

Accounts Payable Training & Refresher

June 15, 2021



A/P & Risk Coordinator

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Training Agenda

1. Welcome
2. Laserfiche folders
3. Invoice preparation
 - Vendor and GL inquiry
4. Entering an invoice for payment in NWS
 - Invoice and item descriptions
5. Entering an invoice with a Purchase Order

Break – 5 minutes

6. Good to know – Tips, Tricks, and Guidelines
7. Year End
8. A/P & GL reports
 - Accounts Payable Invoice Report
 - Detail GL Report
9. Questions

A/P Vendor Inquiry and Reporting

To view the status of an invoice and invoice history for any vendor:

Financial Management/Inquires/Vendors

- Enter in Vendor number – Go
- Click Folder next to vendor name
- Select Invoices
- Change dates if needed - Refresh
- Click on Invoice number to see detail

To generate a detailed vendor report:

Financial Management/Reports/Accounts Payable/Accounts Payable Invoice Report

- Enter Dates
- Date Type – GL Date
- Report Detail – Summary or Detail
- Report By – Vendor-Invoice
- Enter vendor number
- Status – Check all (Edit, Open, Paid, Void)
- Select Department – Swoosh over
- Select Bank Accounts – Swoosh over A/P Bank
- Print

To view General Ledger account activity and check balances:

Financial Management/Inquires/General Ledger/GL Accounts

- Select Year
- Select GL Account – Search
- Click balances to view transaction detail and history

To generate a detailed General Ledger report:

Financial Management/Reports/General Ledger/Detail General Ledger Report

- Enter Dates
- Sub Ledger Detail – Check
- Select Organization, Accounts, and Sub Ledgers – Swoosh over
- Print

Paying an invoice – NWS Accounts Payable

Log in to NWS – Financial Management/Accounts Payable/Invoice entry batches

Click – New (on bottom)

Default set up for batch processing

This section is setting up the batch header information and defaults. (Not entering invoices yet):

Tip – Open up a second NWS screen and have prior payment info up to use as a guide. Go to Financial Management/inquiries/vendor

Create batch number – MM/DD/YY/Dept/Initials/Batch# - 06012130MG01

Enter total amount of all invoices

Batch Description – Description for the whole batch

Enter Vendor info – Leave blank if processing multiple invoices from different vendors. If processing multiple invoices from same vendor, OK to fill in vendor number (check remittance name and address).

Date – Leave blank if processing multiple invoices. Otherwise, enter invoice date.

Due Date – Check run date or date of EFT

G/L Date – Date of invoice entry or check date/EFT

Received date – Date invoice was received

Paying bank: Always choose A/P bank

Item – What “type” of payment is it? Look at prior payments to see how item field was used. Leave blank if entering multiple invoices.

Description & Amount – If processing multiple invoices, leave blank. If processing only 1 invoice, OK to fill in. Use details to describe payment and enter payment amount.

G/L account – Leave blank if entering multiple invoices, otherwise enter account number.

SAVE

Invoice Entry

Invoice entry screen will generate. Now OK to enter invoice info:

Enter Vendor number – Check for correct remittance name and address.

- If remittance name or address is not available, email add request to A/P

Enter Vendor invoice number

Invoice description – Brief description of the invoice you are processing. **Be as descriptive as possible and include dates!**

Invoice amount – Total amount to pay on the invoice.

Review and update dates

Check sort code – 2 options

- Hold for vendor pick up
- Return to department

Invoice Items

Make sure Item and description fields are filled in.

- **Be as descriptive as possible and be consistent. Include dates!** (i.e. shipping 10/30/20, Cable service 50 S Emerson 11/1/20-11/30/20)

Enter in Quantity, units, price, and GL account

When all fields are entered, click:

- **Save** – If you are complete or if you want to save all your work and come back later to update, fix, add, change, etc.
- **Save/New Item** – If you have multiple items on one invoice, your work will be saved and the fields will clear out in the items section so you can process multiple line items.
- **Save/New Invoice** – If you have multiple invoices to process in the batch, this will save your work and then clear all fields so you can enter info for new invoice.

After all invoices have been entered and saved, go back to “List”.

Review the AP batch. Make sure all the items look valid and accurate. Check dates, descriptions, remittance name and addresses.

Go into each item and make sure the “paperclip” works.

If paperwork does not work, something was not entered correctly and needs to be fix.

If everything is OK, click “Validate”

- Pop up will appear - “valid”
- If any errors occur, must fix.

Approve batch

DO NOT Approve batch if paperclip does not work!

Go back to invoice batch list and you’ll see “green check mark” validated. This means batch is valid and ready for approval. If red X, batch needs additional attention and cannot be approved.

In laserfiche, move copy of invoice from unprocessed folder to “2021 Invoices”. That is where the invoices are saved after it has been entered and approved for payment.

Batch is now ready for approval by your supervisor.

Supervisor Approval

- Check to make sure all invoices have been entered correctly.
- Additional checks
 - Paperclip is working
 - Remittance address is correct
 - Invoice, Due date, and GL Dates are correct
 - Amount
 - Descriptions reviewed and dates have been added (if needed)
 - GL account is correct and valid
 - Notes have been added and/or reviewed
- Once all invoices have been reviewed, OK to approve

APPROVED

Invoice and Item Description Format Examples

All Utilities

Gas Service – 50 S Emerson 4/15/21-5/14/21
Cable Service – 1601 Golf 3/20/21-4/19/21
Electricity – 301 S Maple 3/10/21-4/9/21
Landline Phone Services – 3/15/21-4/14/21
Water Service - 2000 Kensington 4/1/21 – 4/30/21

Services/Memberships

Legal Services – Adjudication April 2021
Shipping Charges 5/28/21
ICN Primary Internet Service – May 2021
Edit MP Update 5/7/21
Marketing Services – Social Media April 2021
Water Bills 4/15/21
Elevator Inspection Service 4/16/21 – 4/30/21
IGFOA Membership Renewal – Jones 7/1/21 – 6/30/22
ICAP Annual Dues 10/1/21 – 9/30/22
Leadership Webinar Registration 5/14/21 – Smith
Copier Lease CN12345678 3/1/21 – 6/30/21
Inspection Forms – Building (500)
HVAC Services 4/27/21 – 111 Rand Rd
Window Washing – 50 S Emerson 5/1/21 – 5/10/21
Car Washes (18) – May 2021
Mail Machine Lease 4/14/21 – 7/13/21
Landscape Maintenance 5/24/21
Fuel Delivery 5/14/21
GFOA Membership Renewal 2021
Water Meter Inspection Services – 508 Main 5/21/21
Water Meter Inspection Services 5/10/21 – 5/28/21
2021 Water Main Replacement 3/15/21 – 4/30/21

(Invoice description) Business Cards and Note Pads 4/18/21

- (Item 1 description) Business Cards – Miller
- (Item 2 description) Note Pads 5 x 8 - Miller

(Language Line) Phone Interpretation – May 2021

- Spanish 5/2/21
- Polish 5/5/21 – 5/23/21

(Meco) Marketing Services – April/May 2021

- Social Media – April 2021
- Newsletter – May 2021

Purchases

Rear Brake Rotors (2722)
Front and rear lights – Unit 305
Flowers 6/1/21 – Village Hall

Good to know!
A/P Tips, Tricks, & Guidelines

1. Submit all invoices that need to be scanned in for processing to the A/P email Accountspayable@mountprospect.org
2. Keep each A/P batch to around 10 invoices per batch
3. Be as descriptive as possible when entering invoice and item descriptions and include dates!
4. Use capitalization and punctuation properly – The invoice description is what is being seen on the List of Bills that is submitted to the Board and posted on Village Website.
5. At invoice entry, open up a second screen to see how invoice was entered last time and enter in the same fashion.
 - Keep descriptions consistent
6. Enter utility invoices in their own separate batch so they can be processed quickly for small payouts.
 - Not just utilities, but any invoice that is needed to be paid quickly.
7. When entering a utility invoice, please use the address of the property and dates that statement covers in the invoice and item description.
 - Cable Service – 50 S Emerson – 4/15/21-5/14/21
8. Prepaid items – Any service, memberships, dues, conferences, seminars, trainings, utilities, etc. overlapping years.
 - Must include dates, and make sure dates are accurate
9. If an invoice has a previous outstanding balance, it is the department's responsibility to find out why there is an open balance. Call vendor or check vendor history to see if a payment has been made.
 - Make notes in Laserfiche and NWS.
10. No sales tax - Review invoices to make sure sales tax was not applied to invoice or receipt.
 - Tax exempt certificate
11. We do not process payments off sales orders, estimates, or quotes. Invoices are needed to process payment.
12. If there are any issues with an invoice in Laserfiche (duplicate, not paying, holding, etc), notify A/P so we can make a note and update our files.
13. Enter, review, and approve invoices daily – Both users and supervisors
 - Invoices get paid timely
 - If there are any issues, gives everyone time to research and correct

14. Do not approve an invoice batch if paperclips do not work. Research and fix before approval.
 - Invoice number entered incorrectly, check for spaces
 - Wrong vendor number
15. To request a one time refund or reimbursement, please fill out "Check Request" form and submit with proper back up documentation.
 - Different from employee reimbursement
16. Employee Reimbursements – Fill out employee reimbursement form
 - Need copy of receipts
 - Under \$50.00, use petty cash
17. Petty Cash – Submitted on monthly basis or need replenishment
 - Used for employee reimbursements (employee gets reimbursed faster), tip for delivery
 - \$50 recommended max
18. Templates – Create a template for vendors and invoices you pay on a regular basis
 - Financial Management/Accounts Payable/Template Invoice Batches
 - Click - New
 - Go through each screen and fill in fields for set up process
19. Credits – Credits must be entered with other invoices for a positive amount. They cannot be entered by themselves in a batch.
 - Credits cannot be applied to PO's
 - The same GL account used for original purchase should be used for credit
20. New Vendors – MUST submit a completed W9
 - Check vendor system first!
 - Address change – Let A/P know to add.



Year End Procedures

Following these simple steps will help make the end-of-year processing run smoothly and make the transition into the new year easier.

- Please make sure all invoice are paid timely.
Make sure invoices are being paid before the end of the year. Please review your accounts and purchases to verify all invoices for 2021 have been processed.
- Place all pre-paid invoices in a separate batch and indicate the year 2022.
Pre-paid invoices are items or services that are paid this year, but will actually be received the following year. (Paid in 2021, but not received until 2022)
- Please make sure to include dates to all invoice AND item descriptions. For all monthly and annual services preformed, subscription renewals, membership renewals, trainings, seminars, conferences, utility payments, etc., dates should be included in the description so these items are easily identifiable and recorded properly.

Late payment of invoices has a major impact to the financial statements. Processing invoices timely allows for proper recording of expenses and allows the Finance Department to make accurate financial projections.

Year End TIP!

If the invoice is fully related to the prior year (2021), then OK to use 12/31 as GL date. Departments can use the 12/31 GL date until end of February 10.

If any portion of the invoice crosses over years (example – ComEd service 12/21/21 – 1/20/22), the GL date needs to be current year (2022), and the prior year portion needs to be recorded as an A/P entry (year-end journal entry). Finance will handle recording of these journal entries.

