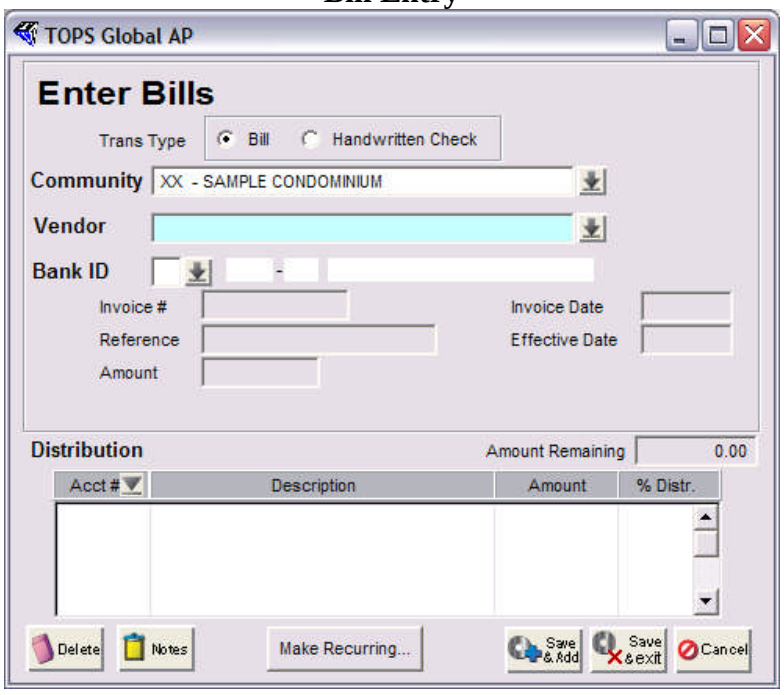
Notice the **"TOPS User/Group Name"** at the top of the screen:

The user defaults to the same user login that was used when starting TOPS. Notice the down browse arrow next to the name. Use the down browse arrow to select a "Community Group", if any have been setup, to further refine the communities displayed.

To enter an AP Bill, simply click on the community name in the tree-view list.

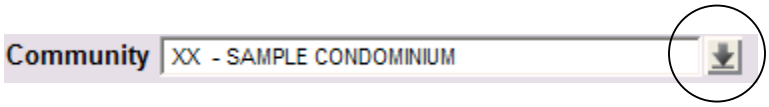
You will see the Bill Entry screen for this community:

Bill Entry



You are ready to enter an **AP Bill** or **Handwritten (manual) Check** for the community name shown at the top of the screen.

Notice that you can **change communities** "on-the-fly" by simply clicking on the down browse arrow next to the community name:



You can stay right on the bill entry screen and continue to enter AP bills without having to exit to select another community.

Here is the information that must be completed for each AP Bill:

Vendor – Use the down browse arrow to select an existing Vendor. Also, you can add a new vendor "on-the-fly" from the select vendor screen. In order to select a Vendor, they must exist in the community you are working with—which is the community name displayed at the top of the Bill Entry screen.

Bank ID – You can specify which bank account to pay this AP Bill from using the down browse arrow next to Bank ID. It defaults to the main checking account which is defined in the AP Control File for this community. Being able to designate a different bank account for a particular bill is handy if, for example, you want to pay a special assessment expense out of a certain bank account and not the regular checking account.

Invoice # - Just like the regular AP module, you must enter something in the Invoice # field. The system will check to make sure the Invoice # is unique and has not already been entered for this Vendor. You will see a Warning if a duplicate Invoice # is found.

Invoice Date – The date of the invoice from this Vendor.

Reference – A description, up to 25 characters, explaining what this invoice covers.

Effective Date – If using accrual accounting, this is the date used by the accounting modules in TOPS to record the expense. Under accrual, you will see the expense show up as a general ledger transaction based on the Effective Date entered here. Under cash accounting, no general ledger transaction will be recorded using the Effective Date. Rather, the expense will show when a check is generated using the check date.

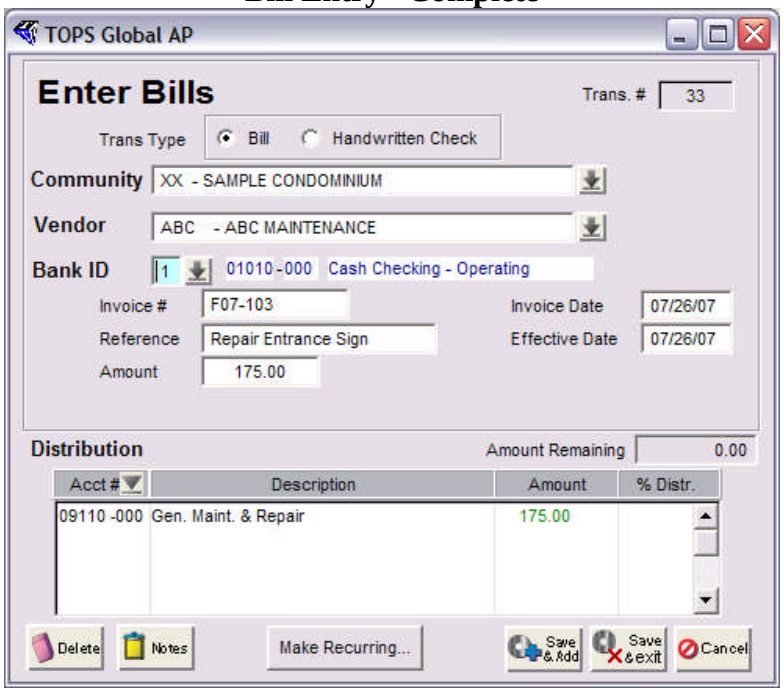
Amount – The total amount of this invoice. You can expense the amount of the invoice to different expense accounts under the Distribution section below. Also, you can make a partial payment when selecting a particular invoice for payment. So you should always enter the total amount of an invoice here.

Distribution – Here is where you select which GL accounts, from the Chart of Accounts file, to expense this invoice against. If the Vendor has a default expense account setup in the Vendor file, you will see the default expense account on the first line of the distribution. If no default exists, you will need to select an account from the Chart of Accounts using the **down browse arrow**. If you wish to distribute the invoice amount to several GL accounts, use the **down browse arrow** to select each account, then the amount to expense against this account.

> **Acct # -** Select the GL account # where you wish to expense this invoice against.
>
> **Amount** – The amount to expense to this GL account #. You must distribute the total amount of the invoice to GL account #'s or you will receive a warning which keeps you on the distribution screen and will not let you proceed.

Once you complete the Bill Entry screen with the invoice amount fully distributed to expense accounts, it will look like this:

Bill Entry - Complete



Click **Save & Add** to save the transaction just entered, clear the screen so you may enter another bill transaction. You can then continue to enter other AP transactions.

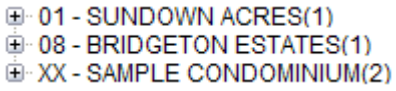
Click **Save & Exit** to save the transaction just entered and return to the Community Tree-View screen.

Click **Delete** to permanently delete the pending bill.

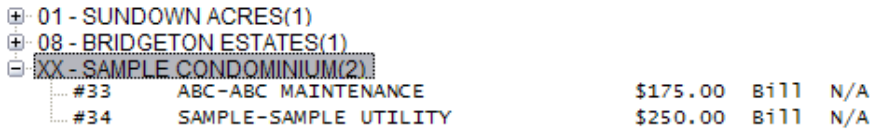
Continue to enter AP bills for this community or use the down browse arrow next to the community name to change communities and enter AP bills for another community.

About Tree-Views

If AP invoices have been entered for any communities listed, you will see a plus (+) sign before the community name and the number of bills entered after the community name:



A tree-view can be expanded or contracted to see the details of the AP bill transactions that have been entered by simply clicking on the + sign next to a community name:

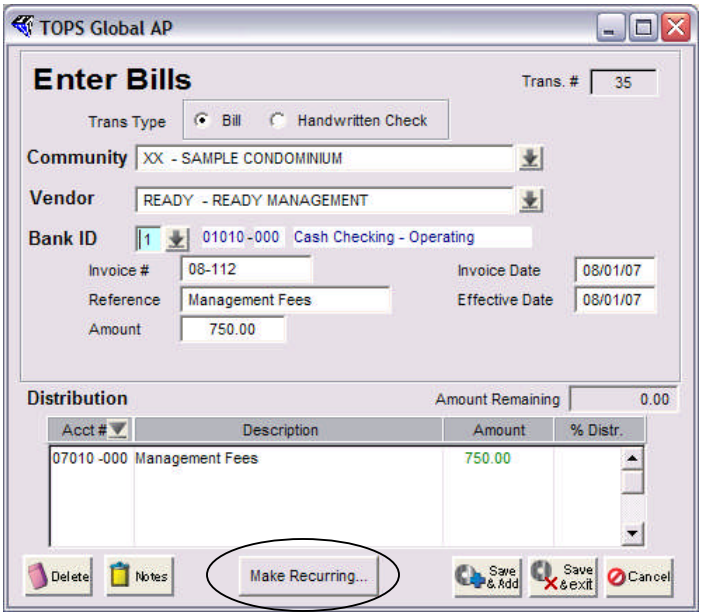


Click on any of the AP bills listed in the tree-view to open the Bill Entry screen for that invoice. You can make any changes you wish to the invoices entered up until you Post them.

Use the minus (-) sign next the community name to shrink the detail back to just a summary view for the community.

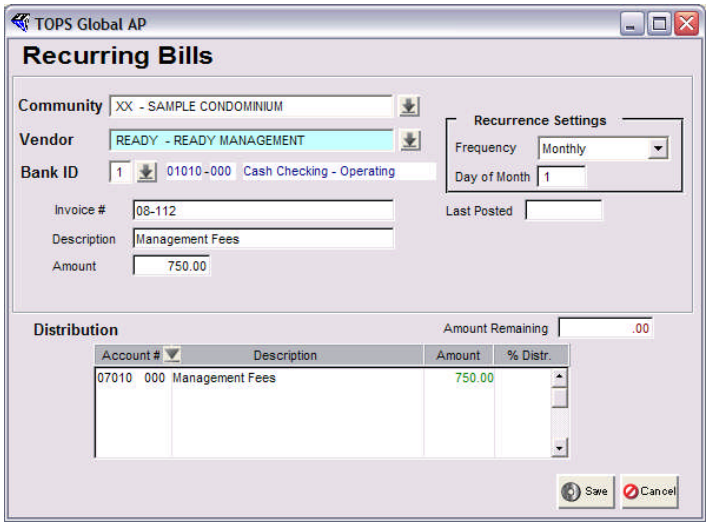
Make Recurring

Another feature of Global AP is the ability to make a bill a Recurring AP transaction transaction "on-the-fly" as you enter the bill. Notice the **Make Recurring** button on the Bill Entry screen:



Click this button to make the bill just entered a recurring bill.

The **Recurring Bills** screen appears.



Confirm and complete the extra fields on the Recurring Bills screen as follows:

Recurrance Settings

Frequency – Use the down browse arrow to select from these frequencies:

- Monthly
- Weekly
- Bi-weekly
- Quarterly
- Semi-Annual
- Annual

Day of Month – Enter a number from one to 30.

Last Posted – Leave this blank. The date will be updated automatically each time you select and post recurring AP invoices.

Confirm the following fields are correct and appropriate for a Recurring AP Bill.

Invoice #
Description
Amount
Distribution

- **G/L Account #**
- **Amount**

If the Recurring Bill looks OK, click the **Save** button.

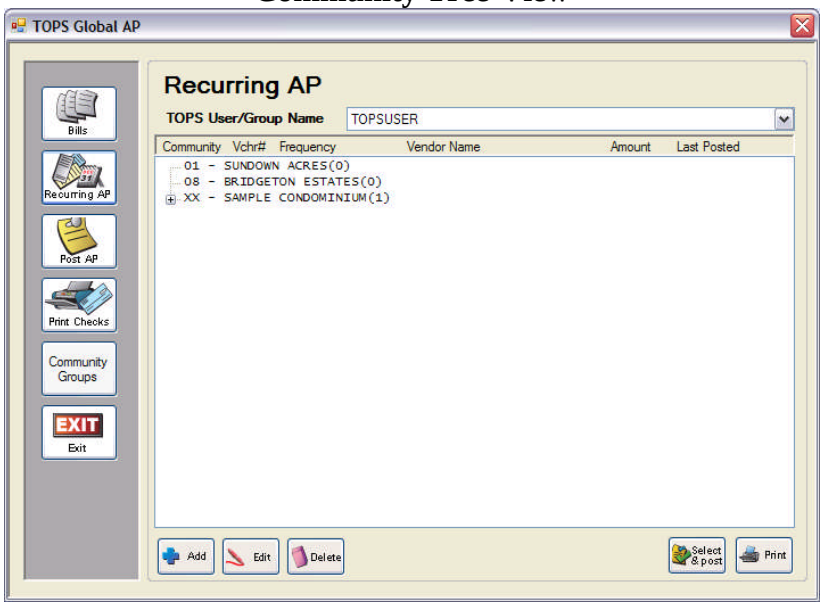
The new Recurring Bill transaction will be added to Recurring AP where you will be able to select it to Post and Print Checks over and over again. You will not see a Recurring Bill under the normal Bill Entry screens.

Recurring AP – While you can add a Recurring Bill on the regular bill entry screen, you can also work with recurring bills directly from the Global AP Menu. Use the Recurring AP button on the Global AP Menu to setup, maintain and post AP bills which need to be paid on a recurring basis. Examples of recurring bills would be management fees, lawn maintenance, insurance premiums, utility bills and the like. By setting them up as a recurring bill, you save the time and effort of entering a new bill each payment period.

Also use the Recurring AP to select existing bills to post, then pay.

From the Global AP Menu, click on **Recurring AP**.

Community Tree-View



A tree-view is an efficient way to show you a potentially long list of information and let you select any of the items on the list. In the example above, a Recurring Bill exists for Showcase Condominium, but not for the other communities.

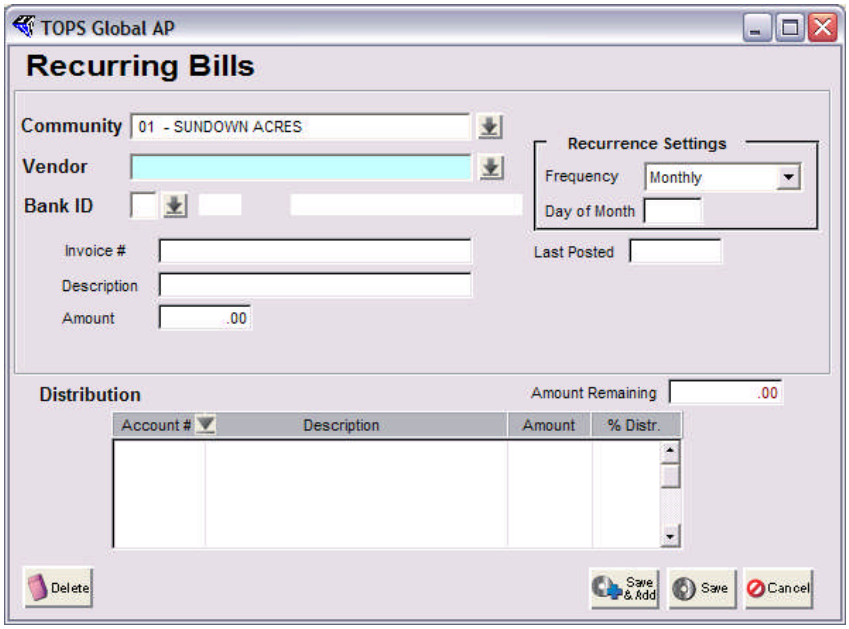
Notice the **"TOPS User/Group Name"** at the top of the screen:

The user defaults to the same user login that was used when starting TOPS. Notice the down browse arrow next to the name. Use the down browse arrow to select a "Community Group", if any have been setup, to further refine the communities displayed.

The communities you see are the ones you are assigned to use under the Community Assignments portion of Users/Passwords (Admin Menu). If you don't see a community listed, it means you have not been given access to that community under Community Assignments. You can further refine the communities linked to a "Group Name" by using the "Community Groups" which are explained in detail below.

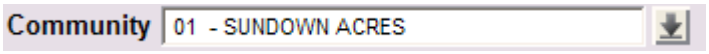
To enter a Recurring AP Bill, simply click on the community name in the tree-view list.

You will see the Recurring AP bill entry screen:



You are ready to enter a **Recurring AP** bill for the community name shown at the top of the screen.

Notice that you can **change communities** "on-the-fly" by simply clicking on the down browse arrow next to the community name:



Use the down browse arrow to change communities "on-the-fly". You can stay right on the Recurring AP bill entry screen to continue working with Recurring AP bills for multiple communities without having to exit to select another community.

Here is the information that must be completed for each **Recurring AP** bill:

Vendor – Use the down browse arrow to select an existing Vendor. Also, you can add a new vendor "on-the-fly" from the select vendor screen. In order to select a Vendor, they must exist in the community you are working with—which is the community name displayed at the top of the Bill Entry screen.

Bank ID – You can specify which bank account to pay this Recurring AP Bill from using the down browse arrow next to Bank ID. It defaults to the main checking account which is defined in the AP Control File for this community. Being able to designate a different bank account for a particular bill is handy if, for example, you want to pay a special assessment expense out of a certain bank account and not the regular checking account.

Recurrance Settings

Frequency – Use the down browse arrow to select from these frequencies:

- Monthly
- Weekly
- Bi-weekly
- Quarterly
- Semi-Annual
- Annual

Day of Month – Enter a number from one to 30.

Last Posted – Leave this blank. The date will be updated automatically each time you select and post recurring AP invoices.

Invoice # - You must enter some reference # in the Invoice # field or the system will not allow you to proceed.

Description – A description, up to 25 characters, explaining what this invoice covers.

Amount – The total amount of this recurring invoice. You can expense the amount of the invoice to different expense accounts under the Distribution section below.

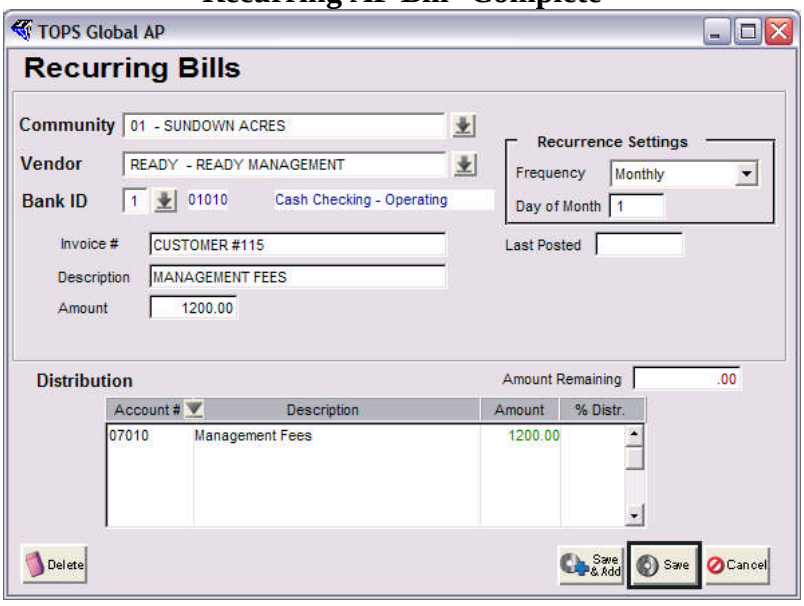
Distribution – Here is where you select which GL accounts, from the Chart of Accounts file, to expense this recurring invoice against. If the Vendor has a default expense account setup in the Vendor file, you will see the default expense account on the first line of the distribution. If no default exists, you will need to select an account from the Chart of Accounts using the **down browse arrow**. If you wish to distribute the invoice amount to several GL accounts, use the **down browse arrow** to select each account, then the amount to expense against this account.

Acct # - Select the GL account # where you wish to expense this invoice against.

Amount – The amount to expense to this GL account #. You must distribute the total amount of the invoice to GL account #'s or you will receive a warning which keeps you on the distribution screen and will not let you proceed.

Once you complete the Recurring AP bill Entry screen with the invoice amount fully distributed to expense accounts, it will look like this:

Recurring AP Bill--Complete



Click **Save & Add** to save the transaction just entered, clear the screen so you may enter another recurring bill transaction. You can then continue to enter other AP transactions.

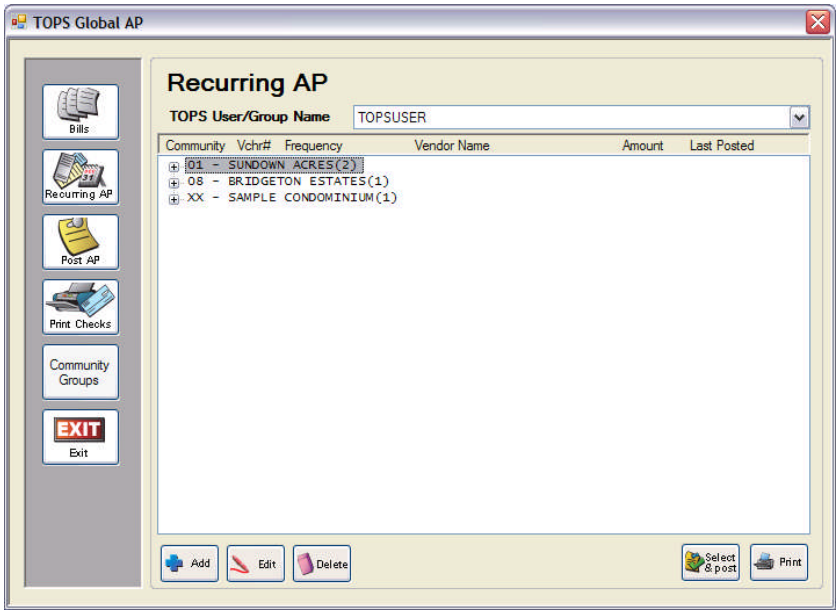
Click **Save** to save the transaction just entered and return to the Community Tree-View screen.

Click **Delete** to permanently remove the Recurring AP bill.

Continue to enter recurring AP bills for this community or use the down browse arrow next to the community name to change communities and enter recurring AP bills for

another community.

When you are done entering Recurring AP, you will return to the community tree-view:

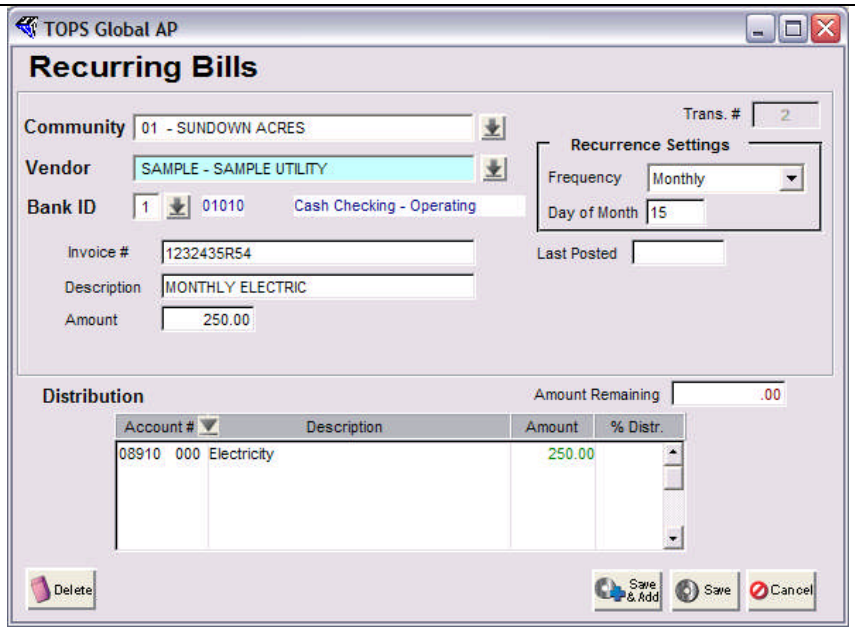


It will show which communities have Recurring AP transactions. From here you may continue to work with Recurring AP or go on to Select and Post—which is discussed under **Post AP** below.

Changing or Deleting

Change or Delete a Recurring AP bill by clicking on the transaction under the community tree-view. It will show you the transaction:

Recurring AP - Change or Delete



Make changes to the Recurring AP as needed. To Delete, click the **Delete** button.

The following section discusses how to Post both regular AP Bills, Manual Checks and Recurring AP Bills.

Post AP – When entering regular AP Bills, Manual Checks or Recurring AP bills and saving them, they are saved as a pending transaction, but they are not recorded financially into the AP Module or the GL module until they are **Posted**. You may change or delete the AP transactions before they are Posted, but after they are Posted, you cannot make any changes—although you could delete one using the regular AP.

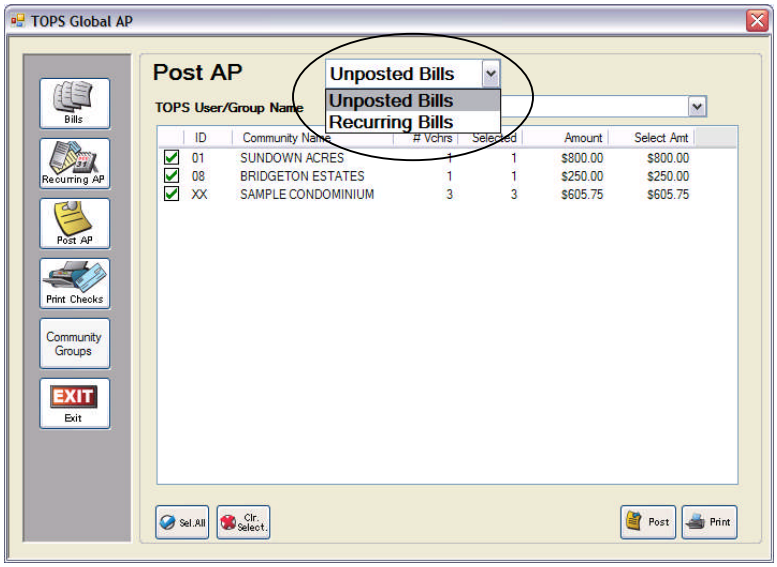
Posting updates the AP transaction in the community's AP module. For a AP bill, it adds it to the Open Items in the community and records the bill in the Vendor History. Under accrual accounting, it would record the expense in the general ledger using the Effective Date on the Bill Entry screen. Under cash accounting, posting does NOT update the general ledger. For a Manual Check transaction, posting would record the transaction in the General Ledger no matter which accounting method is used.

Once posted, AP bills are ready to be paid. They cannot be paid until they have been Posted. For Manual Check transactions, there is nothing more to do after Posting.

There are two places where you can **Post** AP transactions, you can use the **Post** button at the bottom of the Bill Entry screen or you can use the **Post** button on the main Global AP Menu. Either place does the same thing.

Once you click the **Post** button, you will see the communities with pending AP transactions and you will also be able to select what types of bills you wish to Post, either, *Unposted Bills* or *Recurring Bills*:

Post AP



Use the **down browse arrow** to select whether you wish to Post regular Unposted Bills, entered through the normal Bills portion of Global AP, or you can select Recurring Bills.

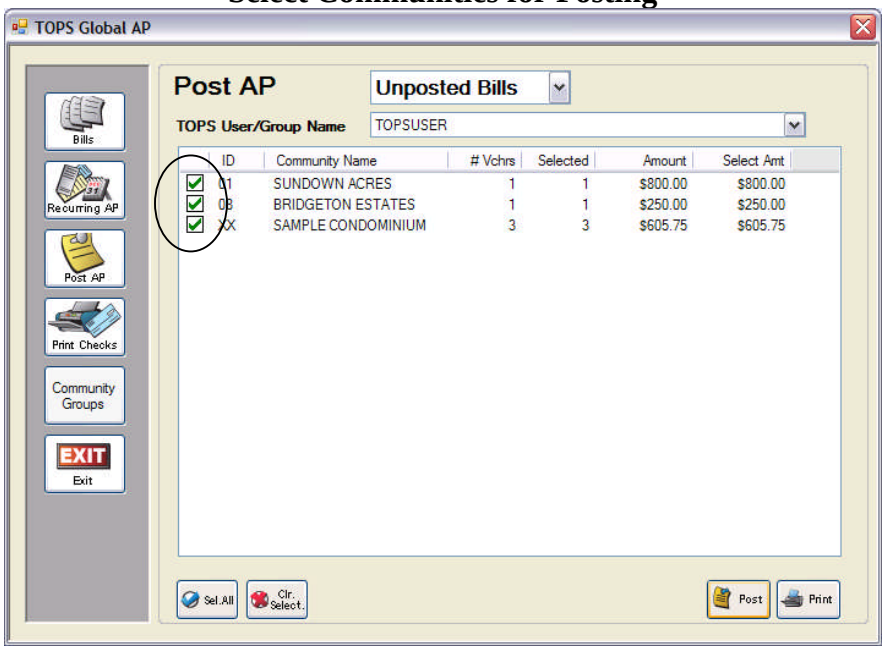
Post Regular Bills

Make sure you select Unposted Bills at the top of the Post screen:

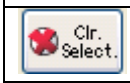
This will Post both regular bills and Manual Check transactions for the communities.

Now you can select which communities to Post bills for:

Select Communities for Posting

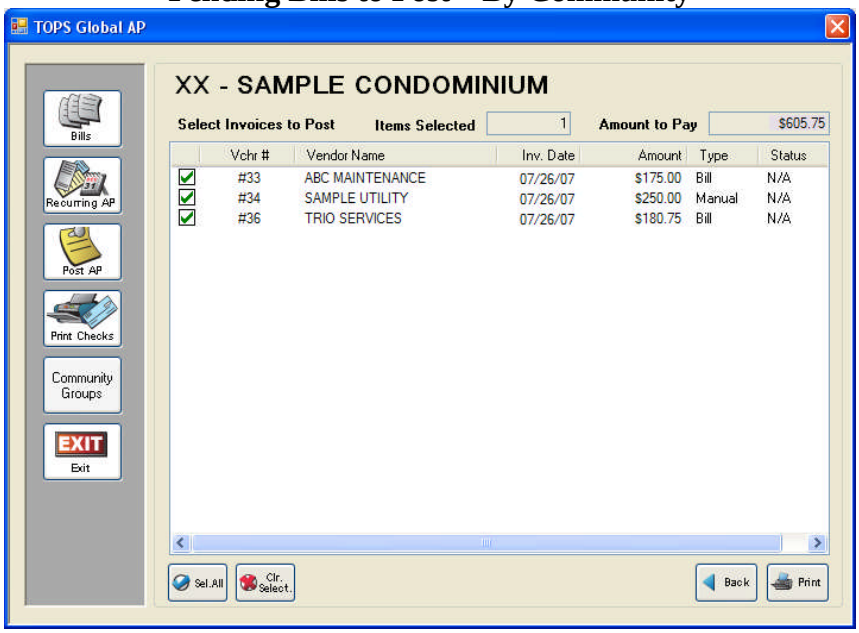


Notice that ALL communities are checked, meaning, all the pending AP transactions for these communities will be Posted if you proceed.

	Use this button at the bottom of the select communities screen to *select* ALL communities if they are not already selected. This means ALL communities are selected to have the pending AP transactions Posted.
	Use this button at the bottom of the screen to *unselect* ALL communities. This means, no AP transactions are selected to be Posted.

You can view the pending AP transactions for any community by simply double-clicking on the community name:

Pending Bills to Post—By Community



Notice all transactions are checked, meaning, they will be Posted. To unselect a transaction so it will NOT be Posted, just click on the checkmark to remove it.

An unselected Bill would look like this:

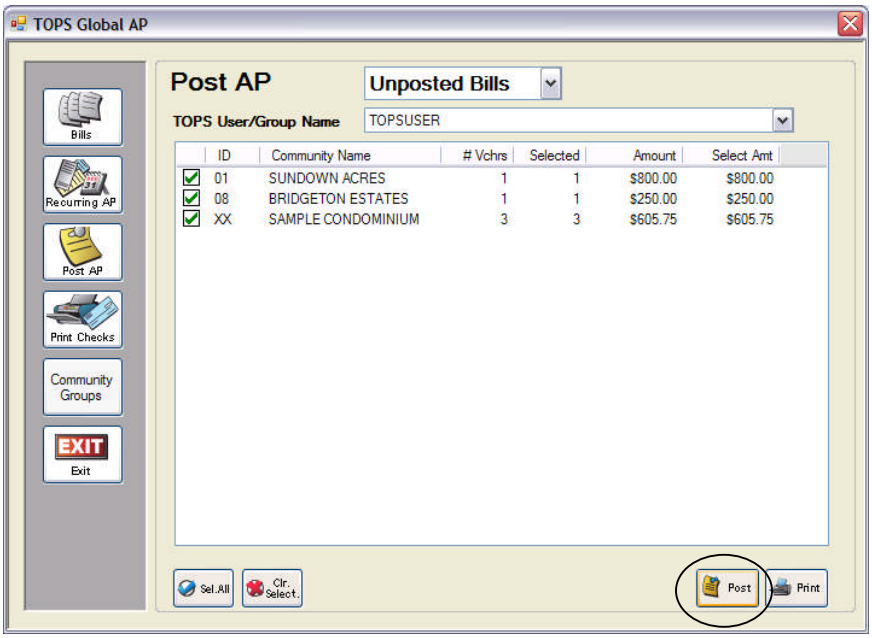
☐ #36 TRIO SERVICES 07/26/07 $180.75 Bill N/A

You may click to select/unselect whichever AP transactions you wish to Post for a community.

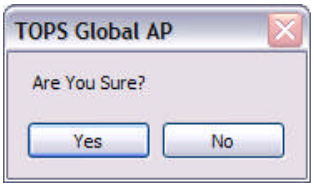
Back	Click the **Back** button to return to the previous screen showing all the communities where you can proceed with Posting.

To proceed with Posting, click the **Post** button:

Click Post

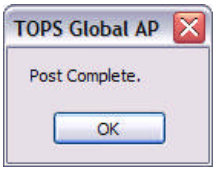


As a safeguard, you will see this question:



Click **Yes** to proceed with posting the selected AP transactions.

The AP transactions will be posted for each selected community. When posting is complete, you will see this message:



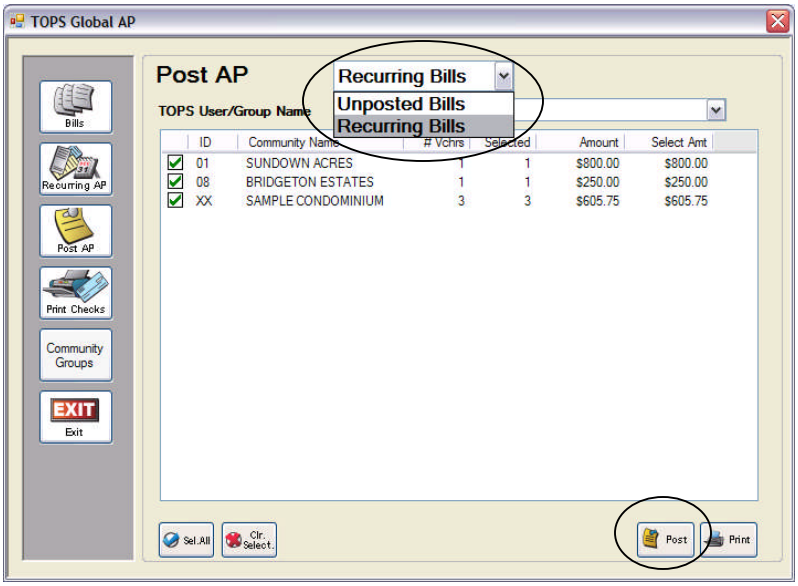
Click OK to return to the Global AP Menu.

Post Recurring AP

Because you may not want to Post all available Recurring AP bills for all communities, you must go through a selection step to pick which bills to Post.

	Click on the **Select & Post** button on the Recurring AP screen - or -

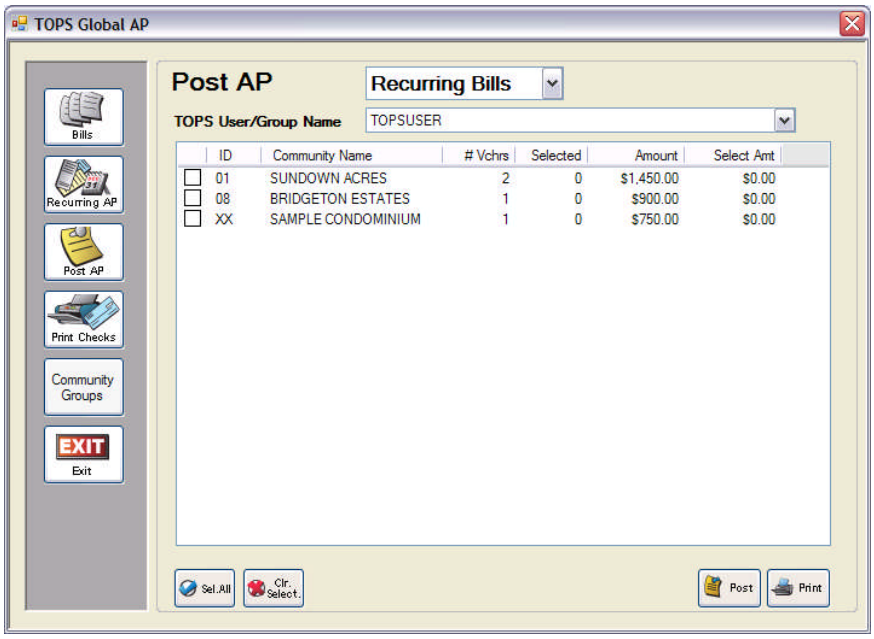
Use the **down browse arrow** on the Post AP screen to select Recurring Bills:



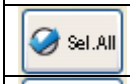
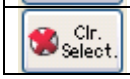
Then select the **Post** button.

You will see the communities with Recurring AP bills to select for Posting:

Select Communities

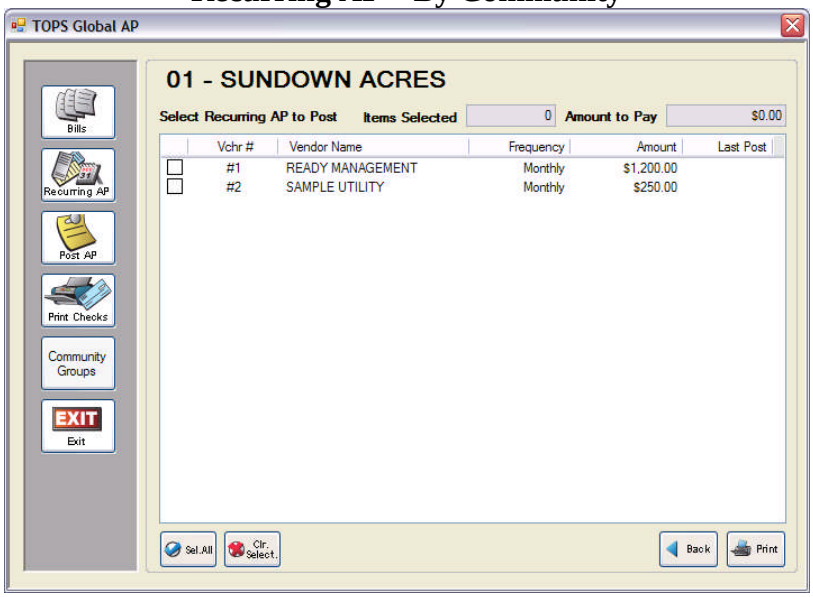


Notice there are NO checkmarks next to any of the communities. This is to prevent you from accidentally Posting recurring AP transactions. You must click on the community to checkmark it.

	Click **Select All** to select all Recurring AP bills for all communities.
	Click **Clear Select** to unselect all Recurring AP bills for all communities.

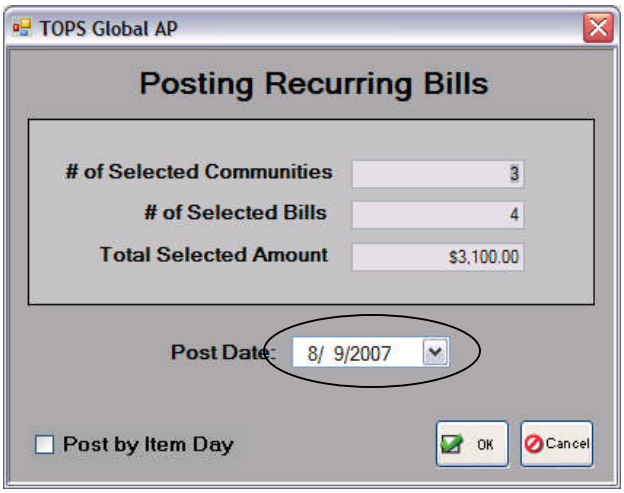
To view and select individual Recurring AP for a community, simple double-click on the community name. You will then see the Recurring AP transactions for the community:

Recurring AP – By Community



Click on the individual Recurring AP bills you wish to Post or use the **Select All** or **Clear Select** buttons. *You must select recurring bills to Post or the Post button will not work.*

You will see a confirming screen recapping the Recurring AP you selected to Post:



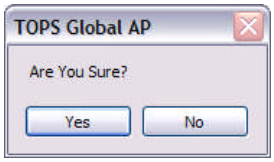
Post Date – This is the *Effective Date* that will be used for posting. ALL the recurring bills you have selected will be posted using this date. Under accrual accounting, the Recurring AP Bills will show as expenses in the general ledger as of this date. Under cash accounting, this date will not update the general ledger.

Be sure the Post Date is the one you want to use. To change it, type the correct date or use the **down browse arrow** to open a calendar where you can select the Post Date.

Post by Item Day – This checkbox will bypass the Post Date you enter and, instead, will use the *month* and *year* entered along with the *day of the month* stored in the Recurring Bill transaction. So, for example, if you have utility bill setup as a Recurring Bill with the 15th of the month as the day to pay this bill, in the example above it would be paid 8/15/07. Checkmark this box only if you wish to use the day of the month stored in the Recurring AP Bill rather then the Post Date entered on the confirmation screen above.

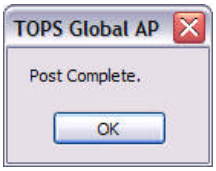
Click **OK** to continue on and Post the selected Recurring AP. Click **Cancel** to exit without posting.

As a safeguard, you will see this question:



Click **Yes** to proceed with posting the selected Recurring AP Bills.

The Recurring AP Bills will be posted for each selected community. When posting is complete, you will see this message:



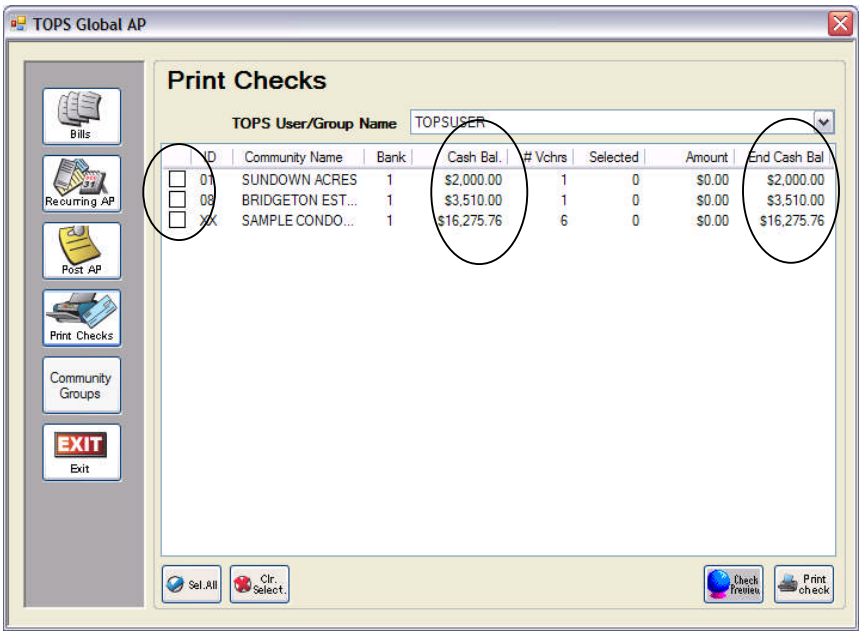
Click OK to return to the Global AP Menu. Printing checks for Recurring AP is just the same as regular AP Bills, so just follow the Print Check instructions below for both.

Print Checks – Once AP Bills have been Posted, you are ready to print checks to pay the bills. Printing checks will clear the Bill from the Open Items in each community and update the Vendor History for the payment. It will also record entries in the general ledger for the payments.

> ***Important Note*** – Print Checks under Global AP *requires* the use of the MICR Check Printing System or the CIDcash® system. You cannot print checks unless you have setup the MICR info for each community bank account used for printing checks. If you do not own the MICR Check Printing System, call TOPS Sales at 800-760-9966 to order.
>
> **Digital Signatures** - Global AP works with the Digital Signature add-on. That means, if you have digital signatures setup, Global AP will print the digital signatures on the checks just the same as it would using the regular AP module. Because digital signatures need to be secured, the user will be asked to enter their Password and Pin # that already exists in the Digital Signature setup.

	From the Global AP Menu, click on the **Print Checks** button.

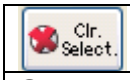
Select Communities



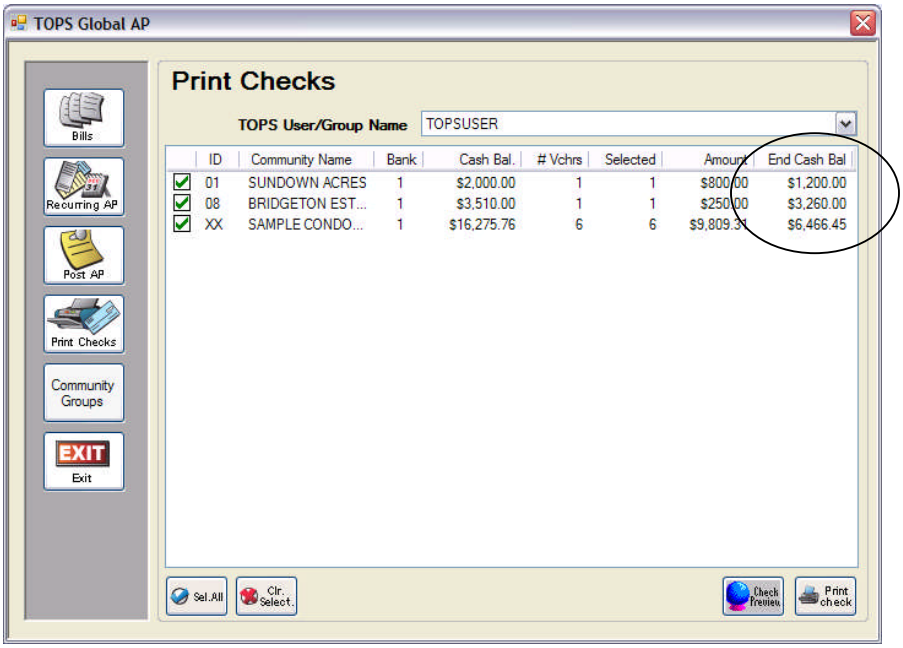
Notice that *none* of the communities with posted bills is pre-selected for payment. You must select which communities where you wish to print checks.

Also notice that you can see the available **Cash Balance** prior to selecting bills to pay. It also shows what the **End Cash Balance** will be after paying the selected bills.

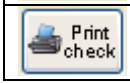
	Use **Select All** to select all the communities displayed.

	Use **Clear Select** to un-select any communities that have been selected.

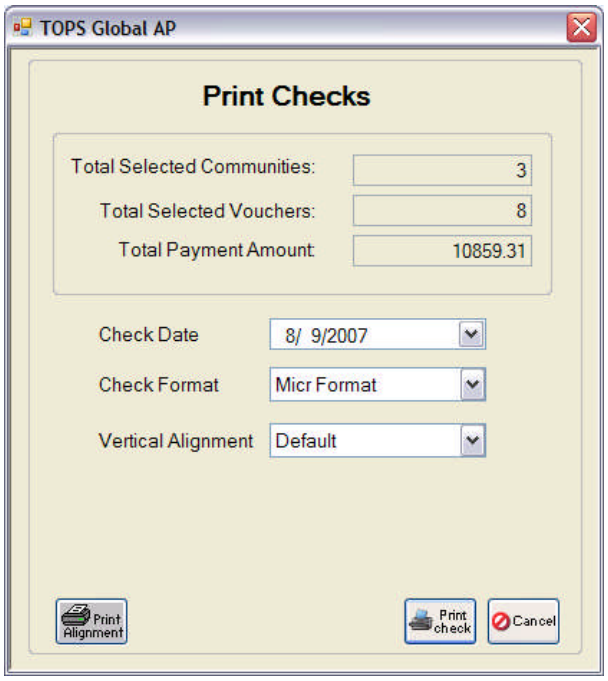
Once you have selected the communities where you wish to Print Checks, you will see an updated screen:



After selecting the communities to Print Checks, notice you can see the Ending Cash Balance if you proceed. This will help prevent an overdrawn situation in community bank accounts.

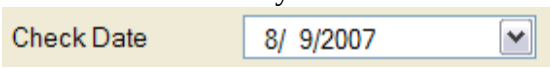
	Use the **Check Preview** to print or display a preview report for all communities.
	Use the **Print Check** button to proceed with the MICR check printing or the generation of CIDcash® electronic payments.

Proceed with Print Checks



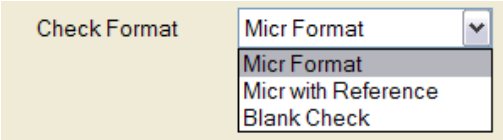
Confirm the Print Check settings on this screen as described below:

Make sure the Check Date is the correct one you wish to use:

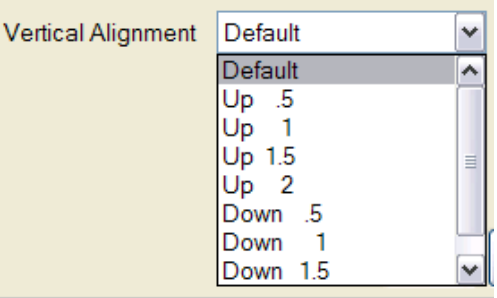


This date will be used as the date of the check, it will also be used to record general ledger transactions as of the Check Date.

You can change the Check Format for the check printing. Use the **down browse arrow** to select from these check formats:



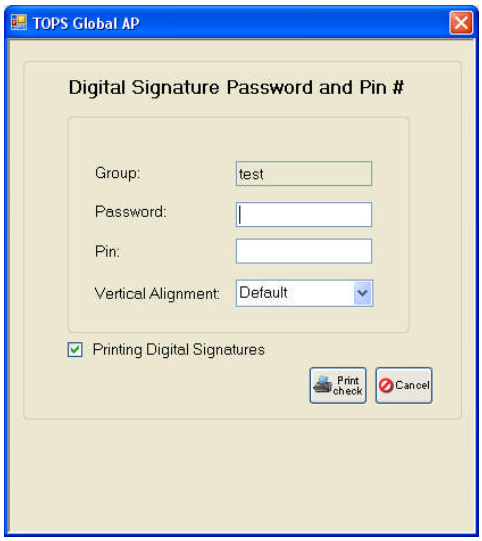
You can adjust the check alignment, if needed, in increments of ½ line.



Select a different vertical alignment if necessary. If you change the alignment, we recommend that you print alignment checks to test the alignment.

	Use **Print Alignment** to check the alignment of your checks before you print checks for the selected communities.

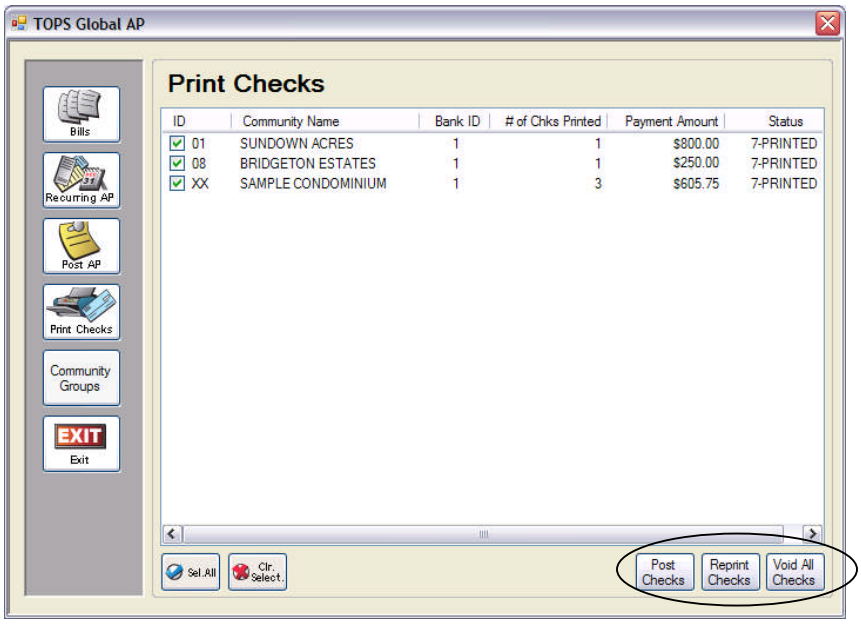
Digital Signatures – If you have the Digital Signature add-on, you can use it in Global AP. That means, if you have digital signatures setup, Global AP will print the digital signatures on the checks just the same as it would using the regular AP module. When you print Global AP Checks with Digital Signature, you will see this screen:



Because digital signatures need to be secured, you must enter your Password and Pin # that already exists in the Digital Signature setup. When you have done so, then click the **Print Check** button.

	When you are ready to actually **Print Checks**, click this button. You can then select a printer as with any other Windows application.

Print Checks - Status

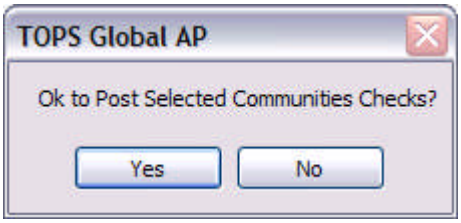


Notice the buttons at the bottom of the screen. Proceed by selecting one of these buttons.

Post Checks	Use **Post Checks** if the checks just printed or OK. It will actually record the checks in each community's AP and GL modules. You will then be able to print a Check Register for each community.
Reprint Checks	If you need to **Reprint Checks**, either some or all, use this button. It will reprint the checks using the *same* check #'s.
Void All Checks	Use **Void All Checks** to scratch this check printing run and start over again with new check #'s.

Post Checks

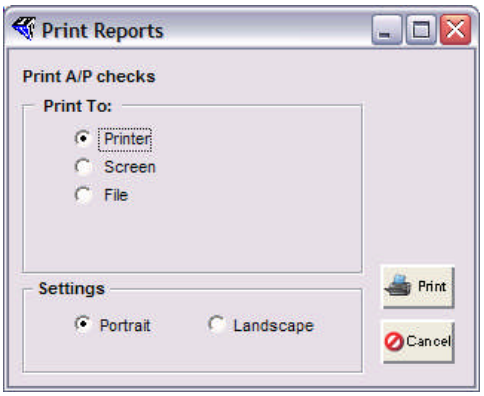
If you click the Post Checks button, you will see this confirmation message:



Click **Yes** to actually Post the checks just printed.

Print Check Register

Once the checks are posted, you can print a check register for each community showing the printed checks:

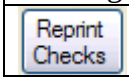


You have options to print the report on paper to a **Printer**, display to **Screen** or save the report as a **File**.

	Click the **Print** button to print the Check Register.

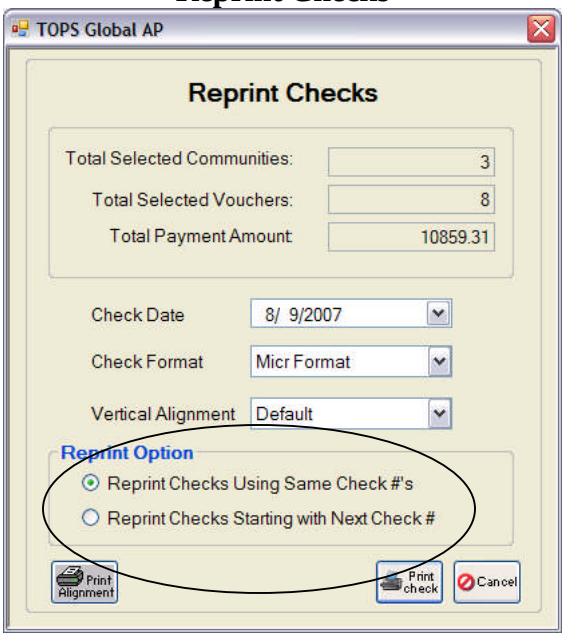
Reprint Checks

If something goes wrong when printing checks, like a paper jam, you have the option on the **Print Checks – Status** screen, shown above, to **Reprint Checks**. This will reprint checks with the exact same check #'s as the originals. You *cannot* Reprint Checks if the checks have been *Posted*. If Posted, you must Void checks to be able to print them again. Voiding the checks is explained below.

	Use the **Reprint Checks** button on the Print Checks – Status screen.

You will seen this screen where you can select the Reprint Check options:

Reprint Checks



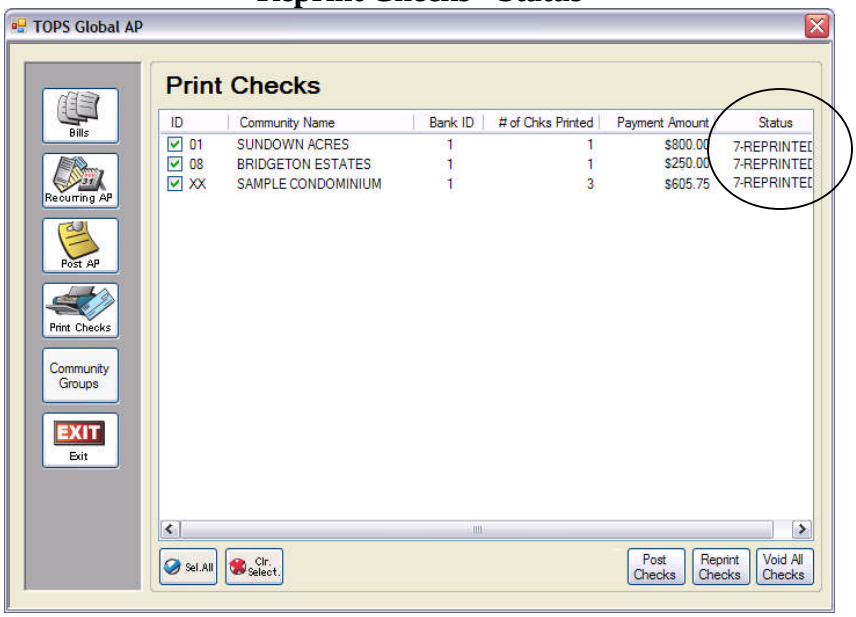
You can change the **Check Date**, **Check Format** and **Alignment** if these were problems with the original check printing run.

You can also elect to Reprint Checks with the *same* Check #'s or starting with the *next* available Check # in each community.

	Use the **Print Check** button to proceed with reprinting the checks.

Once the checks are Reprinted, you will see the status screen:

Reprint Checks - Status



Follow the same procedures to either **Post Checks**, **Reprint Checks** or **Void All Checks**, as described previously. After Reprint Checks, the procedure is the same to continue on with Posting the checks and printing a Check Register.

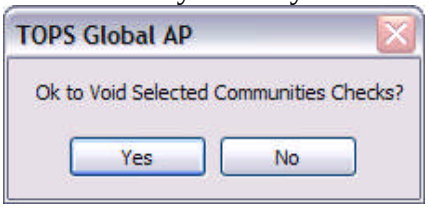
Void All Checks

Voiding checks records the check #'s in each community's Vendor History as "voided". It updates the Bank Account file for the Last Check # used. This prevents these check #'s from being used again. You would use Void ALL Checks instead of Reprint Checks in situations where you wish to keep track of voided checks—which are printed checks that you don't plan to use.

After voiding, the Bills that have been selected for payment are still there in each community so that you can **Print Checks** again.

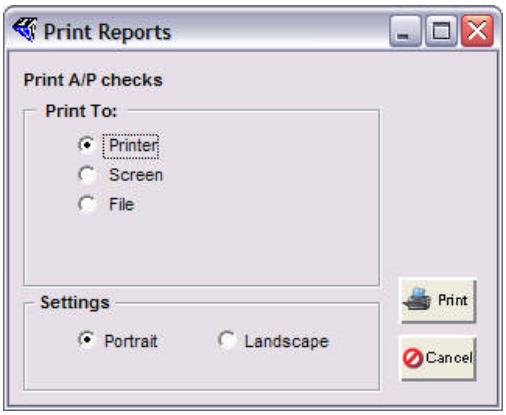
Void All Checks	Use the **Void All Checks** button on the Print Checks – Status screen to void the checks just printed.

You will see this message to confirm that you really wish to Void Checks:



Click **Yes** to continue with Void All Checks.

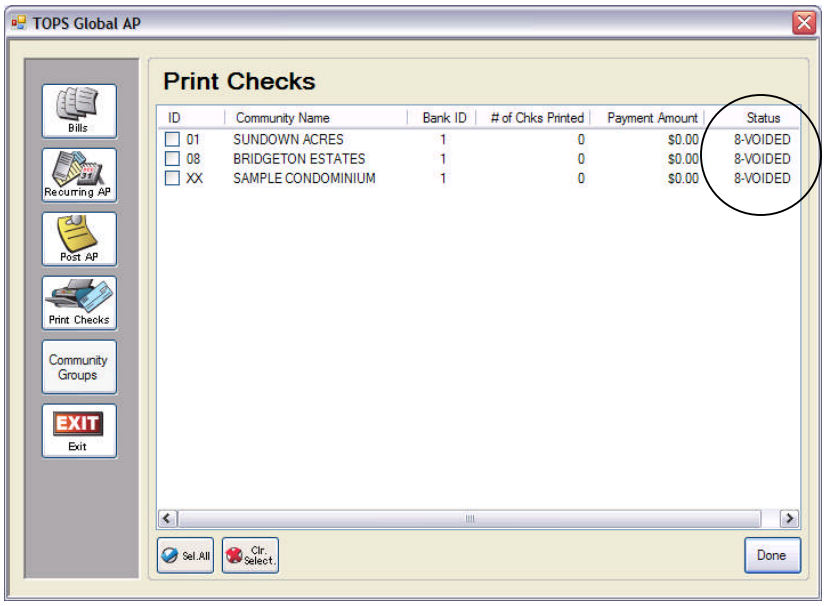
A report will be printed showing the Voided Checks in each community:



Select where you want to print the report, options include a **Printer**, display to the **Screen** or print to a **File**.

Once the checks are Voided, you will see the status screen:

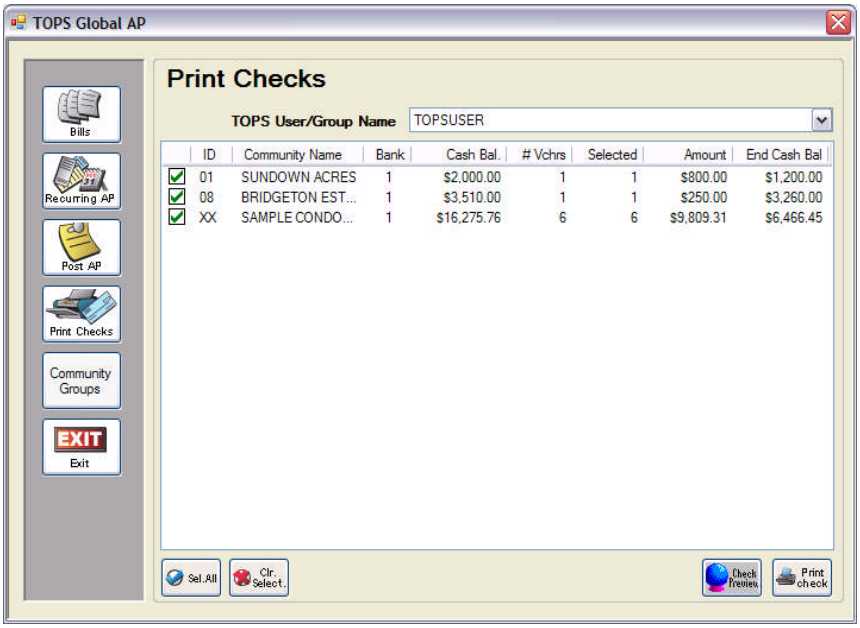
Void Checks - Status



Click **Done** to proceed.

You will return to the Print Checks screen:

Print Checks



Follow the same procedures as when you originally printed checks to select/un-select communities for payment.

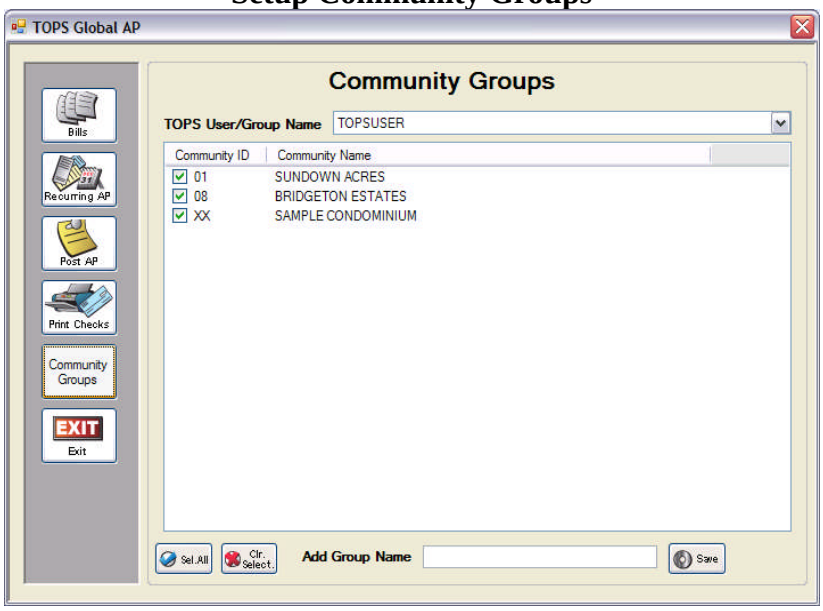
Community Groups – Use option if you wish to break-up communities into processing groups for accounts payable. It supplements the Community Assignments that are setup under Users/Passwords. A user will only be able to select from communities that they are already assigned to under the Community Assignments in Users/Passwords.

A possible use of **Community Groups** would be if you pay AP Bills for a certain group of communities on scheduled dates, and another group of communities on other scheduled dates.

You do NOT need to use this option unless it helps you organize your AP processing more efficiently.

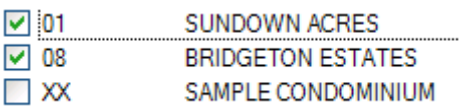
Community Groups	To setup or maintain **Community Groups**, click this button on the Global AP Menu.

Setup Community Groups

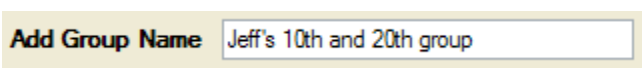


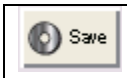
To setup a new Community Group, first select which communities will be included in the new Community Group.

Select the communities to include in the new Community Group by check marking which communities to include in the new Group:

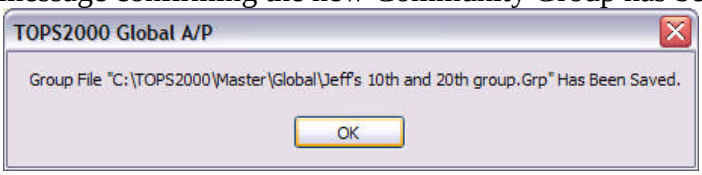


Next, enter a name for the Community Group that will make sense when you go to use it later:



	Click the **Save** button to save the new Community Group under the name you entered above.

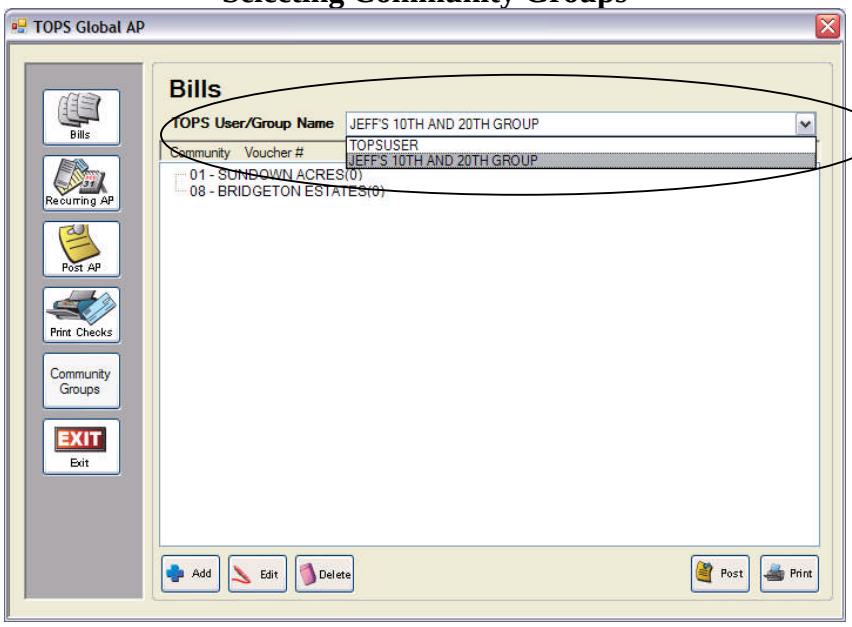
You will see this message confirming the new Community Group has been saved:



Click **OK** to clear the message.

When you select a Community Group in Global AP, you will just see those communities that were selected to be in the Community Group:

Selecting Community Groups



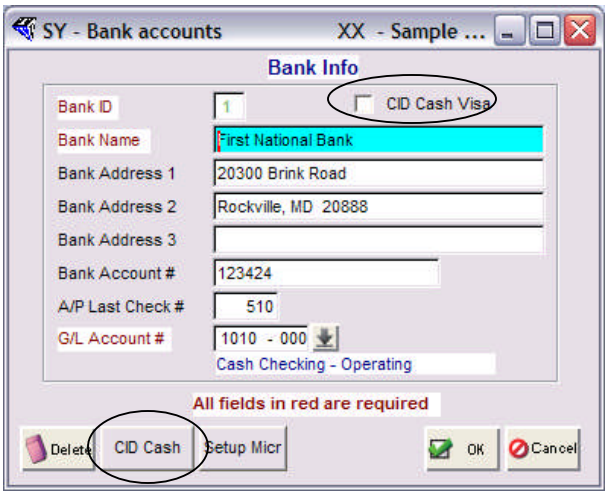
If you use Community Groups, you can select the groups of communities you wish to work with in Global AP using the **down browse arrow** next to the TOPS User/Group Name at the top of the Bills and Recurring AP screens.

CIDcash®
This is an electronic payment alternative to paying by paper check. You can use CIDcash® in combination with Global AP to replace using the MICR Check Printing System to print paper checks. A CIDcash® payment uses a payment card # to electronically transfer payments into a Vendor's bank account. You must sign up for the CIDcash® system before using it. You can find information about CIDcash® at their web site at www.cidcash.com.

Setup
In addition to signing up for CIDcash® services, you must setup to use it in place of a checking account in TOPS. To do this for any community, follow these steps:

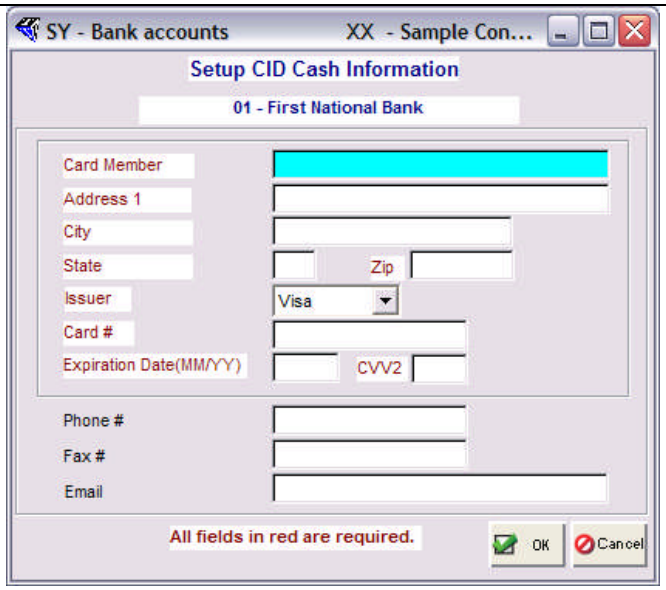
- Select Community
- Go to Accounts Payable menu
- Select Bank Accounts
- Select the bank account you wish to use with CIDcash®

Bank Account



To activate CIDcash® payments for this bank account. You must checkmark **CID Cash Visa** at the top of the screen, then click the **CID Cash** button.

You will see the CIDcash® setup screen for this bank account.



This community must have signed up to use CIDcash® before you can complete this screen. CIDcash® will give you all the information needed to complete the setup screen.

Checkmarking a bank account for CID Cash Visa like this means:

When Global AP Checks are printed, it will automatically generate an electronic payment transaction through the CIDcash® system. No paper check will be printed. Instead, it will print a confirming paper statement showing the payment through CIDcash®. Keep the paper confirming statement just like you would keep the voucher from an actual check.

In all other ways, paying through CIDcash® is just like a regular payment. It's simple to use and eliminates fraud and lost checks because the payment is completely electronic with the payment withdrawn from the community's bank account and deposited in the Vendor's bank account.