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Chapter 4 – Accounts Payable

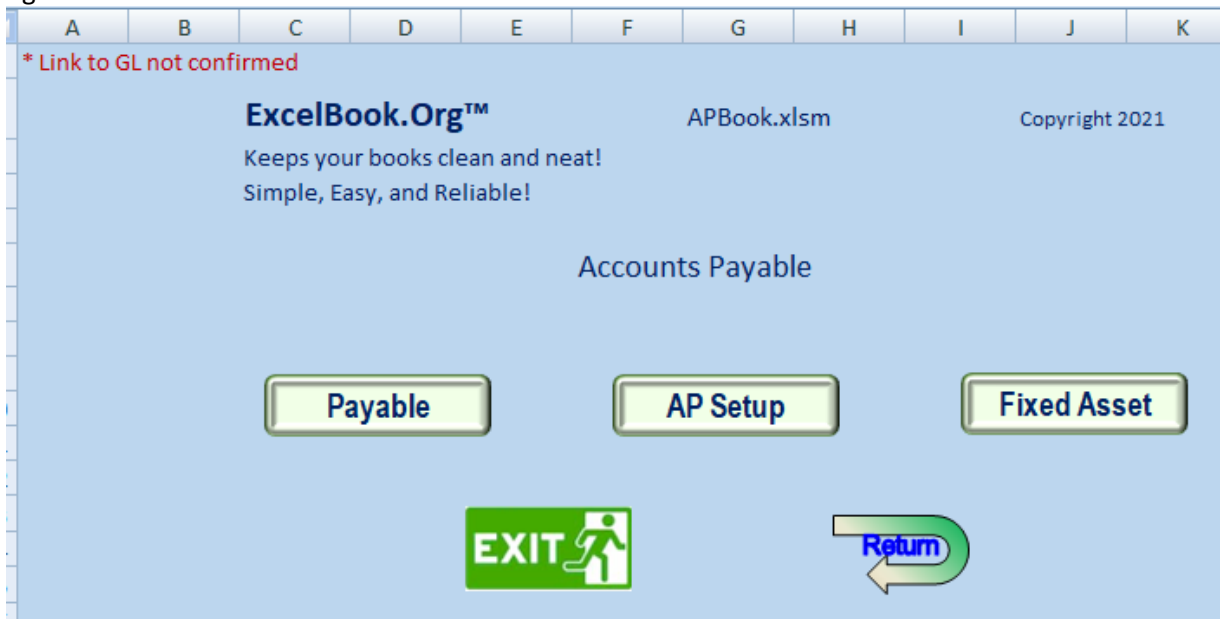
This module performs the following tasks:

- 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 Renew at ExcelBook.Org

Accounts Payable Setup




Company Information		Release AP Journals to General Ledger		
Company Name:	Sandy's Furniture Store	From:	07/01/20	<input checked="" type="radio"/> Detail <input type="radio"/> Summary
Address1:	1230 Danny Blvd	To:	07/31/20	
Address2:				
City:	San Francisco			
State:	CA			
Zip:	94124			
Phone:	415-626-1000			
Fax:	415-626-1200			
Email:	info@Sandy.com			
Tax ID:	94-999999			


Enter Banking Information		Select [Open] or [Close] to Close or Open a Period:		
Bank Name:	CitiBank	Current Year	Month-End	Open/Close
Address1:	590 Market Street	1st Month	1/31/2020	Close
Address2:		2nd Month	2/29/2020	Close
City:	San Francisco	3rd Month	3/31/2020	Close
State:	CA	4th Month	4/30/2020	Close
Zip:	94104	5th Month	5/31/2020	Close
Phone:	415-817-9111	6th Month	6/30/2020	Close
Fax:		7th Month	7/31/2020	Open
Email:		8th Month	8/31/2020	Open
Contact:	877-528-0990x0	9th Month	9/30/2020	Open
Bank Acct Num:	203681801	10th Month	10/31/2020	Open
ABA:	321171184	11th Month	11/30/2020	Open
SWIFT CODE:	CITIUS33	12th Month	12/31/2020	Open


Release to GL


☐ Allow Vendors Backorder Our Purchase Orders
☐ Don't Purge Completed POs at Year-End Closing

CLOSE Year-End


 Design Check/Alignment


 Save




- 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]

ExcelBook Accounts Payable

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]
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:

[illegible]

ExcelBook Accounts Payable

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.

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 sub will not show the rest of invoices information when you submit to your vendor. However you can add two more rows in the check sub 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

[illegible]

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

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

Vendor By
☐ Acct No. ☒ Name ☐ Phone

A Plus Furniture Wholesaler Company

AAA Insurance

ABC Property

John and John Business Service

Lantus Company

United Parcel Service

XYZ Company

Pick a Vendor

Current Selection

Account ID	ABCC100
Name	ABC Property
Address	1022 Market St.
Address	
City, State and Zip	San FRANCisco, CA 94122
Telephone	415-111-2223

+

×

AddEditDelete

Reports

Reprint Check
Check Number: 1701 ☐ Export for Reprint

Report Year: Current Year ☒ Delete Year

Starting Date: 1/1/2020

Ending Date: 12/31/2020

Select Report: Selected 1099 Recipient Co

Fetch

View Vendor

Enter Payable

Pay Invoice

Purchase Order

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

Vendor By
☐ Acct No. ☒ Name ☐ Phone

A Plus Furniture Wholesaler Company

AAA Insurance

ABC Property

John and John Business Service

Lantus Company

United Parcel Service

XYZ Company

Pick a Vendor

Current Selection

Account ID	ABCC100
Name	ABC Property
Address	1022 Market St.
Address	
City, State and Zip	San FRANCisco, CA 94122
Telephone	415-111-2223

+

×

AddEditDelete

Reports

Reprint Check
Check Number: 1701 ☐ Export for Reprint

Report Year: Current Year ☒ Delete Year

Starting Date: 1/1/2020

Ending Date: 12/31/2020

Select Report: Selected 1099 Recipient Co

Fetch

View Vendor

Enter Payable

Pay Invoice

Purchase Order



Displays All Vendors

Transaction Section

Report Section



ExcelBook Accounts Payable

A) Add a vendor: Click the Add  icon:

F	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-NEC <input type="button" value="v"/>
	Term:	<input type="text"/>
	Business:	Partnership <input type="button" value="v"/>
	* 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-NEC ▼
Term:	
Business:	Corporation ▼
* Field must be filled	
<div></div>	
Save	

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:	aaa100
Name:	AAA Insurance
Address 1:	123 A Street
Address 2:	
City:	San Francisco
State:	CA
Zip:	94109
Tax ID:	94-244657
Phone:	415-222-3333
Fax:	
Email:	
Contact:	
Account:	6400
1099?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
1099 Type:	1099-NEC ▼
Term:	
Business	Corporation ▼
* Field must be filled	




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

III. Process Vendor Invoice or Credit Memo

Figure 4-1 Payable Main Page

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

Vendor By
☐ Acct No. ☒ Name ☐ Phone

A Plus Furniture Wholesaler Company

AAA Insurance

ABC Property

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
 Delete

Reports


Reprint Check
Check Number: 1701 ▼ ☐


Report Year: Current Year ▼ ☒

Starting Date: 1/1/2020

Ending Date: 12/31/2020

Select Report: Selected 1099 Recipient Co ▼





View Vendor

Enter Payable

Pay Invoice



Purchase Order

ExcelBook Accounts Payable

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

A) Enter an invoice from a vendor

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

A	B	C	D	E	F	G	H	I	J
Sandy's Furniture Store Year End Setting: 12-31-2020				United Parcel Service PO.Box 21555 San Francisco, CA 94109		Last Period Closed: 06-30-2020			
AP Invoice						Invoice: <input type="text"/> Date: 3/11/2021 Amount: <input type="text"/> P.O. No: <input type="text"/> Term/Due: N30 Post Date: 3/11/2021		<input type="checkbox"/> Save as a Template  Process <input type="button" value="Pay Now"/> 	
Controlling Account Account Cr: Accounts Payable 2000				Template New Invoice		<input type="button" value="Clear"/>			
Line	Dimension	Description	Account Dr	Item Description or Reference		Amount			
1		Office Supplies	6950						
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

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

United Parcel Service
PO.Box 21555
San Francisco, CA 94109

Last Period Closed: 06-30-2020


AP Invoice

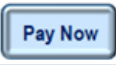
Controlling Account
Account Cr Accounts Payable 2000

Template
New Invoice  Clear


Invoice: 1000022
Date: 3/11/2021
Amount: 1,500.00
P.O. No: 2356
Term/Due: N30
Post Date: 3/11/2021


☐ Save as a Template

 Process

 Pay Now

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				

 Return

- 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

United Parcel Service
PO.Box 21555
San Francisco, CA 94109

Last Period Closed: 06-30-2020


AP Invoice

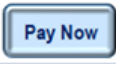
Controlling Account
Account Cr Accounts Payable 2000

Template
New Invoice  Clear


Invoice: 1000022
Date: 3/11/2021
Amount: 1,500.00
P.O. No: 2356
Term/Due: N30
Post Date: 3/11/2021

☒ Save as a Template

 Process

 Pay Now


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

 Return

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

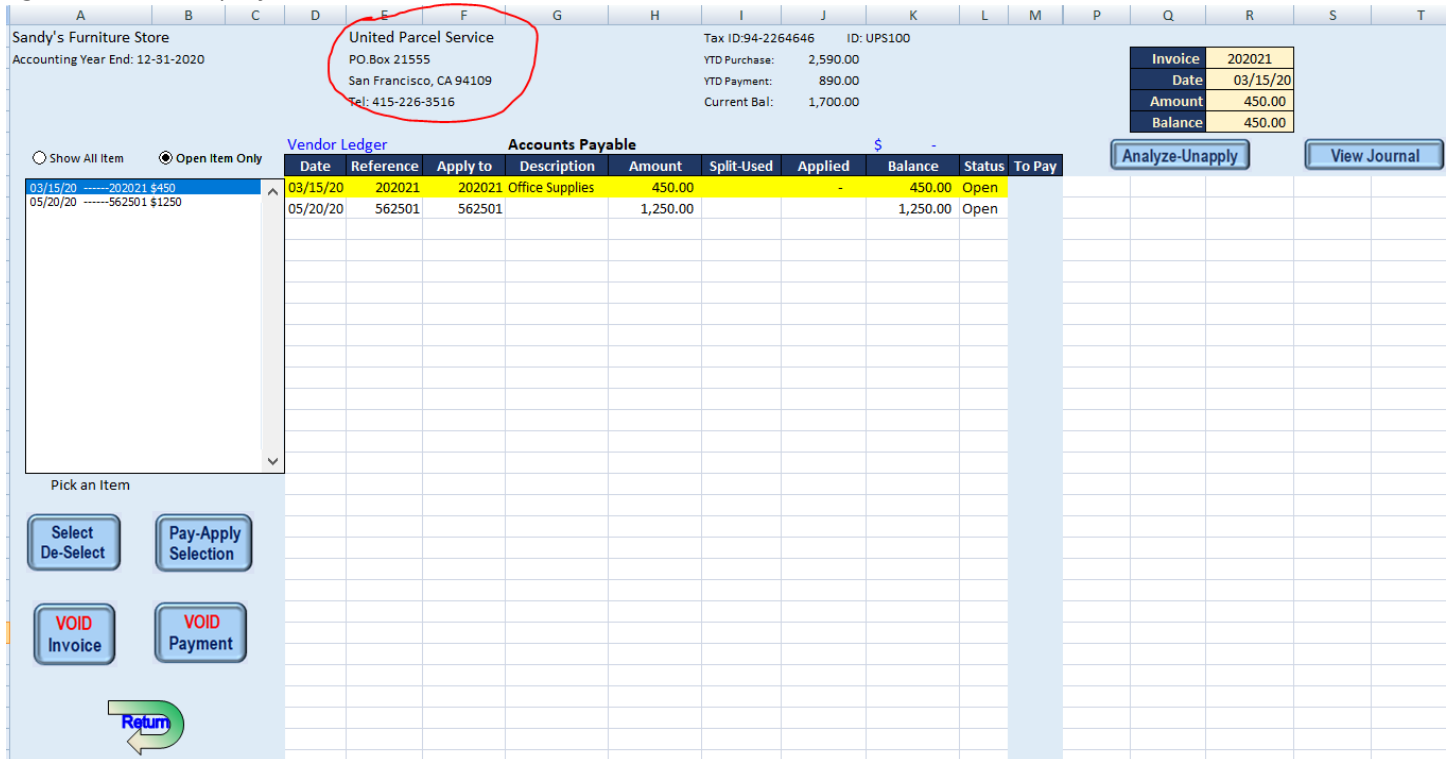
ExcelBook Accounts Payable

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

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

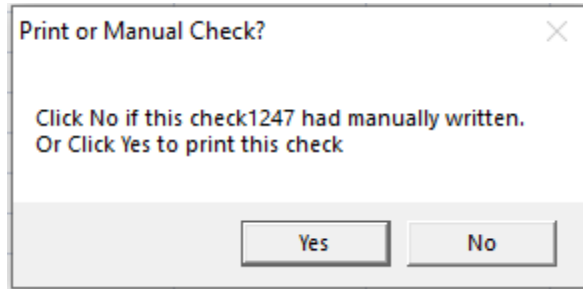
Select De-Select Pay-Apply Selection

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	Format 1		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]			Print Check	Cancel	
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

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




Vendor By
☐ Acct No. ☒ Name ☐ Phone

- A Plus Furniture Wholesaler Company
- AAA Insurance
- ABC Property
- 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


  

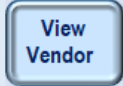

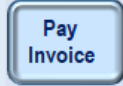
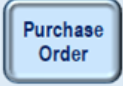

Add Edit Delete

Reports

Reprint Check
Check Number: 1701 ☐

Report Year:	Current Year	<input checked="" type="checkbox"/>
Starting Date:	1/1/2020	
Ending Date:	12/31/2020	
Select Report:	Selected 1099 Recipient Co	



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

ExcelBook Accounts Payable

Sandy's Furniture Store
Open Payable

Pick an Invoice to Select:

Date	Invoice	Vendor	Amount	Balance	Selection-Status
08/02/20	Inv:---A201568-	(A Plus Furniture Who)---	\$1200-----	Bal:\$1200	
06/05/20	Inv:-----256021-	(A Plus Furniture Who)---	\$3560-----	Bal:\$3460	
06/10/20	Inv:-----2658-	(A Plus Furniture Who)---	\$777-----	Bal:\$777	
06/20/20	Inv:-----565851-	(A Plus Furniture Who)---	\$1506-----	Bal:\$1506	
06/21/20	Inv:---5685122-	(A Plus Furniture Who)---	\$2970-----	Bal:\$2970	
06/25/20	Inv:---568210-	(A Plus Furniture Who)---	\$3918-----	Bal:\$3918	
01/23/21	Inv:-----5553-	(A Plus Furniture Who)---	\$200-----	Bal:\$200	
06/11/20	Inv:---264051-	(AAA Insurance)-----	\$3565-----	Bal:\$3565	
01/05/20	Inv:Rent202001-	(ABC Property)-----	\$1500-----	Bal:\$1500	
06/01/20	Inv:---23158-	(ABC Property)-----	\$351-----	Bal:\$351	
06/12/20	Inv:---352151-	(John and John Busine)---	\$3511-----	Bal:\$3511	
06/30/20	Inv:---230155-	(John and John Busine)---	\$495-----	Bal:\$495	
06/15/20	Inv:---25681-	(Lantus Company)-----	\$3611-----	Bal:\$3611	
06/30/20	Inv:---562011-	(Lantus Company)-----	\$795-----	Bal:\$795	
10/01/20	Inv:---50325-	(Lantus Company)-----	\$3001-----	Bal:\$3001	
10/17/20	Inv:---1233-	(United Parcel Servic)---	\$55-----	Bal:\$55	
06/30/20	Inv:---1003568-	(XYZ Company)-----	\$2896.88-----	Bal:\$2896.88	

Current Item:

Acct ID	John100
Name	John and John Business Ser
Address	1002 Junction Blvd.
City State Zip	New York, NY 10012
Invoice	352151
Date	6/12/2020
Description	5015
Outstanding	\$ 3,511.00
Amount to Pay	-
Balance	3,511.00

Select a Check to Reprint:

Check Num	1701
-----------	------

[Re-Print Check](#)

Inv Selected	-
Amt Selected	\$ -

Total Open Inv	17
Total Balance	\$ 33,811.88

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

Pick an Invoice to Select:

Date	Invoice	Vendor	Amount	Balance	Selection-Status
08/02/20	Inv:---A201568-	(A Plus Furniture Who)---	\$1200-----	Bal:\$1200	
06/05/20	Inv:---256021-	(A Plus Furniture Who)---	\$3560-----	Bal:\$3460	Selected
06/10/20	Inv:---2658-	(A Plus Furniture Who)---	\$777-----	Bal:\$777	Selected
06/20/20	Inv:---565851-	(A Plus Furniture Who)---	\$1506-----	Bal:\$1506	Selected
06/21/20	Inv:---5685122-	(A Plus Furniture Who)---	\$2970-----	Bal:\$2970	
06/25/20	Inv:---568210-	(A Plus Furniture Who)---	\$3918-----	Bal:\$3918	
01/23/21	Inv:---5553-	(A Plus Furniture Who)---	\$200-----	Bal:\$200	
06/11/20	Inv:---264051-	(AAA Insurance)-----	\$3565-----	Bal:\$3565	Selected
01/05/20	Inv:Rent202001-	(ABC Property)-----	\$1500-----	Bal:\$1500	Selected
06/01/20	Inv:---23158-	(ABC Property)-----	\$351-----	Bal:\$351	
06/12/20	Inv:---352151-	(John and John Busine)---	\$3511-----	Bal:\$3511	
06/30/20	Inv:---230155-	(John and John Busine)---	\$495-----	Bal:\$495	Selected
06/15/20	Inv:---25681-	(Lantus Company)-----	\$3611-----	Bal:\$3611	
06/30/20	Inv:---562011-	(Lantus Company)-----	\$795-----	Bal:\$795	
10/01/20	Inv:---50325-	(Lantus Company)-----	\$3001-----	Bal:\$3001	Selected
10/17/20	Inv:---1233-	(United Parcel Servic)---	\$55-----	Bal:\$55	
06/30/20	Inv:---1003568-	(XYZ Company)-----	\$2896.88-----	Bal:\$2896.88	

Current Item:

Acct ID	test 100
Name	Lantus Company
Address	123 Main Street #245
City State Zip	Daly City, CA 94222
Invoice	50325
Date	10/1/2020
Description	30251
Outstanding	\$ 3,001.00
Amount to Pay	3,001.00
Balance	-

Select a Check to Reprint:

Check Num

Re-Print Check

Inv Selected	7
Amt Selected	\$ 14,304.00

Total Open Inv	17
Total Balance	\$ 33,811.88

Select De-Select

Pay Selection

Return

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

A	B	C	D	E	F	G	H	I	J
Sandy's Furniture Store			Check Printing		<input checked="" type="radio"/> Format 1	<input type="radio"/> Format 2			
			Total Payment	\$ 14,304.00	Check Date	03/11/21			
			Cash Account	1000	Check Number	1702			
			BOA Checking	Check Style = [Check - Stub - Stub]					
								Print	Cancel
	ACCT	Name	City State Zip	Invoice	Date	Description	Invoice Balance	Selected Amt	
	APLU100	A Plus Furniture	San Francisco, CA	2658	06/10/20	5021	\$777.00	\$777.00	
	APLU100	A Plus Furniture	San Francisco, CA	256021	06/05/20	5006	\$3,460.00	\$3,460.00	
	APLU100	A Plus Furniture	San Francisco, CA	565851	06/20/20	5022	\$1,506.00	\$1,506.00	
	aaa100	AAA Insurance	San Francisco, CA	264051	06/11/20	5017	\$3,565.00	\$3,565.00	
	ABCC100	ABC Property	San FRANCisco, CA	Rent202001	01/05/20	Jan Office Rent	\$1,500.00	\$1,500.00	
	John100	John and John Bu	New York, NY 1001	230155	06/30/20	0	\$495.00	\$495.00	
	test 100	Lantus Company	Daly City, CA 9422	50325	10/01/20	30251	\$3,001.00	\$3,001.00	

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:

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

Vendor By: ☐ Acct No. ☒ Name ☐ Phone

A Plus Furniture Wholesaler Company
AAA Insurance
ABC Property
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 Delete

View Vendor Enter Payable Pay Invoice Purchase Order Return

Reports

Reprint Check: Check Number: 1701

☒ Export for Reprint ☒ Delete Year

Report Year: Current Year

Starting Date: 1/1/2020

Ending Date: 12/31/2020

Select Report: Selected 1099 Recipient Co

Fetch

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.

Print or Manual Check?

Click No if this check1247 had manually written.
Or Click Yes to print this check

Yes 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		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			
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			

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:

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			
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			

Check #1246 was entered and distributed as:				
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)

Vendor Ledger Accounts Payable \$ - 2 Invoices

Date	Reference	Apply to	Description	Amount	Split-Used	Applied	Balance	Status	To Pay
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	R10005	RMA10002	(1,400.00)					

Select-Unselect to Pay-Apply **Pay-Apply Selected**

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	-

Analyze-Unapply

View Distribution

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	

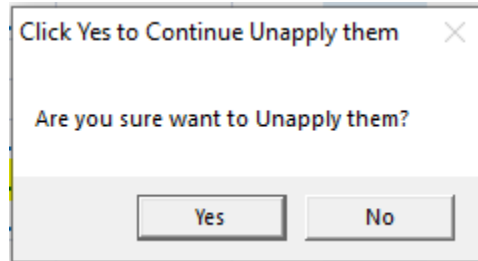
Invoice-Memo were applied as:

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

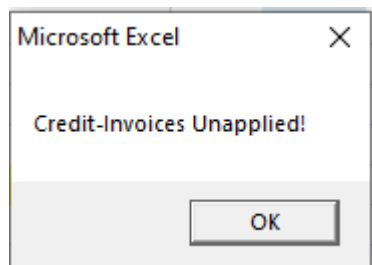
Date	Inv-Memo	\$Applied	Unapply?	Yes
06/18/20	20315	1,400.00		
06/18/20	R10005	(1,400.00)		

ExcelBook Accounts Payable

and Click the [Analyze-Unapply] button again:



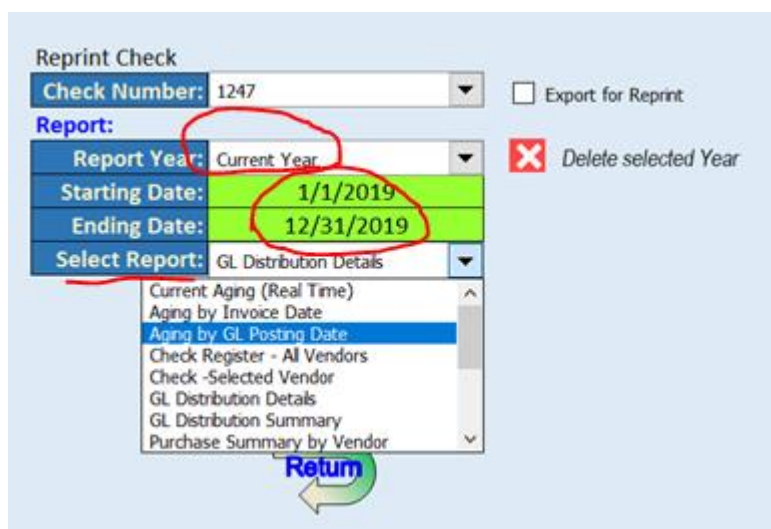
Click "yes" to confirm



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):

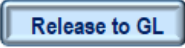
ExcelBook Accounts Payable

Update or Renew at ExcelBook.Org

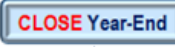
Accounts Payable Setup




Company Information		Release AP Journals to General Ledger		
Company Name:	Sandy's Furniture Store	From:	07/01/20	<input checked="" type="radio"/> Detail
Address1:	1230 Danny Blvd	To:	07/31/20	<input type="radio"/> Summary
Address2:				
City:	San Francisco	GL Account Number		
State:	CA	AP Controlling:	2000	Accounts Payable
Zip:	94124	Checking/Cash:	1000	BOA Checking
Phone:	415-626-1000	Next PO Number:	5029	
Fax:	415-626-1200	Next Check Num:	1702	
Email:	info@Sandy.com	Accounting Cycle Year/Month End:		2020
Tax ID:	94-999999	Current Year-End	12/31/2020	December





☐ Allow Vendors Backorder
☐ Don't Purge Completed I



Enter Banking Information		Select [Open] or [Close] to Close or Open a Period:		
Bank Name:	CitiBank	Current Year	Month-End	Open/Close
Address1:	590 Market Street	1st Month	1/31/2020	Close
Address2:		2nd Month	2/29/2020	Close
City:	San Francisco	3rd Month	3/31/2020	Close
State:	CA	4th Month	4/30/2020	Close
Zip:	94104	5th Month	5/31/2020	Close
Phone:	415-817-9111	6th Month	6/30/2020	Close
Fax:		7th Month	7/31/2020	Open
Email:		8th Month	8/31/2020	Open
Contact:	877-528-0990x0	9th Month	9/30/2020	Open
Bank Acct Num:	203681801	10th Month	10/31/2020	Open
ABA:	321171184	11th Month	11/30/2020	Open
SWIFT CODE:	CITIUS33	12th Month	12/31/2020	Open



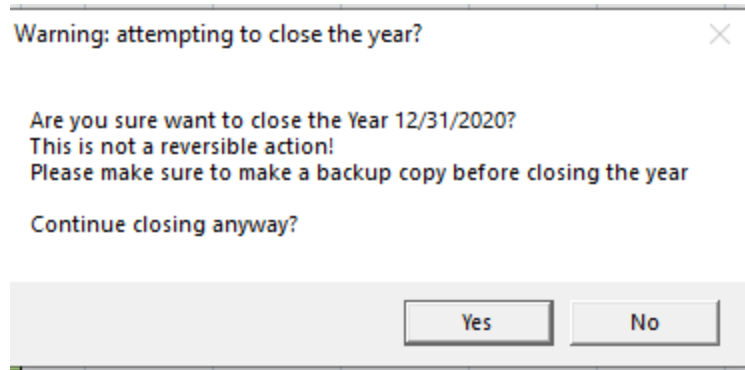




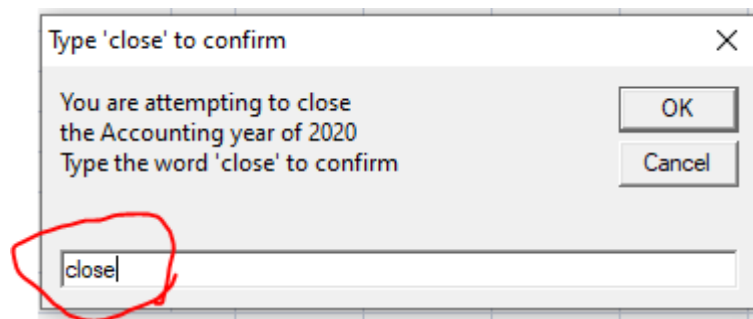
- A) Close a Month: Select/change "Open" to "Close". Closing a month means you lock the month without entering any new information into the period. You can reopen it if needed. It is not necessary to close a month if don't wish to close it. However, closing a month must be in chronicle order; you are 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