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Chapter 4 – Accounts Payable

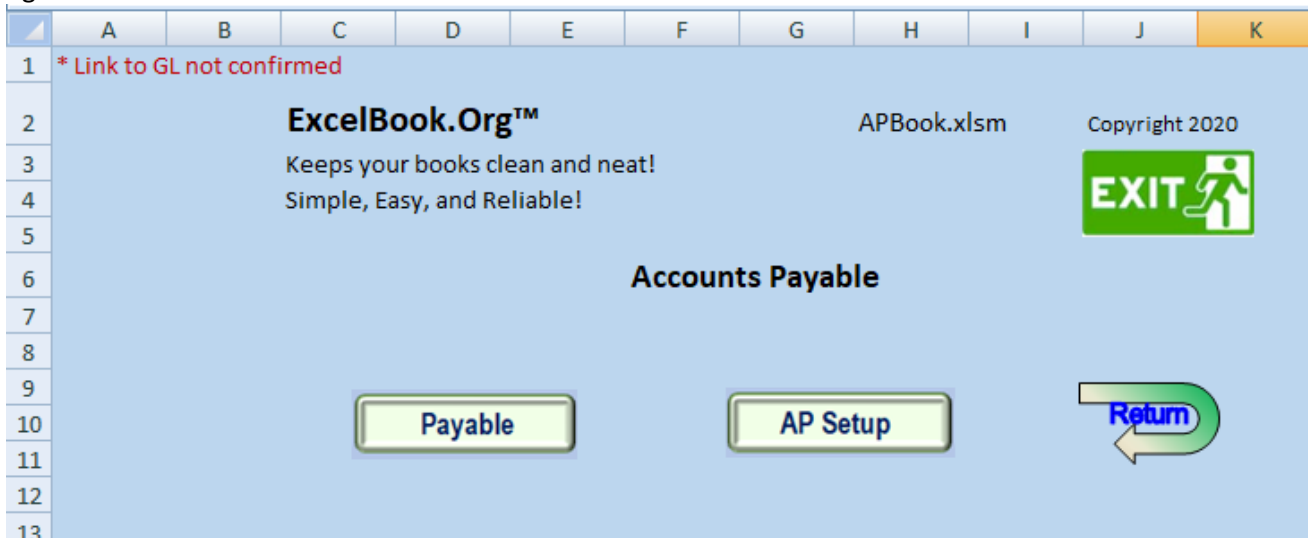
This module performs the following tasks:

- Suppliers maintenance
- Record invoices from vendor
- Payment Management – Issue payments and/or installments to vendors or payees.
- Payable Reports – Payable analysis, Vendor analysis, purchase analysis, check register, 1099 tax reports, summary or detail journal entries to general ledger.

I. Setup

From Main Page (Figure 1) click on **Payable** button or open APBook.xlsm to get to Accounts Payable module

Figure 4-1



ExcelBook Accounts Payable

Click **[AP Setup]** button to show the AP setup page:

Figure 4-2

Update or Review at ExcelBook.Org

Accounts Payable Setup

Company Information

Company Name: Sandy's Furniture Store

Address1: 1230 Danny Blvd

Address2:

City: San Francisco

State: CA

Zip: 94124

Phone: 415-626-1000

Fax: 415-626-1200

Email: info@sandy.com

Tax ID: 94-999999

Release AP Journals to General Ledger

From: 05/01/20

To: 05/31/20

☒ Detail

☐ Summary

Release to GL

GL Account Number

AP Controlling: 2000 Accounts Payable

Checking/Cash: 1000 BOA Checking

Next PO Number: 5049

Next Check Num: 1691

Accounting Cycle Year/Month End: 2020

Current Year-End: 12/31/2020 December

CLOSE Year-End

Enter Banking Information

Bank Name: CitiBank

Address1: 590 Market Street

Address2:

City: San Francisco

State: CA

Zip: 94104

Phone: 415-817-9111

Fax:

Email:

Contact: 877-528-0990x0

Bank Acct Num: 203681801

ABA: 321171184

SWIFT CODE: CITIUS33


Select [Open] or [Close] to Close or Open a Period:

Current Year	Month-End	Open/Close
1st Month	1/31/2020	Close
2nd Month	2/29/2020	Close
3rd Month	3/31/2020	Close
4th Month	4/30/2020	Close
5th Month	5/31/2020	Close
6th Month	6/30/2020	Open
7th Month	7/31/2020	Open
8th Month	8/31/2020	Open
9th Month	9/30/2020	Open
10th Month	10/31/2020	Open
11th Month	11/30/2020	Open
12th Month	12/31/2020	Open

Design Check/Alignment

Save


Return

- A) Enter Company Information and Banking information in the green area in column C. If you have already setup the GL module and click the link  icon Company information will be copied to AR and AP [C6,C15] and the message displaying in the upper left corner (AP main page Figure 4-1) “*Link to GL not confirmed”(in Red) will be disappeared.
- B) Select/Enter AP Accounting Cycle Cells[G14, G15]
Generally speaking, the Accounting cycle in AP should be the same as GL cycle unless otherwise. Select Current Year End and Month for your company’s Accounting cycle. After select the ending month of the year, the system will automatically set the Accounting cycle.
- C) Select AP Controlling Account and Cash Disbursement default Account Cells [F10, F11]
There are two accounts that need to be set as default at setup. AP controlling Account is the liability account when a vendor payable invoice is recorded (Credit); the default cash Account is the cash Account when a check or payment is issued to vendor for paying invoices.
- D) Enter your next purchase number and next check number Cells[F12 ,F13]

ExcelBook Accounts Payable

Your next check starts with this number. When printing checks in a batch, check number automatically advance to the next one and update this number when checks done.

E) Design your check print out format

Click the check design  icon from the setup page (Figure 4-2) to go to the check page check format one:

Invoice	Date	Amount	Invoice	Date	Amount	Invoice	Date	Amount
1 1200358	4/5/2019	803.88	11			21		
2			12			22		
3			13			23		
4			14			24		
5			15			25		
6			16			26		
7			17			27		
8			18			28		
9			19			29		
10			20			30		

Invoice	Date	Amount	Invoice	Date	Amount	Invoice	Date	Amount
1 1200358	4/5/2019	803.88	11			21		
2			12			22		
3			13			23		
4			14			24		
5			15			25		
6			16			26		
7			17			27		
8			18			28		
9			19			29		

The default check setting is "Check – Stub – Stub". The program also offers and 2nd design for "Sub-Check-Sub" called Check format 2. After you align up both formats you can save them and can switch use if you have more than one checking account or two types of preprinted computer checks.

Use "Copy-Cut-Paste" Method or Drag-Move method to move the information around the area. You may also make adjustments on column width or row high for the needs to meet your check's need.

ExcelBook Accounts Payable

Instructions also show on the right side of the page.

Save when done. Make sure you do a few test prints before printing your actual checks.

Note: You can pay up to 30 invoices per check in the default setting. If you are paying more than 30 invoices in a single check, the check stub will not show the rest of invoices information when you submit to your vendor. However you can add two more rows in the check stub to customize it for a maximum of 36 invoices. To do so, just type these in the check stub: =inv31_, =Invd31, =amt31_32,33,34,35,36 for Invoice number, Invoice Date, Payment Amount respectively.

Check format One - 1 ☐ Check if Format Two-2 is Used for Printing Checks


Check Design and Customization Instructions


The unshaded area on the left is the print-area for the check. The default setting is Check - Stub - Stub. You can use "Copy-Cut-Paste" Method or Drag-Move method to move the information around the area. You may also make adjustments on column width or row high for the needs to meet your check's need.

Please save the changes before click the return button. The return button will not save the changes.

However, in case you need to restore the original setting, you may click on the cancel button at anytime and it will restore back to the manufacturer's default setting.

Please do a few test prints and make sure the alignments are correct before you print out a live check. To do a test print in Excel: File=> Print


Save the Current Configurations


Cancel the Changes and Restore the Default Configuration

☒ Check Format 1 ☐ Check Format 2
Switch to Check Format

Click to choose Check Format 2 to switch to View/Edit the format:

A horizontal timeline of the 1990s. The years 1990, 1995, and 2000 are marked with vertical lines. The timeline is divided into three segments: 1990-1995, 1995-2000, and 2000-2005. The first segment is labeled '1990-1995' and the second segment is labeled '1995-2000'. The third segment is labeled '2000-2005'.

ExcelBook Accounts Payable

Check format Two - 2 Format One - 1 is set as default printing format


Check Design and Customization Instructions

The unshaded area on the left is the print-area for the check. The default setting is Stub - Check - Stub. You can use "Copy-Cut-Paste" Method or Drag-Move method to move the information around the area. You may also make adjustments on column width or row high for the needs to meet your check's need.

Please save the changes before click the return button. The return button will not save the changes.

Please do a few test prints and make sure the alignments are correct before you print out a live check. To do a test print in Excel: File=> Print

This is an alternative check format if you have more than one kind of preprinted check.
DO NOT delete or erase the information on check, you can NOT restore the original format if erased.



Save the Current Configurations

☐ Check Format 1 ☒ Check Format 2

Switch to Check Format

To change your check default Format to "Check Format Two-2":

R	S	T	U	V	W	X
Check format One - 1						
<input type="checkbox"/> Check if Format Two-2 is Used for Printing Checks						

Check the Box, the printing format will use the Format Two-2

R	S	T	U	V	W	X
Check format One - 1						
<input checked="" type="checkbox"/> Check if Format Two-2 is Used for Printing Checks						
Check Design and Customization Instructions						

ExcelBook Accounts Payable

II. Vendor maintenance

From Figure 4-1, Click **[Payable]** button:

Figure 4-3 Payable Main Page

y's Furniture Store **Accounts Payable** Year Ending: 12/31/2020

Vendor By: ☐ Acct No. ☒ Name ☐ Phone

A Plus Furniture Wholesaler Company
AAA Insurance
AAA Kitchen Service
ABC Property
Geigo Insurance
John and John Business Service
Lantus Company
United Parcel Service
XYZ Company

Pick a Vendor

Current Selection

Account ID	UPS100
Name	United Parcel Service
Address	PO.Box 21555
Address	
City, State and Zip	San Francisco, CA 94109
Telephone	415-226-3516

+ Add Edit X Delete

Reports

Reprint Check
Check Number: 1690 ☐ Export for Repr

Report Year: Current Year ☒ Delete Year

Starting Date: 1/1/2020
Ending Date: 12/31/2020
Select Report: Current Aging (Real Time)

Fetch

View Vendor Enter Payable Pay Invoice Purchase Order Return

y's Furniture Store **Accounts Payable** Year Ending: 12/31/2020

Vendor By: ☐ Acct No. ☒ Name ☐ Phone

A Plus Furniture Wholesaler Company
AAA Insurance
AAA Kitchen Service
ABC Property
Geigo Insurance
John and John Business Service
Lantus Company
United Parcel Service
XYZ Company

Pick a Vendor

Current Selection

Account ID	UPS100
Name	United Parcel Service
Address	PO.Box 21555
Address	
City, State and Zip	San Francisco, CA 94109
Telephone	415-226-3516

+ Add Edit X Delete

Reports

Reprint Check
Check Number: 1690 ☐ Export for Repr

Report Year: Current Year ☒ Delete Year

Starting Date: 1/1/2020
Ending Date: 12/31/2020
Select Report: Current Aging (Real Time)



Fetch

View Vendor Enter Payable Pay Invoice Purchase Order Return

Displays All Vendors Transaction Section Report Section



ExcelBook Accounts Payable

A) Add a vendor: Click the Add  icon:

	G	H
		Enter New Vendor Information
*	ID:	<input type="text"/>
*	Name:	<input type="text"/>
*	Address 1:	<input type="text"/>
	Address 2:	<input type="text"/>
*	City:	<input type="text"/>
*	State:	<input type="text"/>
	Zip:	<input type="text"/>
*	Tax ID:	<input type="text"/>
*	Phone:	<input type="text"/>
	Fax:	<input type="text"/>
	Email:	<input type="text"/>
	Contact:	<input type="text"/>
	Account:	<input type="text"/>
	1099?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
	1099 Type:	1099-MISC-Other income ▼
	Term:	<input type="text"/>
	Business:	Partnership ▼
	* Field must be filled	
		
	Save	


Enter the vendor's information in the green area [Cell H3,H18]

ExcelBook Accounts Payable


Enter New Vendor Information	
* ID:	FEDE100
* Name:	Federal Express
* Address 1:	P.O. Box 88081
Address 2:	
* City:	Oakland
* State:	CA
Zip:	94501
* Tax ID:	94-226-1234
* Phone:	510-223-1238
Fax:	
Email:	
Contact:	
Account:	
1099?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
1099 Type:	1099-MISC-Other income ▼
Term:	
Business:	Corporation ▼
* Field must be filled	
 Save	
 Return	

Create a unique ID or short name representing the vendor. See sample entry showing above. Click **[Save]** icon or **[Return]** when done.



B) Delete a vendor

Click to select the vendor in the Display Vendor window then click the Delete  icon in the transaction section to remove that vendor.

C) Edit a vendor

Click to select the vendor in the Display Vendor window then click the Edit  icon in the transaction section to the Edit screen:

ExcelBook Accounts Payable

Edit Vendor's Information	
* ID:	test 100
* Name:	Lantus Company
* Address 1:	123 Main Street
Address 2:	#245
* City:	Daly City
* State:	CA
Zip:	94222
* Tax ID:	62-456-4898
* Phone:	415-235-2568
Fax:	
Email:	
Contact:	Daly City
Account:	7000
1099?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
1099 Type:	1099-NEC
Term:	N30
Business	Partnership
* Field must be filled	
<div>   </div>	
Save	

Click **[Save]** icon or **[Return]** when done.

III. Process Vendor Invoice or Credit Memo

Figure 4-1 Payable Main Page

y's Furniture Store

Accounts Payable

Year Ending: 12/31/2020




Vendor By
☐ Acct No. ☒ Name ☐ Phone

A Plus Furniture Wholesaler Company
AAA Insurance
AAA Kitchen Service
ABC Property
Geigo Insurance
John and John Business Service
Lantus Company
United Parcel Service
XYZ Company

Pick a Vendor

Current Selection

Account ID	UPS100
Name	United Parcel Service
Address	PO.Box 21555
City, State and Zip	San Francisco, CA 94109
Telephone	415-226-3516

 Add
 Edit
 Delete

Reports

Reprint Check
Check Number: 1690

☐ Export for Repr

Report Year: Current Year
Starting Date: 1/1/2020
Ending Date: 12/31/2020
Select Report: Current Aging (Real Time)

☒ Delete Year


Fetch

View Vendor

Enter Payable

Pay Invoice

Purchase Order





Select the vendor in the Display Vendor window on the left side

A) Enter an invoice from a vendor

ExcelBook Accounts Payable

Click [Enter AP] icon, you will see the following AP invoice entry page:

Sandy's Furniture Store Year End Setting: 12-31-2020		Lantus Company 123 Main Street #245 Daly City, CA 94222		Last Period Closed: 05-31-2020	
AP Invoice				<input type="checkbox"/> Save as a Template  Process <input type="button" value="Pay Now"/>  Return	
Controlling Account		Template		Invoice: <input type="text"/> Date: 12/3/2020 Amount: <input type="text"/> P.O. No: <input type="text"/> Term/Due: N30 Post Date: 12/3/2020	
Account Cr	Accounts Payable	2000	New Invoice	<input type="button" value="Clear"/>	

Dimension	Description	Account Dr	Item Description or Reference	Amount
1	Freight and Postage	7000		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Enter vendor invoice number in cell [H2], Invoice date, Invoice Amount, Description or Term in Cells [H3, H4, H5, H6] respectively. If you are using the Professional version, you may click the magnifying glass icon to view your purchase order and double click on the purchase order to convert to AP invoice.

Amount: Invoice amount cannot be zero. If it is a positive number then it is a vendor invoice or debit memo, if it is a negative number then it is a credit memo from the vendor (returning goods to vendor)

Post Date: is the date for GL to recognize the transaction. Under a common situation, it should be the same as the invoice date or the date of the transaction incurs. But it could be a later or different date. If the invoice date falls in the period has been closed, the posting date must be changed to a later date in an open period. For example, if the month of January 2020 has been closed and the invoice dated 12/30/2019 has not received or confirmed until February 1, 2020. You should then use February 1, 2020 as the post date.

Invoice Distribution: The system recognizes the invoice Amount in cell [H4] as the payable amount (Credit). The expense or the debit side of the entry must be recognized by entering the distribution information starting from cell [B10] or in row 10. Enter GL distribution account number in column "D" (Starting from D10). Click the magnifying glass to view all available GL accounts. If the cursor or the activated cell in column D, you can highlight the desired GL account and double click on it to use the account.

Dimension: it is an optional field. This feature gives you more in depth in recording transactions. For example, you can setup expenses for different departments, i.e. Accounting, Marketing, or Operation etc. If you leave this field blank, the expense will be for the company-wide.

ExcelBook Accounts Payable


Sandy's Furniture Store
Year End Setting: 12-31-2020

Lantus Company
123 Main Street #245
Daly City, CA 94222

Last Period Closed: 05-31-2020


AP Invoice

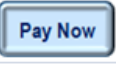
Controlling Account
Account Cr Accounts Payable 2000


Template
New Invoice  Clear

Invoice: 1000022
Date: 12/3/2020
Amount: 1,500.00
P.O. No: 2356
Term/Due: N30
Post Date: 12/3/2020


☐ Save as a Template

 Process

 Pay Now

 Return

Dimension	Description	Account Dr	Item Description or Reference	Amount
1 Accounting	Office Supplies	6950	Pencil and envelops	250
2 Marketing	Office Supplies	6950	Books	200
3 Sales	Office Supplies	6950	Printing Pro cards	300
4 Operation	Office Supplies	6950	moving boxes	200
5	Freight and Postage	7000		550
6				
7				

- Click the Process  icon to post the invoice in AP when information is completed.
- Instead of posting the invoice as open payable, you can click on the [Pay Now] button if the invoice is a COD term to print out a check at the same time when posting an invoice.

B) Save an invoice as a template for recurring invoice


Sandy's Furniture Store
Year End Setting: 12-31-2020

Lantus Company
123 Main Street #245
Daly City, CA 94222

Last Period Closed: 05-31-2020


AP Invoice

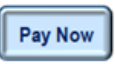
Controlling Account
Account Cr Accounts Payable 2000

Template
New Invoice  Clear

Invoice: 1000022
Date: 12/3/2020
Amount: 1,500.00
P.O. No: 2356
Term/Due: N30
Post Date: 12/3/2020

☒ Save as a Template

 Process


 Pay Now

Dimension	Description	Account Dr	Item Description or Reference	Amount

If the check box ☐ Save as a Template box is checked, the system will save this invoice entry as a template when you post the invoice so that you can select it for reuse (recurring) if the future invoice is the same or similar.


C) Use or Delete an AP template

If you had saved an invoice as a template in B above, you can select to reuse from the drop-down selection menu [Template] (see the screenshot in B above)
After you select the template, the previous save entry will automatically load and fill the screen. If the invoice is not exactly the same, you can edit them or make changes. Post the invoice when it is ready.

If the template is no longer for use, you can delete it: Select the template, click the Delete  icon to delete it.

D) Clear the invoice distribution information

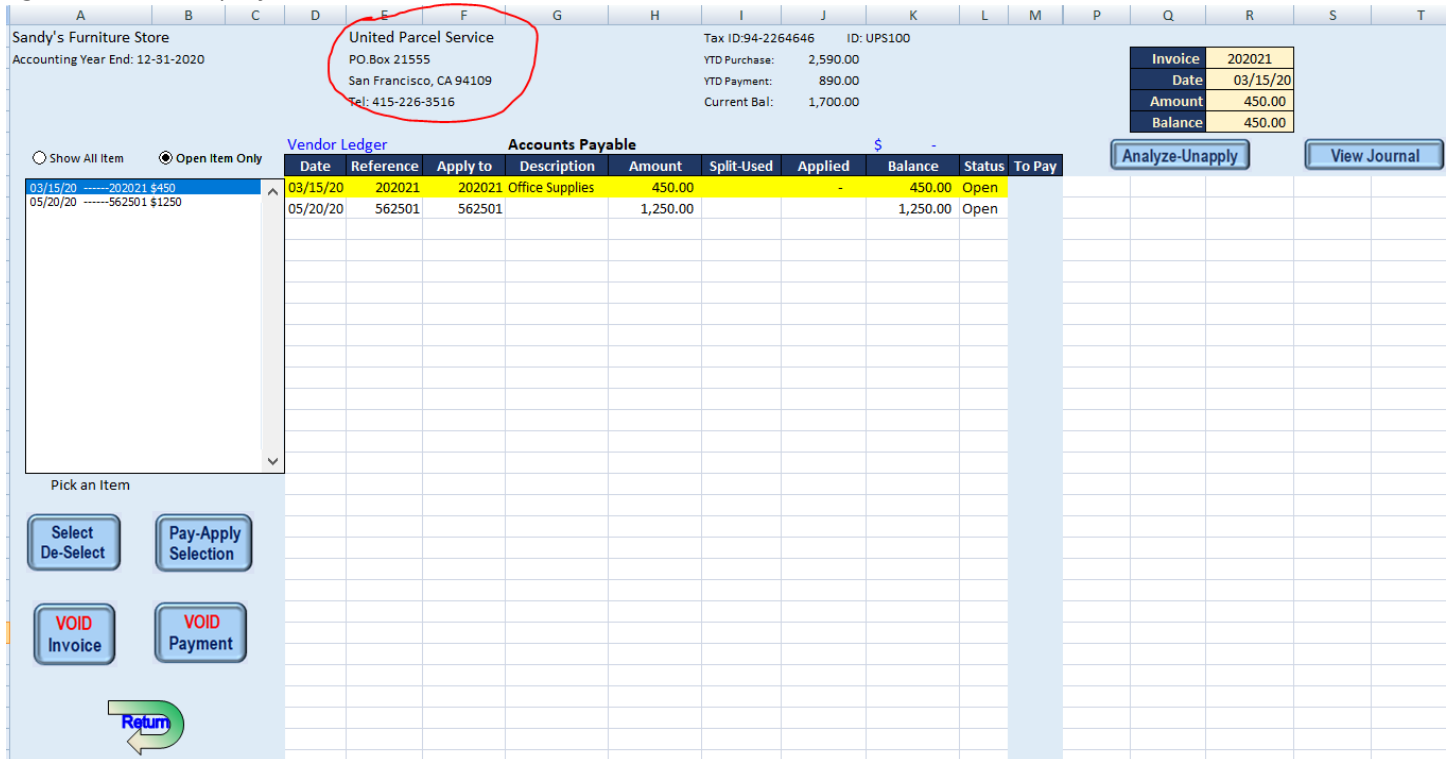
ExcelBook Accounts Payable

If you selected/loaded an incorrect Template, you can reselect one or select [New Invoice] to clear the screen. If it is now in the [New Invoice] and with incorrect information, click the Delete  icon to clear the screen.

E) View AP distribution Journal or Void an AP invoice

From the [Figure 4-1 Payable Main Page], Select the vendor (United Parcel Service) and Click the [**View Vendor**] button:

Figure 4-2 Vendor profile View



Sandy's Furniture Store
Accounting Year End: 12-31-2020

United Parcel Service
PO.Box 21555
San Francisco, CA 94109
Tel: 415-226-3516

Tax ID: 94-2264646 ID: UPS100
YTD Purchase: 2,590.00
YTD Payment: 890.00
Current Bal: 1,700.00

Invoice	202021
Date	03/15/20
Amount	450.00
Balance	450.00

Vendor Ledger **Accounts Payable** \$ -


☐ Show All Item ☒ Open Item Only

Date	Reference	Apply to	Description	Amount	Split-Used	Applied	Balance	Status	To Pay
03/15/20	202021	202021	Office Supplies	450.00		-	450.00	Open	
05/20/20	562501	562501		1,250.00			1,250.00	Open	

Pick an Item

Select De-Select Pay-Apply Selection

VOID Invoice VOID Payment



Analyze-Unapply View Journal

You can see all open invoices listing in the left side window. Click one of the invoices in the left window, the identical invoice on the right side window is highlighted. Click the [**View Journal**] button, the journal entry will be displayed:

ExcelBook Accounts Payable

Sandy's Furniture Store
Accounting Year End: 12-31-2020

United Parcel Service
PO.Box 21555
San Francisco, CA 94109
Tel: 415-226-3516

Tax ID:94-2264646 ID: UPS100
YTD Purchase: 2,590.00
YTD Payment: 890.00
Current Bal: 1,700.00

Invoice: 562501
Date: 05/20/20
Amount: 1,250.00
Balance: 1,250.00

☐ Show All Item ☒ Open Item Only

Vendor Ledger

Date	Reference	Apply to	Description	Amount	Split-Used	Applied	Balance	Status	To Pay
03/15/20	202021	202021	Office Supplies	450.00		-	450.00	Open	
05/20/20	562501	562501		1,250.00			1,250.00	Open	

Accounts Payable

Invoice #562501 was entered and distributed as:

GLDate	GL#	Description	Reference	Amount
05/20/20	2000	Accounts Payable		(1,250.00)
05/20/20	6410	Health Insurance		1,250.00

Pick an Item

Select De-Select Pay-Apply Selection

VOID Invoice VOID Payment

Analyze-Unapply View Journal

F) Void an invoice

In case you need to void an invoice, highlight to select the invoice, click the [Void Invoice] button:

Attempting to Void an Invoice

Are you sure want to void this invoice 562501

Yes No

"Yes" to confirm it

Please Type 'Void' here to Confirm

You Are Attempting to Void an Invoice
Voiding an Invoice!
Are You Sure to Do This?

OK Cancel

Void

In the dialogue box type the word "void" and click OK to complete the voiding process.

ExcelBook Accounts Payable

IV. Print Checks (Pay Invoice)

In addition cutting the COD check (Section III A), there are two ways to print AP checks:

- A) Option 1, Pay Invoices through Vendor View (see figure 4-2). You can pay one or more invoices for a single vendor a time. This option provides you a chance to record the payments you already made by either a manual check or other payment methods such as wire, ACH, or Credit Card payment without actually printing a physical check.

Vendor Ledger Accounts Payable \$ 1,700.00 2 Items

☐ Show All Item ☒ Open Item Only

Date	Reference	Apply to	Description	Amount	Split-Used	Applied	Balance	Status	To Pay
03/15/20	202021	202021	Office Supplies	450.00	-	-	450.00	Open	Selected
05/20/20	562501	562501		1,250.00			1,250.00	Open	Selected


Pick an Item

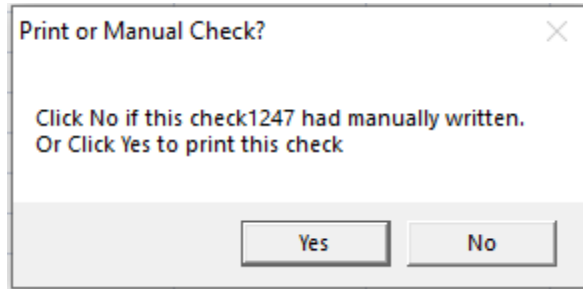
Select De-Select **Pay-Apply Selection**

Highlight the invoice from the invoice listing window on the left side, click **Select/De-select** to select an invoice to pay. (You can click the same button to deselect if you mistakenly select the wrong one) After you finished selection, click **Pay-Apply Selection** button to get into the print check page:

	A	B	C	D	E	F	G	H	I	J
1	Sandy's Furniture Store			Check Printing		<input type="radio"/> Format 1	<input checked="" type="radio"/> Format 2			
2				Total Payment	\$ 1,700.00	Check Date	12/03/20			
3				Cash Account	1000	Check Number	1247			
4				BOA Checking	Check Style = [Stub - Check - Stub]					
5		ACCT	Name	City State Zip	Invoice	Date	Description	Invoice Balance	Selected Amt	
6		UPS100	United Parcel Se	San Francisco, CA	202021	03/15/20	Office Supplies	\$450.00	\$450.00	
7		UPS100	United Parcel Se	San Francisco, CA	562501	05/20/20		\$1,250.00	\$1,250.00	
8										
9										
10										
11										

ExcelBook Accounts Payable

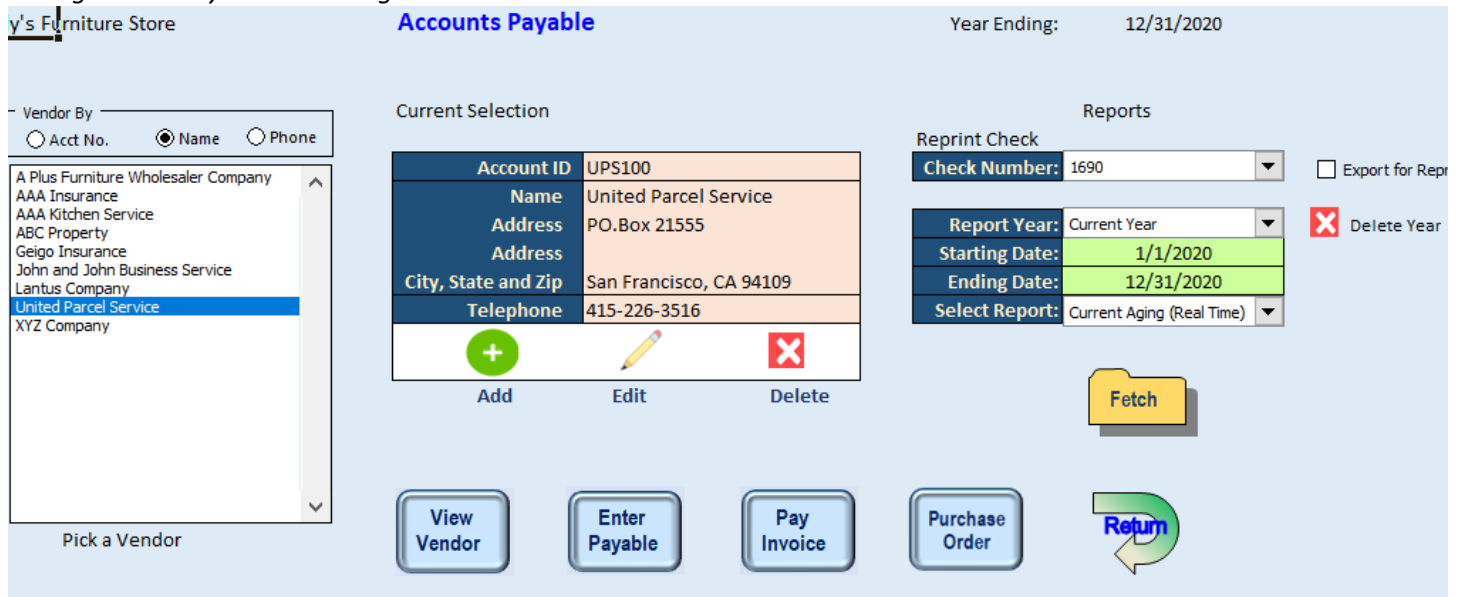
You can enter the check date Cell [G2] the check number Cell [G3] (check number can be either a numeric number or a letter string reference if payment method is other than a check), or select the right cash account if necessary and click the print check  icon the print the check.



If you had already paid via a manual check or other payment method, you can record the payment transaction by clicking "No", the system will record the payment without printing any check out. Or click "Yes" to print a check.

Option 2, Pay invoice from open AP invoice list. You can print a batch of checks for multiple vendors. You can also make partial payment or install payment for open invoices.

Figure 4-1 Payable Main Page

The screenshot shows the "Accounts Payable" main page. At the top, it says "y's Furniture Store" and "Accounts Payable". On the right, "Year Ending: 12/31/2020". On the left, there's a "Vendor By" section with radio buttons for "Acct No.", "Name" (selected), and "Phone". Below it is a list of vendors: "A Plus Furniture Wholesaler Company", "AAA Insurance", "AAA Kitchen Service", "ABC Property", "Geigo Insurance", "John and John Business Service", "Lantus Company", "United Parcel Service" (highlighted), and "XYZ Company". In the center, there's a "Current Selection" table for "United Parcel Service" with fields for Account ID (UPS100), Name, Address (PO.Box 21555), City, State and Zip (San Francisco, CA 94109), and Telephone (415-226-3516). Below the table are buttons for "Add", "Edit", and "Delete". On the right, there's a "Reports" section with "Reprint Check" (Check Number: 1690), "Report Year" (Current Year), "Starting Date" (1/1/2020), "Ending Date" (12/31/2020), and "Select Report" (Current Aging (Real Time)). There are also checkboxes for "Export for Repr" and "Delete Year". At the bottom, there are buttons for "View Vendor", "Enter Payable", "Pay Invoice" (highlighted), "Purchase Order", and a "Return" button with a circular arrow icon. A "Fetch" button is also present.

From this [Figure 4-1 Payable Main Page] click the **Pay Invoice** button:

ExcelBook Accounts Payable

Sandy's Furniture Store **Open Payable Invoices**

Pick an Invoice to Select:

Date	Invoice	Vendor	Amount	Balance	Selection-Status
05/20/20	Inv:-----25501-(A Plus Furniture Who)---	\$11712	----	Bal:\$11712	
05/06/20	Inv:-----A23156-(A Plus Furniture Who)---	\$11666	----	Bal:\$11666	
06/15/20	Inv:-----A256815-(A Plus Furniture Who)---	\$5907.6	----	Bal:\$5907.6	
06/01/20	Inv:--20200601-(ABC Property)-----	\$1500	----	Bal:\$1500	
06/01/20	Inv:-----43983-(ABC Property)-----	\$1500	----	Bal:\$1500	
07/01/20	Inv:--20200701-(ABC Property)-----	\$1500	----	Bal:\$1500	
08/01/20	Inv:--20200801-(ABC Property)-----	\$1500	----	Bal:\$1500	
09/01/20	Inv:--20200901-(ABC Property)-----	\$1500	----	Bal:\$1500	
10/01/20	Inv:--20201001-(ABC Property)-----	\$1500	----	Bal:\$1500	
12/01/20	Inv:--20201201-(ABC Property)-----	\$1500	----	Bal:\$1500	
05/15/20	Inv:-----56810-(John and John Busine)---	\$580	----	Bal:\$580	
06/15/20	Inv:-----10353-(John and John Busine)---	\$310	----	Bal:\$310	
10/30/20	Inv:-----205315-(John and John Busine)---	\$4308	----	Bal:\$4308	
04/20/20	Inv:-----20315-(Lantus Company)-----	\$360	----	Bal:\$360	
05/20/20	Inv:-----20651-(Lantus Company)-----	\$450	----	Bal:\$450	
06/22/20	Inv:-----25681-(Lantus Company)-----	\$586	----	Bal:\$586	
03/15/20	Inv:-----202021-(United Parcel Servic)---	\$450	----	Bal:\$450	
05/20/20	Inv:-----562501-(United Parcel Servic)---	\$1250	----	Bal:\$1250	
04/25/20	Inv:-----30654-(XYZ Company)-----	\$650	----	Bal:\$650	
05/25/20	Inv:-----5621-(XYZ Company)-----	\$550	----	Bal:\$550	

Current Item Highlighted

Acct ID	APLU100
Name	A Plus Furniture Wholesaler
Address	1000 Washington Avenue
City State Zip	San Francisco, CA 94133
Invoice	25501
Date	5/20/2020
Description	PO1005
Outstanding	\$ 11,712.00
Amount to Pay	-
Balance	11,712.00

Select a Check to Reprint:

Check Num 1690

Re-Print Check

Inv Selected	-	Total Open Inv	20
Amt Selected	\$ -	Total Balance	\$ 49,279.60

Select De-Select Pay Selection Return

Step 1, Click the invoice you to highlight the invoice you want to pay.

Step 2, Enter the amount you want to pay for the highlighted invoice in the green cell [M13]

Step 3, Click the [Select-Unselect] button to select the invoice

ExcelBook Accounts Payable

Sandy's Furniture Store **Open Payable Invoices**

Pick an Invoice to Select:

Date	Invoice	Vendor	Amount	Balance	Selection-Status
05/20/20	Inv:----25501-(A Plus Furniture Who)---	\$11712	Bal:\$11712	Selected	
05/06/20	Inv:---A23156-(A Plus Furniture Who)---	\$11666	Bal:\$11666		
06/15/20	Inv:---A256815-(A Plus Furniture Who)---	\$5907.6	Bal:\$5907.6		
06/01/20	Inv:--20200601-(ABC Property)-----	\$1500	Bal:\$1500	Selected	
06/01/20	Inv:---43983-(ABC Property)-----	\$1500	Bal:\$1500	Selected	
07/01/20	Inv:--20200701-(ABC Property)-----	\$1500	Bal:\$1500		
08/01/20	Inv:--20200801-(ABC Property)-----	\$1500	Bal:\$1500		
09/01/20	Inv:--20200901-(ABC Property)-----	\$1500	Bal:\$1500		
10/01/20	Inv:--20201001-(ABC Property)-----	\$1500	Bal:\$1500		
12/01/20	Inv:--20201201-(ABC Property)-----	\$1500	Bal:\$1500		
05/15/20	Inv:---56810-(John and John Busine)---	\$580	Bal:\$580	Selected	
06/15/20	Inv:---10353-(John and John Busine)---	\$310	Bal:\$310		
10/30/20	Inv:---205315-(John and John Busine)---	\$4308	Bal:\$4308		
04/20/20	Inv:---20315-(Lantus Company)-----	\$360	Bal:\$360	Selected	
05/20/20	Inv:---20651-(Lantus Company)-----	\$450	Bal:\$450		
06/22/20	Inv:---25681-(Lantus Company)-----	\$586	Bal:\$586		
03/15/20	Inv:---202021-(United Parcel Servic)---	\$450	Bal:\$450		
05/20/20	Inv:---562501-(United Parcel Servic)---	\$1250	Bal:\$1250		
04/25/20	Inv:---30654-(XYZ Company)-----	\$650	Bal:\$650		
05/25/20	Inv:---5621-(XYZ Company)-----	\$550	Bal:\$550		

Current Item Highlighted

Acct ID	John100
Name	John and John Business Se
Address	1002 Junction Blvd.
City State Zip	New York, NY 10012
Invoice	56810
Date	5/15/2020
Description	May Utilities
Outstanding	\$ 580.00
Amount to Pay	580.00
Balance	-

Select a Check to Reprint:

Check Num 1690

Re-Print Check

Inv Selected 5
Amt Selected \$ 15,652.00

Total Open Inv 20
Total Balance \$ 49,279.60

Select De-Select Pay Selection Return

Step 3, when finish selection, click the [Pay Selection] button:

Sandy's Furniture Store **Check Printing** ☐ Format 1 ☒ Format 2

Total Payment	\$ 15,652.00	Check Date	12/03/20
Cash Account	1000	Check Number	1691

BOA Checking Check Style = [Stub - Check - Stub]

Print Check Cancel

ACCT	Name	City State Zip	Invoice	Date	Description	Invoice Balance	Selected Amt
APLU100	A Plus Furniture	San Francisco, CA	25501	05/20/20	PO1005	\$11,712.00	\$11,712.00
ABCC100	ABC Property	San FRANCisco, CA	20200601	06/01/20	June Rent	\$1,500.00	\$1,500.00
ABCC100	ABC Property	San FRANCisco, CA	43983	06/01/20	June Rent	\$1,500.00	\$1,500.00
John100	John and John Bu	New York, NY 1001	56810	05/15/20	May Utilities	\$580.00	\$580.00
test 100	Lantus Company	Daly City, CA 9422	20315	04/20/20	freight	\$360.00	\$360.00

List of invoices you select in the pre-print page. Enter your check number, date then click the print check icon to print out all the checks.

B) Reprint Checks

ExcelBook Accounts Payable

If a check is jammed or get damaged during the printing process, you can reprint it. ExcelBook saves the last batch printed checks in case if checks need to be reprinted. Select the check number from the drop-down menu below and Check the **[Export for Reprint]** check-box:

The screenshot shows the 'Accounts Payable' window for 'Sandy's Furniture Store' with the 'Year Ending' set to '12/31/2020'. On the left, a 'Vendor By' dropdown is set to 'Name', and a list of vendors is shown with 'United Parcel Service' selected. The 'Current Selection' table displays details for 'UPS100', including the name 'United Parcel Service', address 'PO.Box 21555', city 'San Francisco, CA 94109', and telephone '415-226-3516'. Below this table are 'Add', 'Edit', and 'Delete' buttons. On the right, the 'Reports' section has a 'Reprint Check' dropdown with '1690' selected, a checked 'Export for Reprint' checkbox, and a 'Delete Year' button. Below these are fields for 'Report Year' (Current Year), 'Starting Date' (1/1/2020), 'Ending Date' (12/31/2020), and 'Select Report' (Current Aging (Real Time)). A 'Fetch' button is located below the report fields. At the bottom, there are buttons for 'View Vendor', 'Enter Payable', 'Pay Invoice', 'Purchase Order', and a 'Return' button with a circular arrow icon.

Click the [Fetch] report icon to export the check in Excel so that you can reprint your check.

C) Process a manual check

If the check had been written or payment had been issued, you can record the payment with a manual check method. To do this, please refer to Section (A) above Option 1, Pay Invoices through Vendor View (see figure 4-2).

Click "No" to process the manual payment check without printing a check.

The dialog box titled 'Print or Manual Check?' contains the text: 'Click No if this check1247 had manually written. Or Click Yes to print this check'. At the bottom, there are two buttons: 'Yes' and 'No'.

D) Void a Check

If a check is printed in error, you may void it. To do so, from the figure 4-2 the vendor's profile view, click the Show All Option to select to view all items:

ExcelBook Accounts Payable

A	B	C	D	E	F	G	H	I	J	K	L	M
Sandy's Furniture Store				United Parcel Service				Tax ID: 94-2264646		ID: UPS100		
Accounting Year End: 12-31-2020				PO.Box 21555				YTD Purchase:		2,590.00		
				San Francisco, CA 94109				YTD Payment:		890.00		
				Tel: 415-226-3516				Current Bal:		1,700.00		
<div> <input checked="" type="radio"/> Show All Item <input type="radio"/> Open Item Only </div>												
Vendor Ledger				Accounts Payable								
				\$ -								
Date	Reference	Apply to	Description	Amount	Split-Used	Applied	Balance	Status	To Pay			
01/10/20	-----20065 20065 - Closed											
02/10/20	---S202001A S202001A - Closed											
02/15/20	-----28022 pmt - Closed											
02/15/20	-----28022 20065 - Closed											
03/15/20	-----202021 \$450											
03/15/20	-----28026 pmt - Closed											
03/15/20	-----28026 S202001A - Closed											
04/11/20	-----200315 200315 - Closed											
04/21/20	-----1683 Void - Closed											
05/20/20	-----562501 \$1250											
05/15/20	-----1687 pmt - Closed											
05/15/20	-----1687 200315 - Closed											
01/10/20	20065	20065	Office Supplies	300.00		(300.00)	-	Closed				
02/10/20	S202001A	S202001A	Office Supplies	310.00		(310.00)	-	Closed				
02/15/20	28022	pmt		(300.00)	300.00		-	Closed				
02/15/20	28022	20065	split		(300.00)	300.00	-	Closed				
03/15/20	202021	202021	Office Supplies	450.00		-	450.00	Open				
03/15/20	28026	pmt		(310.00)	310.00		-	Closed				
03/15/20	28026	S202001A	split		(310.00)	310.00	-	Closed				
04/11/20	200315	200315	Office Paper	280.00		(280.00)	-	Closed				
04/21/20	1683	Void		-	-	-	-	Closed				
05/20/20	562501	562501		1,250.00			1,250.00	Open				
05/15/20	1687	pmt		(280.00)	280.00		-	Closed				
05/15/20	1687	200315	split		(280.00)	280.00	-	Closed				
<div>Pick an Item</div> <div> <div>Select De-Select</div> <div>Pay-Apply Selection</div> <div>VOID Invoice</div> <div>VOID Payment</div> </div>												

Because ExcelBook does not allow user to print a check without an invoice, whenever a check is printed, it must be a closed item. In another words, the check cannot be an open item. If you want to issue a prepayment, you must create a debit memo.

From the item list, select the check (in this case, check number is 1246, see below). Click the [Void Check] button. (To easily identify a check, you can see that there is always a three-letter "pmt" immediately after a check number.)

ExcelBook Accounts Payable

Sandy's Furniture Store
Accounting Year End: 12-31-2020

United Parcel Service
PO.Box 21555
San Francisco, CA 94109
Tel: 415-226-3516

Tax ID:94-2264646 ID: UPS100
YTD Purchase: 2,590.00
YTD Payment: 890.00
Current Bal: 1,700.00

☒ Show All Item ☐ Open Item Only

Vendor Ledger **Accounts Payable** \$ -

Date	Reference	Apply to	Description	Amount	Split-Used	Applied	Balance	Status	To Pay
01/10/20	-----20065 20065 - Closed								
02/10/20	-----S202001A S202001A - Closed								
02/15/20	-----28022 pmt - Closed								
02/15/20	-----28022 20065 - Closed								
03/15/20	-----202021 \$450								
03/15/20	-----28026 pmt - Closed								
03/15/20	-----28026 S202001A - Closed								
04/11/20	-----200315 200315 - Closed								
04/21/20	-----1683 Void - Closed								
05/20/20	-----562501 \$1250								
05/15/20	-----1687 pmt - Closed								
05/15/20	-----1687 200315 - Closed								
01/10/20	20065	20065	Office Supplies	300.00		(300.00)	-	Closed	
02/10/20	S202001A	S202001A	Office Supplies	310.00		(310.00)	-	Closed	
02/15/20	28022	pmt		(300.00)	300.00		-	Closed	
02/15/20	28022	20065	split		(300.00)	300.00	-	Closed	
03/15/20	202021	202021	Office Supplies	450.00		-	450.00	Open	
03/15/20	28026	pmt		(310.00)	310.00		-	Closed	
03/15/20	28026	S202001A	split		(310.00)	310.00			
04/11/20	200315	200315	Office Paper	280.00		(280.00)			
04/21/20	1683	Void		-	-	-			
05/20/20	562501	562501		1,250.00					
05/15/20	1687	pmt		(280.00)	280.00				
05/15/20	1687	200315	split		(280.00)	280.00			

Pick an Item

Select De-Select Pay-Apply Selection

VOID Invoice VOID Payment

Attempting to Void Check?
Are you sure want to void this check #28022
Yes No

Click "Yes" to continue:

Please Type 'Void' here to Confirm

You Are Attempting to Void a Check
Voiding a Check!
Are You Sure to Do This?

OK Cancel

void

Type "void" in the dialogue box to confirm the check voiding; click "OK" to complete process.

E) View Payment information and GL Entry

From the section (E) above, instead of clicking the [Void Check] button, click the [Analyzed-Unapply] button:

ExcelBook Accounts Payable

United Parcel Service

PO.Box 21555

San Francisco, CA 94109

Tel: 415-226-3516

Tax ID:94-2264646

ID: UPS100

YTD Purchase: 5,559.36

YTD Payment: 803.88

Current Bal: 6,223.48

Check	1246
Date	05/01/19
Amount	(803.88)
Balance	-

Vendor Ledger

Accounts Payable

\$ -

Date	Reference	Apply to	Description	Amount	Split-Used	Applied	Balance	Status	To Pay
01/15/20	4065135	4065135	PO102356	2,568.00		(1,100.00)	1,468.00	Open	
05/12/20	1242	pmt		(1,100.00)	1,100.00		-	Closed	
05/12/20	1242	4065135	split		(1,100.00)	1,100.00	-	Closed	
04/05/19	1200358	1200358	test	803.88		(803.88)	-	Closed	
05/01/19	1246	pmt		(803.88)	803.88		-	Closed	
05/01/19	1246	1200358	split		(803.88)	803.88	-	Closed	
04/28/19	12000111	12000111		2,030.00			2,030.00	Open	
06/01/19	1200031	1200031		1,225.48			1,225.48	Open	
06/01/19	1000022	1000022	PO#10023	1,500.00			1,500.00	Open	
12/01/19	1247	Void		-	-	-	-	Closed	

Analyze-Unapply

View Distribution

Check# 1246 on 5/1/2019 \$803.88 for the following:

Date	Invoice	Amount Paid
05/01/19	1200358	803.88

It will display the what invoice(s) is(are) paid by this check beneath the button. If you click the [View Distribution] button, it will display the journal entry associated with the payment:

D	E	F	G	H	I	J	K	L	M	P	Q	R	S	T	
United Parcel Service					Tax ID:94-2264646		ID: UPS100								
PO.Box 21555					YTD Purchase:		5,559.36								
San Francisco, CA 94109					YTD Payment:		803.88								
Tel: 415-226-3516					Current Bal:		6,223.48								
										Check		1246			
										Date		05/01/19			
										Amount		(803.88)			
										Balance		-			
Vendor Ledger					Accounts Payable					\$ -					
Date	Reference	Apply to	Description	Amount	Split-Used	Applied	Balance	Status	To Pay	Analyze-Unapply		View Distribution			
01/15/20	4065135	4065135	PO102356	2,568.00		(1,100.00)	1,468.00	Open		Check #1246 was entered and distributed as:					
05/12/20	1242	pmt		(1,100.00)	1,100.00		-	Closed							
05/12/20	1242	4065135	split		(1,100.00)	1,100.00	-	Closed							
04/05/19	1200358	1200358	test	803.88		(803.88)	-	Closed							
05/01/19	1246	pmt		(803.88)	803.88		-	Closed							
05/01/19	1246	1200358	split		(803.88)	803.88	-	Closed							
04/28/19	12000111	12000111		2,030.00			2,030.00	Open							
06/01/19	1200031	1200031		1,225.48			1,225.48	Open							
06/01/19	1000022	1000022	PO#10023	1,500.00			1,500.00	Open							
12/01/19	1247	Void		-	-	-	-	Closed							
											GLDate	GL#	Description	Reference	Amount
											05/01/19	2000	Accounts Pay	1200358	803.88
											05/01/19	1000	B of A Checki	1200358	(803.88)

V. Apply and Unapply Credit to invoices

You can select open credits to apply open invoices. The selection of total debit must be equal to total credit. If the total debit is greater than the total credit, then you will need to pay the difference.

ExcelBook Accounts Payable

Sandy's Furniture Store
Accounting Year End: 12-31-2019

AAA Insurance
123 A Street
San Francisco, CA 94109
Tel: 415-222-3333

Tax ID: 94-244657 ID: aaa100
YTD Purchase: 3,301.89
YTD Payment: 1,400.00
Current Bal: 3,461.89

Invoice	R10005
Date	12/31/19
Amount	(1,400.00)
Balance	(1,400.00)

☐ Show All Item
☒ Open Item Only

03/01/20 -----10001 \$160
03/20/20 -----20315 \$1400 Selected
04/19/19 -----10032 \$2101.89
06/01/19 -----125555 \$1200
12/31/19 -----R10005 \$-1400 Selected

Select-Unselect to Pay-Apply

Pay-Apply Selected

Vendor Ledger

Accounts Payable

\$ - 2 Invoices

Date	Reference	Apply to	Description	Amount	Split-Used	Applied	Balance	Status	To Pay
03/01/20	10001	10001	PO1002	360.00		(200.00)	160.00	Open	
03/20/20	20315	20315	PO1003	2,600.00		(1,200.00)	1,400.00	Open	Selected
04/19/19	10032	10032	April	2,101.89			2,101.89	Open	
06/01/19	125555	125555		1,200.00			1,200.00	Open	
12/31/19	R10005	R10005	RMA10002	(1,400.00)			(1,400.00)	Open	Selected

Analyze-Unapply

View Distribution

Example: Select the invoice with a balance (debit) of \$1400 and then select the memo with a balance of (1400), Click the [**Pay-Apply Selected**] button to apply.

Apply Credit?

Are you applying Credits to the selected Invoice?

Yes

No

Click "Yes" to confirm

Blank to Accept the Default

Enter A Memo or Reference to Apply

OK

Cancel

apply

Enter a reference if any, or just click "OK" to accept the applying process.

ExcelBook Accounts Payable

☒ Show All Item
☐ Open Item Only

03/01/20 -----10001 \$160

03/20/20 -----20315 R10005, - Closed

05/12/20 -----1240 pmt - Closed

05/12/20 -----1240 10001 - Closed

05/12/20 -----1240 20315 - Closed

05/14/20 -----1244 pmt - Closed

05/14/20 -----1244 10001 - Closed

04/19/19 -----10032 \$2101.89

06/01/19 -----125555 \$1200

12/31/19 -----R10005 R10005, - Closed

06/18/20 pply_Cr. 1007 20315 - Closed

06/18/20 pply_Cr. 1007 R10005 - Closed

Vendor Ledger

Accounts Payable

Date	Reference	Apply to	Description	Amount	Split-Used	Applied	Balance	Status	To Pay
03/01/20	10001	10001	PO1002	360.00		(200.00)	160.00	Open	
03/20/20	20315	R10005,	PO1003	2,600.00		(2,600.00)	-	Closed	
05/12/20	1240	pmt		(1,300.00)	1,300.00		-	Closed	
05/12/20	1240	10001	split		(100.00)	100.00	-	Closed	
05/12/20	1240	20315	split		(1,200.00)	1,200.00	-	Closed	
05/14/20	1244	pmt		(100.00)	100.00		-	Closed	
05/14/20	1244	10001	split		(100.00)	100.00	-	Closed	
04/19/19	10032	10032	April	2,101.89			2,101.89	Open	
06/01/19	125555	125555		1,200.00			1,200.00	Open	
12/31/19	R10005	R10005,	RMA10002	(1,400.00)		1,400.00	-	Closed	
06/18/20	Apply_Cr. 1007	20315	split_Apply		(1,400.00)	1,400.00	-	Closed	
06/18/20	Apply_Cr. 1007	R10005	split_Apply		1,400.00	(1,400.00)	-	Closed	

After applied the credit to the invoice, the items are closed and you won't see them in the open memo item section. To view them, click the [Show All item] option, all items display. You can see the items are closed.

If it is an error or a mistake, you can unapply them. To do so, highlight the "Apply_Cr.xxx" item, click the [Analyze-Unapply] button:

Vendor Ledger		Accounts Payable								\$ -		Analyze-Unapply	View Distribution
<input checked="" type="radio"/> Show All Item <input type="radio"/> Open Item Only		Date	Reference	Apply to	Description	Amount	Split-Used	Applied	Balance	Status	To Pay		
03/01/20	-----10001 \$160	03/01/20	10001	10001	PO1002	360.00		(200.00)	160.00	Open		Invoice-Memo were applied as:	
03/20/20	-----20315 R10005, - Closed	03/20/20	20315	R10005,	PO1003	2,600.00		(2,600.00)	-	Closed		Type "Yes" in the Green Cell and Click Analyze to Unapply	
05/12/20	-----1240 pmt - Closed	05/12/20	1240	pmt		(1,300.00)	1,300.00		-	Closed		Date	Inv-Memo
05/12/20	-----1240 10001 - Closed	05/12/20	1240	10001	split		(100.00)	100.00	-	Closed		06/18/20	20315
05/12/20	-----1240 20315 - Closed	05/12/20	1240	20315	split		(1,200.00)	1,200.00	-	Closed		06/18/20	R10005
05/14/20	-----1244 pmt - Closed	05/14/20	1244	pmt		(100.00)	100.00		-	Closed			
05/14/20	-----1244 10001 - Closed	05/14/20	1244	10001	split		(100.00)	100.00	-	Closed			
04/19/19	-----10032 \$2101.89	04/19/19	10032	10032	April	2,101.89			2,101.89	Open			
06/01/19	-----125555 \$1200	06/01/19	125555	125555		1,200.00			1,200.00	Open			
12/31/19	-----R10005 R10005, - Closed	12/31/19	R10005	R10005,	RMA10002	(1,400.00)		1,400.00	-	Closed			
06/18/20	pplly_Cr. 1007 20315 - Closed	06/18/20	Apply_Cr. 1007	20315	split_Apply		(1,400.00)	1,400.00	-	Closed			
06/18/20	pplly_Cr. 1007 R10005 - Closed	06/18/20	Apply_Cr. 1007	R10005	split_Apply		1,400.00	(1,400.00)	-	Closed			

Type "Yes" in the green cell **T10**,

AAA Insurance

123 A Street

San Francisco, CA 94109

Tel: 415-222-3333

Tax ID:94-244657

ID: aaa100

YTD Purchase: 3,301.89

YTD Payment: 1,400.00

Current Bal: 3,461.89

Invoice	Apply_Cr.1007
Date	44,000.00
Slip PMT	1,400.00
Balance	-

Vendor Ledger

Accounts Payable

\$ -

Date	Reference	Apply to	Description	Amount	Split-Used	Applied	Balance	Status	To Pay
03/01/20	10001	10001	PO1002	360.00		(200.00)	160.00	Open	
03/20/20	20315	R10005,	PO1003	2,600.00		(2,600.00)	-	Closed	
05/12/20	1240	pmt		(1,300.00)	1,300.00		-	Closed	
05/12/20	1240	10001	split		(100.00)	100.00	-	Closed	
05/12/20	1240	20315	split		(1,200.00)	1,200.00	-	Closed	
05/14/20	1244	pmt		(100.00)	100.00		-	Closed	
05/14/20	1244	10001	split		(100.00)	100.00	-	Closed	
04/19/19	10032	10032	April	2,101.89			2,101.89	Open	
06/01/19	125555	125555		1,200.00			1,200.00	Open	
12/31/19	R10005	R10005,	RMA10002	(1,400.00)		1,400.00	-	Closed	
06/18/20	Apply_Cr.1007	20315	split_Apply		(1,400.00)	1,400.00	-	Closed	
06/18/20	Apply_Cr.1007	R10005	split_Apply		1,400.00	(1,400.00)	-	Closed	

Analyze-Unapply

View Distribution

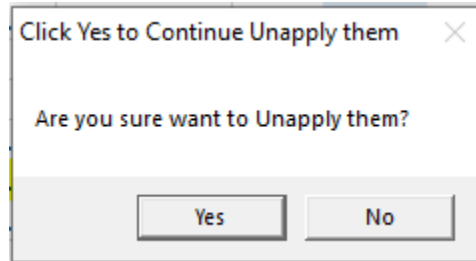
Invoice-Memo were applied as:

Type "Yes" in the Green Cell and Click Analyze to Unapply

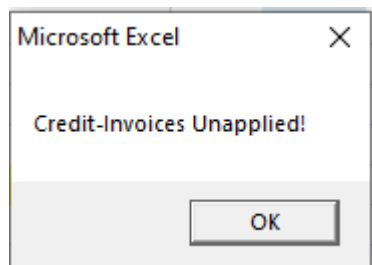
Date	Inv-Memo	\$Applied	Unapply?	Yes
06/18/20	20315	1,400.00		
06/18/20	R10005	(1,400.00)		

ExcelBook Accounts Payable

and Click the [Analyze-Unapply] button again:



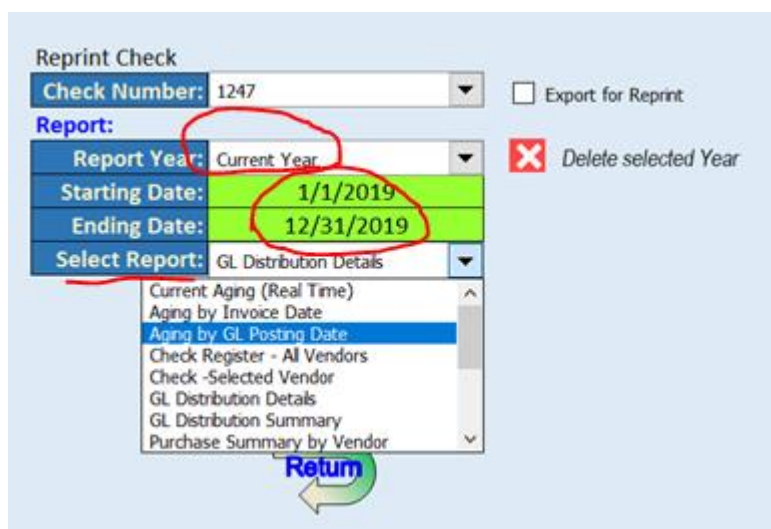
Click "yes" to confirm



Click "OK", the item will be open again.

VI. Payable Reports

From the report section, selection the report year, enter the time range (Starting date and Ending Date), and then select your report:

A screenshot of a software interface for "Reprint Check". It contains several input fields: "Check Number" with the value "1247", "Report Year" with "Current Year", "Starting Date" with "1/1/2019", and "Ending Date" with "12/31/2019". The "Select Report" dropdown is open, showing a list of report types including "Current Aging (Real Time)", "Aging by Invoice Date", "Aging by GL Posting Date", "Check Register - All Vendors", "Check -Selected Vendor", "GL Distribution Details", "GL Distribution Summary", and "Purchase Summary by Vendor". A red circle highlights the "Report Year" field and the date fields. A red arrow points to the "Select Report" dropdown. A "Return" button with a circular arrow icon is at the bottom. To the right, there is a checkbox "Export for Reprint" and a red "X" icon with the text "Delete selected Year".

ExcelBook Accounts Payable


- A) Current Aging (Real Time) – click the report icon to generate the most current aging without entering the date range.
- B) Aging by Invoice Date – enter the ending date to generate a historical AP aging (as of a date) by the invoice date.
- C) Aging by GL Posting Date – enter the ending date to generate a historical AP aging (as of a date) by the general ledger posting date.
- D) Check Register - All Vendors – enter the date range to generate all the checks issued during the date interval.
- E) Check -Selected Vendor – select a vendor and enter the date range to generate a report showing all the checks issued to the selected vendor during the date interval.
- F) GL Distribution Details – enter the date range to generate a report showing detail journal information that distribute to general ledger during the date interval.
GL Distribution Summary Details – enter the date range to generate a report showing summary journal information that distribute to general ledger during the date interval.
- G) Purchase Summary by Vendor –enter the date range to generate a report showing the summary of purchases from all vendors during the date interval
- H) Invoices Register - All Vendors Vendor –enter the date range to generate a report showing all the invoices received from all vendors during the date interval
Invoices - Selected Vendor – select a vendor and enter the date range to generate a report showing all the invoices received from the selected vendor during the date interval
- I) All 1099 Recipient Copy – print all recipient’s 1099 tax reporting form if the vendor is setup as a 1099 vendor including 1099 Misc, (Rent, Royalties, Other income), 1099-Int, 1099-NEC, 1099-Div etc.
- J) 1096 & 1099-Misc IRS copy – use the pre-printed red form for IRS copy. The form 1096 will be printed first, and then 1099 for IRS copy. So make sure to place the form 1096 before 1099 in your printer.
- K) 1096 & 1099-NEC IRS copy – Non-Employee Compensation. Save as J above.
- L) 1096 & 1099-INT IRS copy – Interest. Save as J above.
- M) 1096 & 1099-DIV IRS copy – Dividend. Save as J above.
- N) Purchase Order List
- O) GL Account List
- P) Current Posting List – List of all distribution files
- Q) Vendor List

Click the [Report]  icon

VII. Release AP entries to general ledger

AP information will not go to general ledger until AP releases them. You can release AP entries monthly, weekly, or daily at your will. To do so, go to the Setup page (Figure 4-2):

ExcelBook Accounts Payable

A	B	C	D	E	F	G	H	I	J
Update or Renew at ExcelBook.Org		Accounts Payable Setup							
									
Enter Company Information					Post Journals to GL				
Company Name: Sandy's Furniture Store					From: 12/01/19		<input checked="" type="radio"/> Detail		<div>Release to GL</div>
Address1: 1230 Danny Blvd					To: 12/31/19		<input type="radio"/> Summary		
Address2:					GL Account Number				
City: San Francisco					AP Controlling: 2000 Accounts Payable				
State: CA					Checking/Cash: 1000 B of A Checking				
Zip: 94124									

Enter the date range you want the information to post to GL, choose post format in “Detail” or “Summary”; then click the [**Release to GL**] button.

After post, the system will create a posting file and save in the same folder as APPDYYYYMMDD-YYYYMMDD.xlsx (in this case: APPD20191201-20191231). It stands for Accounts Payable Posting in Detail from Dec 1, 2019 through Dec 31, 2019)

When you click the [Integration] button (Update information from its subsidiaries) in General Ledger, GL will search this file to post the information to general ledger.

VIII. Month End and year End closing

Go to the Setup Page (Figure 4-2):

ExcelBook Accounts Payable

Update or Renew at ExcelBook.Org

Accounts Payable Setup

Enter Company Information

Company Name: Sandy's Furniture Store

Address1: 1230 Danny Blvd

Address2:

City: San Francisco

State: CA

Zip: 94124

Phone: 415-626-1000

Fax: 415-626-1200

Email: info@Sandy.com

Tax ID: 94-999999

Post Journals to GL

From: 12/01/19

To: 12/31/19

☒ Detail

☐ Summary

Release to GL

GL Account Number

AP Controlling: 2000

Checking/Cash: 1000

Accounts Payable

B of A Checking

Next Check Num: 1250

Accounting Cycle Year/Month End: 2019

Current Year-End: 12/31/2019

December

Close Year-End

Enter Banking Information

Bank Name: CitiBank

Address1: 590 Market Street

Address2:

City: San Francisco

State: CA

Zip: 94104

Phone: 415-817-9111

Fax:

Email:

Contact: 877-528-0990x0

Bank Acct Num: 203681801

ABA: 321171184

SWIFT CODE: CITIUS33

Select [Open] or [Close] to Close or Open a Period:

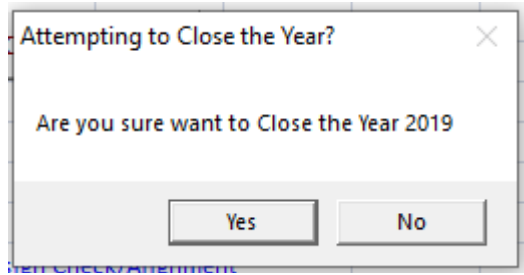
Current Year	Month-End	Open/Close
1st Month	1/31/2019	Close
2nd Month	2/28/2019	Close
3rd Month	3/31/2019	Close
4th Month	4/30/2019	Close
5th Month	5/31/2019	Open
6th Month	6/30/2019	Open
7th Month	7/31/2019	Open
8th Month	8/31/2019	Open
9th Month	9/30/2019	Open
10th Month	10/31/2019	Open
11th Month	11/30/2019	Open
12th Month	12/31/2019	Open

Design Check/Alignment

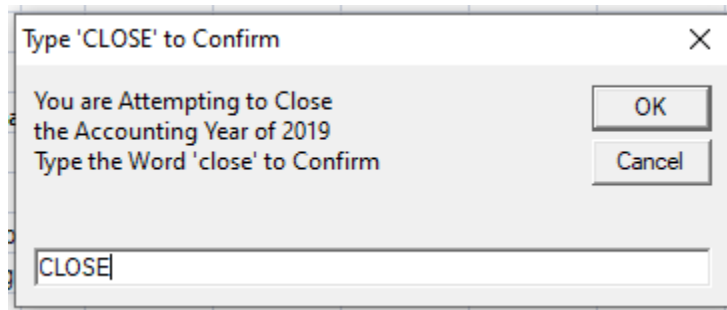
- A) Close a Month: Select/change "Open" to "Close". Closing a month means you lock the month without entering any new information into the period. You can reopen it if needed. It is not necessary to close a month if don't wish to close it. However, closing a month must be in chronicle order; you are not able to close a month while keeping the prior month open.
- B) Close a Year: It is necessary to close a year when an Accounting year is completed. You are not able to keep more than two years open. That means you can continue to work on the new year entries without closing the prior year for a few months. For example, your Accounting year ends on December 31, 2020, if today is February 1, 2021, you can work on both years' entry until the end of 2021.(You must close the year 2020 before December 31, 2021)

Close the **[Close Year-End]** icon:

ExcelBook Accounts Payable



Click "Yes" to continue



Type the word "CLOSE" and click "OK" to Confirm

It is recommend make a backup copy of the entire program BEFORE and AFTER Year-End Closing