



Let's say you have set up preauthorized payments for your phone bill. The payments come out of the bank account (GL 11000) automatically every month, and you receive the bill (purchase invoice) by mail.

With *Preauthorized Payments*, you pay the purchase invoice with a payment type that draws directly from a bank account (because not all AP payments are made by cheque).

## What you'll find:

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## One Time Task: Setting up the AP Payment Type

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Navigate to Accounts Payable > Manage > AP Payment Types and click Add.

Accounts Payable >Manage > AP Payment Types

For each location that will use this payment type, specify the GL account for preauthorized payments and the accrual account for future dated payments. When this payment type is used, it will post directly to the GL account (in this example, your bank account).

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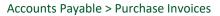
Accounts Payable >Manage > AP Payment Types

Now you are ready to pay invoices that have been paid with preauthorized payments.

## Adding the Purchase Invoice

When the purchase invoice arrives from your phone company, enter it the same way you would enter a regular purchase invoice.

Telus Mobility (S0002)	* Data		• Find	Add	Total Non-Inventory:		\$369.54	
Jul 16.2011 .	* D.d.	VOCUMENTS OF ALL PROPERTY.						
	Fielderen	nce Number: 1	10816-04		Total Inventory:		\$0.00	
Aug 16, 2011 💌	Locatio	n: (6	dmonton	•	Total Cost Adjustments		\$0.00	
I.		618 - 188			Total Taxes:		\$18.48	
ary Purchases (1) inventor	y Purchases	Cost Adjustments	Taxes and Credits	1	Total Purchase Invoice:		\$388.02	
ription .	Reference	Location	PO Reference	Quantity	Unit Price GL Account	GST	GST Incl.	Line Total
hone - Employee Cell Pho				1	\$369.54 64500 - Telephone - Emplo		10	\$369.54
	I Inventor	Purchases (1)   Inventory Purchases	I Inventory Purchases   Cost Adjustments	Purchases (1) Inventory Purchases   Cost Adjustments   Taxes and Credits		Total Texes: Total Purchases (1) Inventory Purchases   Cost Adjustments   Taxes and Credits   Total Purchase Invoice: Total Purchase Invoice: Total Purchase Invoice:	Total Texes:     Total Texes:     Total Purchase levvice:     Total Purchase levvice:     Total Purchase levvice:     Total Purchase levvice:	Total Taxes: \$18.48 Total Taxes: \$18.48 Total Purchase Invoice: \$388.02 ription Reference Location PD Reference Quantity Unit Price GL Account GST GST Incl.



## Paying the Supplier

Navigate to Accounts Payable > Supplier Accounts and select the supplier.

A Supplier Account Information	n for Telus Mobility (S0002)				
👫 New <u>S</u> earch 🔀 <u>R</u> efresh 🔇 E <u>v</u> it					
Add New Item   Reports	Telus Mobility (S000 PO Box 2056 Edmonton, AB				
Supplier Details/Advanced 🔻	Outstanding Purchase Invoices:	\$395.50		-	
	Available Credits:	\$0.00	Pay Supplie	1	
	Prepayments Remaining:	\$0.00	Apply Credits	T .	
	Current Balance:	\$395.50		-	
	Account History Documents				
	Date Type	Reference	Add'l Info 🖉	Amount Comment	S 🔺
	> Mar 14, 2017 Purchase Invoi			\$395.50	
	Mar 14, 2017 Purchase Orde	er EPO048		(0272 52)	
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Accounts Payable > Supplier Accounts

Click *Pay Supplier*. The outstanding balance for this supplier is shown, including the purchase invoice you just entered.

In the *Payment Date* box, enter the date the preauthorized payment came out of the bank. In the *Payment made from* box, enter the location that owns these purchase invoices. Then, enter the *Payment Type* you just added.

	ng/Cheque Number: [ <sup>9</sup> ayment Comments: [			Prepay
	Payment Comments:			
Payments BMO				
Payments BMO 👻				
Date Due Date	Total Amount An	nount Outstanding	Credit Include	Amount Paying
2011 Aug 16, 2011	\$388.02	\$388.02		\$388.0
Select All (Excl. Credits)	Deselect All		Subtotal Amount:	\$388.0
	Inclu	de Additional Paymer	nt of this Amount:	\$0.0
		2011         Aug 16, 2011         \$388.02           Select All (Excl. Credits)	2011         Aug 16, 2011         \$388.02         \$388.02           Select All (Excl. Credits)         Deselect All	2011 Aug 16, 2011 \$388.02 \$388.02 Select All (Excl. Credits) Deselect All Subtotal Amount:

Select the purchase invoice in the table by checking the *Include* box, and in the *Amount Paying* column, confirm the amount that was paid by the preauthorized payment (i.e., the total cost of the purchase invoice).

Remember to *Save* when you are finished.

The bank account is credited directly.

Journal: J2508	Posted	Aug 16, 2011	AP Payment: Telus Mobility
Source: SPE012	Entered	Aug 16, 2011	
Account		DR	CR Description
Accounts Payable (21000)		388.02	
BMO Bank (11000)			388.02