

## A/P TRANSFERS

It has become increasingly common to pay vendors with a credit card. If you enter the vendor's invoice directly under the credit card vendor, you lose the ability to see how much you spent with the actual vendor. To resolve this issue, Lakeshore devised a function that lets you enter the invoice under the original vendor so you retain full payment history for that vendor. Then you "transfer" the invoice to the credit card vendor. The credit card vendor is the one that will actually be paid. There are no journal entries involved unless you take a cash discount.

The original function in Lakeshore let you transfer one invoice from one vendor at a time to the credit card. It is still available. However, this became cumbersome when you had several invoices to pay. We have therefore now set up a new set of functions for these transfers that are similar to the A/P check run so that you can pay several vendors and/or invoices at the same time.

Like the A/P check run, you should continue to enter the vendor's invoices into the system as you normally would and close any journals. Then go to the set of functions on the A/P menu labeled

### Calculate and Generate Transfers

Clicking on this option will open up a submenu with the steps to follow for the transfers.

### **Start/Restart A/P transfer run**

Like the check run, this function clears the temporary file that contains a list of the invoices to be paid and establishes the payment date, due date, etc.

*Start/Restart Transfer Run*

Clicking Submit on this option will start a new transfer run.  
Click Exit if you do not want to start a new transfer run.

If you submit this request, any invoices already selected will be cleared from the transfer run.  
You will have to start the selection process over. The invoices will remain on the open A/P invoice file.

If you want to change the transfer date or book period after you have started selecting invoices,  
use the "Reset" option on the menu.

Transfer Date:	<input type="text" value="1/31/11"/>		Book Period:	<input type="text" value="1101"/>	(Only used if you take cash discounts)
Pay through Date:	<input type="text" value="1/31/11"/>		Invoices with this due date or earlier will be included		
Discount Date	Begin:	<input type="text" value="1/31/11"/>		Invoices that have a non-zero cash discount and a discount date within this date range will be selected for payment when you ask for "all invoices due"	
	End:	<input type="text" value="1/31/11"/>			
Maximum Amount of Transfer Run:	<input type="text"/>	Leave blank if you do not wish to set a maximum			
Transferring to vendor #:	<input type="text" value="077770"/>				VISA
Due Date of new Invoice(s):	<input type="text" value="2/30/11"/>				

Instead of a "check date", you enter a "transfer date". This is the date the charge will be

placed on the credit card. The “pay through “ and discount dates work the same way as they do on a check run.

There are two new fields.

**Transferring to vendor #** is the vendor number assigned to vendor used to pay the credit card.

**Due date of new invoice** is the due date that will be assigned to the charges on the credit card.

When you submit this request, a temporary file will be created to contain the list of invoices to be paid by the credit card.

### Adjust A/P Transfer Run Parameters

You can use this function if you would like to change the “transfer date” or other parameters without clearing the list of invoices selected to be paid.

### Select Data for A/P Transfers

The invoice selection process is similar to the one used for A/P checks. The only difference is that the “select all” option will only select data from vendors that are marked as “OK to pay by credit card”. There is a checkbox near the bottom of the vendor update screen that sets this option.

Select invoices for payment

[Check all 'include' flags](#)
[Uncheck all 'include' flags](#)

Request #1	Include this invoice?	Invoice number	Invoice date	Net	New Invoice Number
	<input checked="" type="checkbox"/>	100410	10/ 4/10	4000.00	900000/100410
	<input checked="" type="checkbox"/>	121510	12/15/10	15.00	900000/121510
	<input checked="" type="checkbox"/>	656565	10/ 6/10	57.50	900000/656565
	<input checked="" type="checkbox"/>	710930	11/24/10	143.75	900000/710930
	<input checked="" type="checkbox"/>	COMMISSION DUE	3/31/10	-500.00	900000/COMMISSI
	<input checked="" type="checkbox"/>	DEP-708325	10/25/06	-125.34	900000/DEP-7083
	<input checked="" type="checkbox"/>	DEP-961021	10/21/96	-125.00	900000/DEP-9610
	<input checked="" type="checkbox"/>	DEP-970103	1/ 3/97	-479.50	900000/DEP-9701
Total for WIDGETS, GIZMOS, & GADGETS				2986.41	

Message from webpage

Warning: There are entries with duplicate invoice numbers.

Red indicates duplicate of entry already on file.  
Orange indicates duplicate of another entry on this screen.

You must resolve any that are selected for payment by assigning a new invoice number

The invoice number for the C/C vendor is initially constructed by combining the number of the vendor you are paying **plus** a forward slash character (/) **plus** as many digits as there is room for from the invoice number you are paying.

So if you are paying vendor 123456 and the invoice number is 543210123456789, then the "invoice number" for the credit card vendor will be 123456/54321012. For vendors that have long invoice number such as Norwood and Sanmar, you may occasionally have a problem with this resulting in duplicate invoice numbers for the new credit card invoice. If that happens you will be warned.

You will see a **red** border around invoice numbers that are a duplicate of one already on file.

You will see an **orange** border around invoice numbers that are a duplicate of one on the same screen.

When this happens, you will need to change the invoice number in some way to make it unique. There are internal fields linking the invoice on file for the original vendor and the one generated for the credit card in case you have to void the transfer later. So, you can change the invoice number as needed to make it unique.

There is a version of the Audit report that you can print to get a final list of the invoices being transferred.

### ***Finalize A/P Transfers***

Once you are happy with the list of invoices selected, ask for the "Finalize" function. Like the same step on the A/P check run, **this is the point of no return.** Prior to this step you can restart the transfer run, add or delete invoices, etc. Once you ask for this step, the invoices you are paying will be transferred from the "open" list to the "paid" list. The "check number" will be "TRANSFER". New invoices will be set up on the credit card vendor's open invoice list.

Once you pass this step, if anything is wrong, you will have to use the "Void Payment thru 3<sup>rd</sup> Party" function to remove the invoices from the credit card vendor and put them back as open invoices on the original vendor's list.

### ***Print Transfer documents (optional)***

If you would like, you can print a document to send to each vendor being paid or to print for your records. This step is optional. However, if you want to print the documents, you must do it before finishing out the run.

### ***Close/Print A/P Transfer Register***

This will close out the run and give you a record of the transfers. A journal entry will only be made if you take a cash discount on any of the invoices.