



**Quick Disbursements Guide, Accounts Payable Workflow.**

**General Objective:** Explain in a fast and accurate way the basic steps for payment processing and issuance of checks.


**Window#1**



**Disbursements Guide**

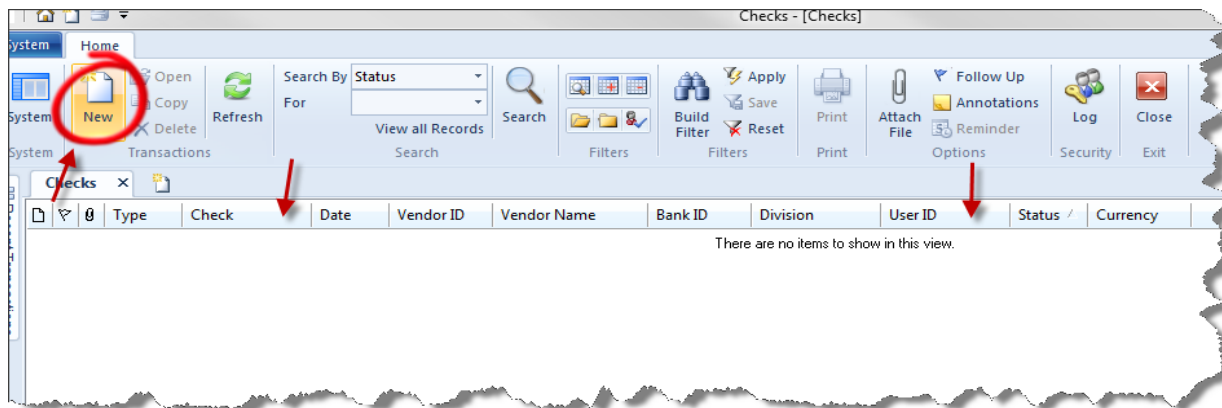
Checks Entry.	During this step can be created checks for existing invoices or other payments to suppliers.
Batch Check Printing	Prints checks previously created.
Check Voucher Report	Generates a Voucher Checks Reports as required.
Disbursement Report.	Generates a Disbursement Report.
Disbursements Posting	Transfers disbursements to Accounts Payables and General Ledger.

**Checks Entry**

When you select this step, it will appear on the screen a list of all checks previously created in the system, which can be arranged ascending or descending by clicking on the column desired. You can also begin the creation of checks by clicking New (  New ) as shown in **Window#2**.

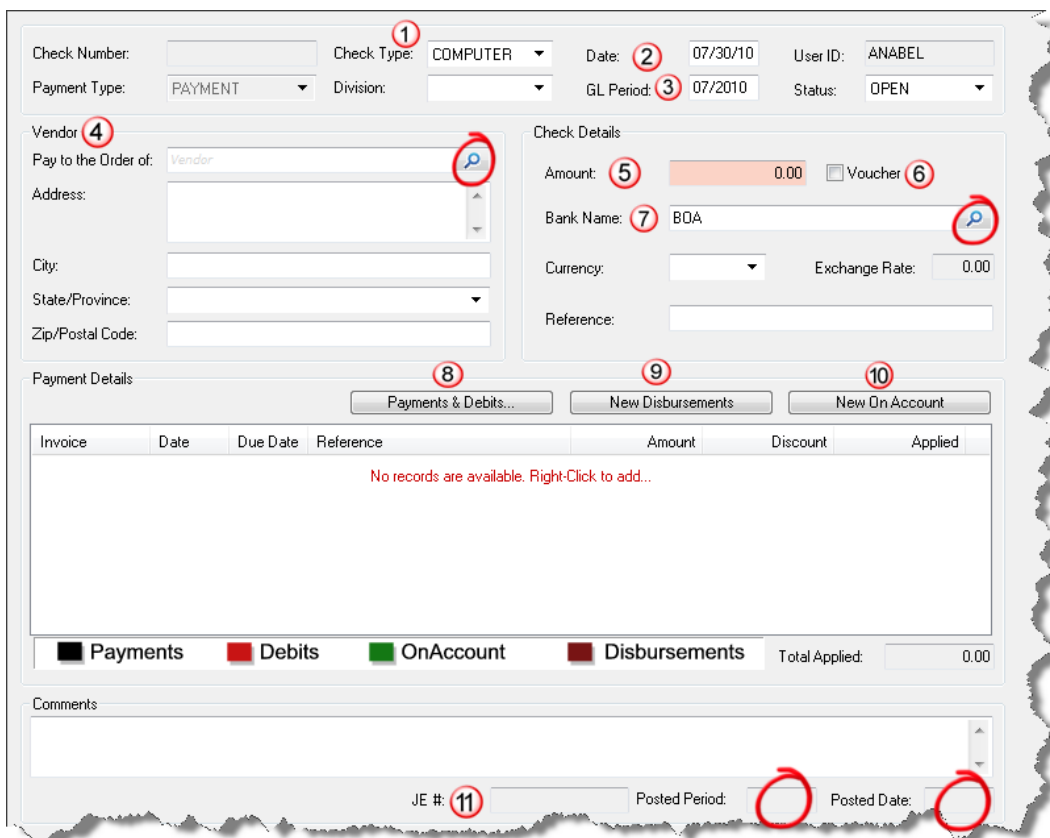


Window#2



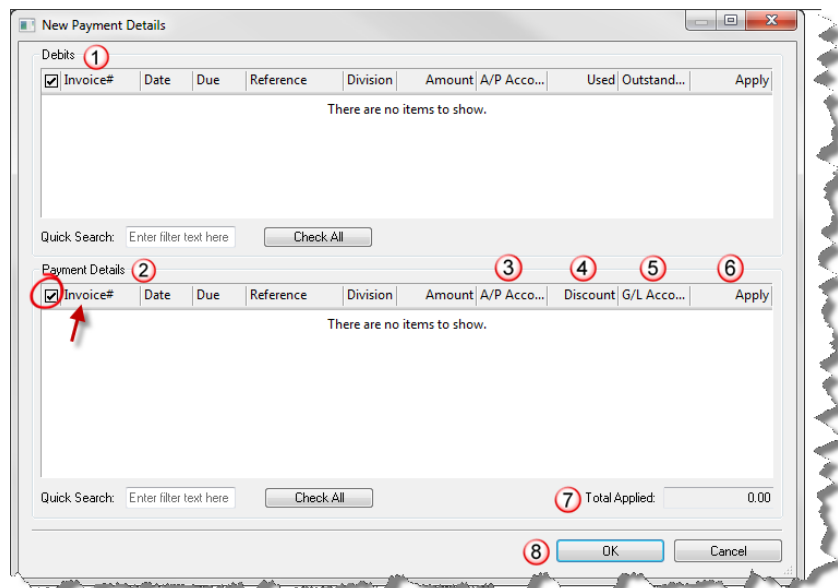
The creation of check starts with the **Window#3**, shown below, begins by clicking New (  ) inside of the **Home tab**. With the help of the magnifying glass (  ) you may perform searches, additions, deletions and updates of information.

Window#3





<b>1-Check Type</b>	Select from the dropdown box:  <b>Computer</b> , the system assigns check #.  <b>Manual</b> , gives the option of entering the check # manually.
<b>2-Date</b>	Date of the issuance of the check.
<b>3-GL Period</b>	GL Period to which the Check will be applied.
<b>4-Vendor</b>	To whom the check is issued.
<b>5-Amount</b>	Total amount of the check that is being created.
<b>6-Voucher</b>	Depending on the maximum # of references that can be displayed on the check, will be issued a Voucher for this check, which will appear in the Voucher report (Step#3).
<b>7-Bank Name</b>	Name of the Bank where the account from which the check is being generated.
<b>8-Payments &amp; Debits</b>	List of outstanding Invoices & Credits. This step will be explained bellow <b>Window#4</b> .
<b>9- New Disbursements</b>	This option applies to Invoices that were not in the system previously; with this option will be created the Check and the Invoice. <b>Window#5</b>
<b>10- New on Account</b>	Generates a check for an Invoice that will be entered then in the system, <b>Window#6</b> .
<b>11- JE #</b>	The <b>JE#</b> will be reflected automatically by the system with the journal entry number that was transfer to the General Ledger.





<b>1-Debits</b>	List of debits in Accounts Payable and Credits of those clients previously established in Account Receivable.
<b>2-Payment Details</b>	<ul style="list-style-type: none"> <li>List of Invoices and Credits from Accounts Payables, select with a check mark the Invoice or Credit that it will be paid.</li> </ul>
<b>3-A/P Account</b>	Information of the Account # from the General Ledger that will be affected.
<b>4-Discout</b>	It reflects the discounts made to the Invoice or Credit.
<b>5-G/L Account</b>	It reflects the G/L account # for discounts.
<b>6-Apply</b>	It shows the amount that is being applied to the specific Invoice or Credit.
<b>7-Total Applied</b>	Reflects the Total Amount applied.
<b>8-OK</b>	Saves the Information returning to <b>Window#3</b> .

**Window#5**



**New Disbursements**

The screenshot shows the 'New Disbursements' window with the following fields and callouts:

- 1**: Invoice field (empty)
- 2**: Amount field (0.00)
- 3**: G/L Expense field (G/L Account) with a search icon
- 4**: AP Account field (0601) with a search icon
- 5**: OK button


Other fields include Reference, G/L Expense Description, AP Account Description, and Comments.




<b>1-Invoice #</b>	Enter invoice# of the Provider.
<b>2-Amount</b>	Reflects the total amount of the invoice that will be paid.
<b>3-G/L Expense</b>	With the help of the magnifying glass (  Search ) you may search the expense code from the Expenses Account.
<b>4-AP Account</b>	With the help of the magnifying glass (  Search ) you may search the AP Account # form the General Ledger that will be affected.
<b>5-OK</b>	Saves the Information returning to <b>Window#3</b> .

**Window#6**

**New OnAccount Payment.**

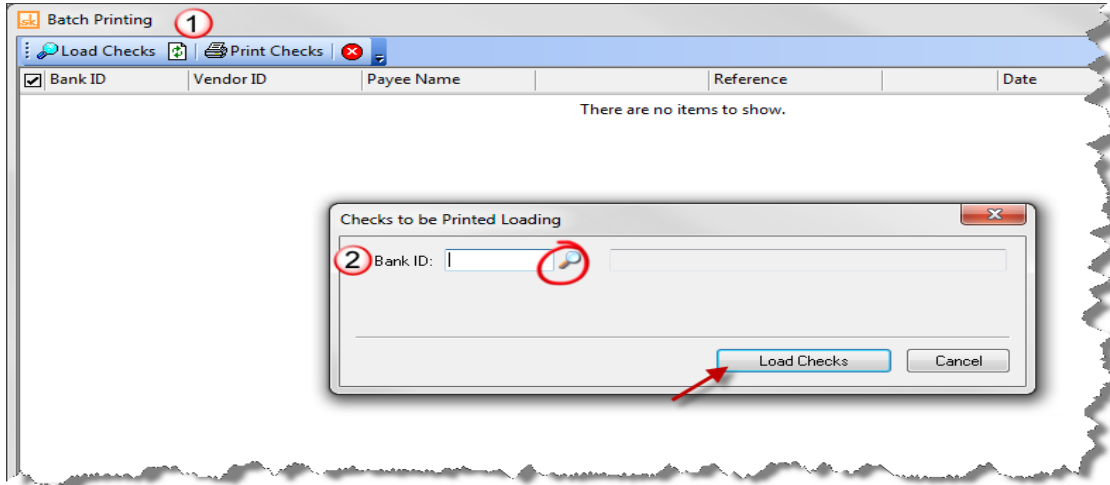
Selecting this option you may issue a check for an Invoice that will be entered into the system then either through the **Operation Module** or **Accounts Payable**. With the help of the magnifying glass (  Search ) you may search the AP Account # from the General Ledger that will be affected.

**Batch Check Printing**


During this step you can proceed to the printing of checks, with the help of the magnifying glass (  Search ) you may search the Bank ID where belongs the Account affected. As can be seen in the **Window#7** after the system reflects the corresponding list of checks by clicking on the **Print Checks** tab the checks will be printed.



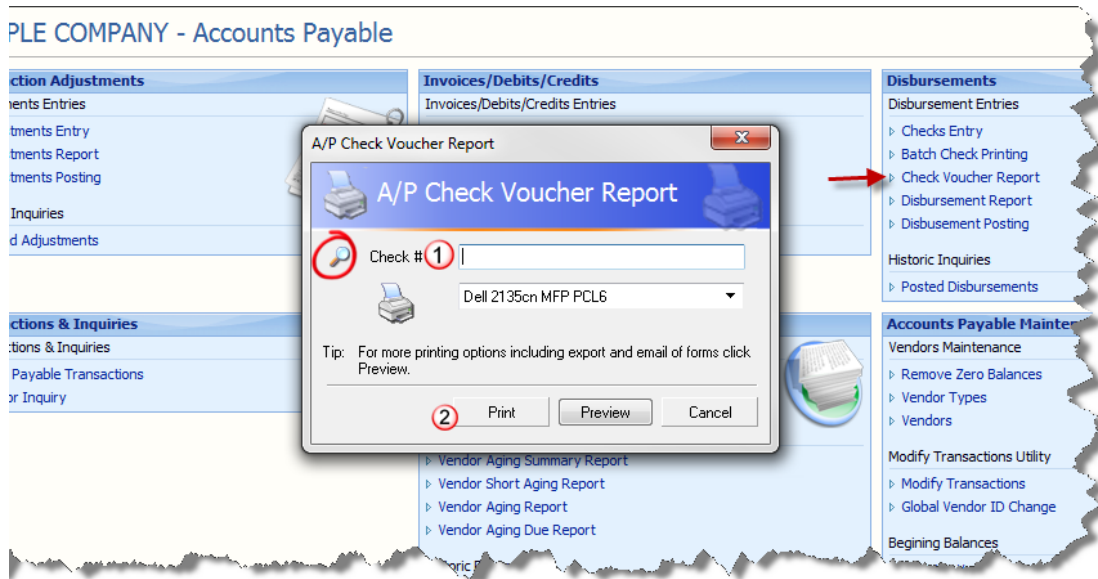
Window#7




Check Voucher Report.

With the selection of this step generates a Voucher Report for Checks that need it. With the help of the magnifying glass (  ) you can choose the check(s) needing the Voucher Report to be printed.

Window#8

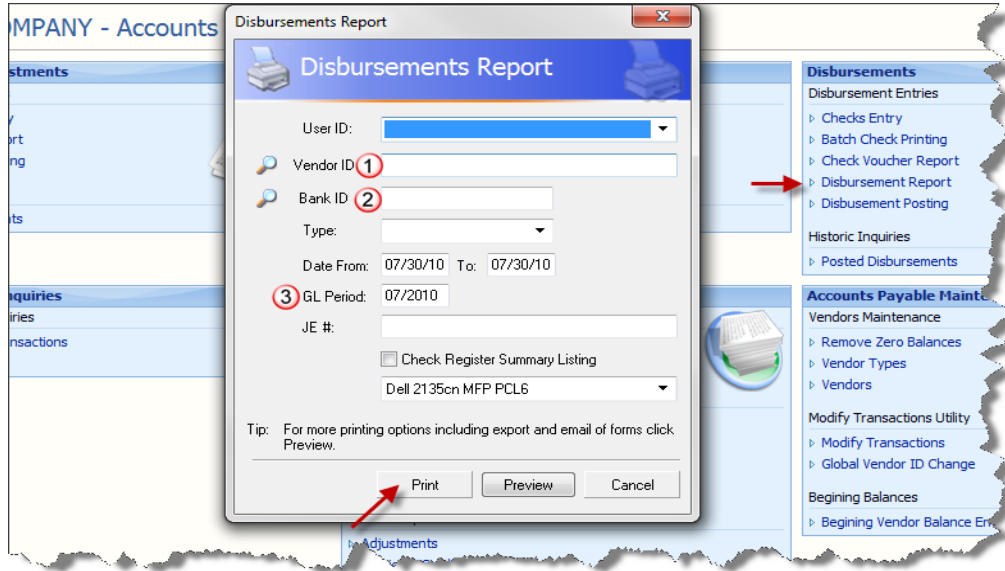


Disbursement Report.

This step provides a Disbursement check before transferring these accounting entries to the General Ledger. During this step you may use the help of the magnifying glass (  ) to find the corresponding (1) ID Vendor and (2) ID Bank. It is very important to verify the dates and the(3) GL period to which this transaction are being transferred.



Window#9



Step#5-Disbursements Posting.

During this step you will proceed to close and transfer the **disbursements or Checks** to AP and the General Ledger, within the **GL period** previously selected. You will be able to make a Trial Post (Trial box must be selected) that will show how the accounting entry will be effected. If the report has no errors you can proceed to the final posting (*Trial Posting* window must be closed and returning to the previous window, take off *Trial* check mark) by clicking on the **Post** tab. See bellow **Window#10**.

Window#10

