COUGAR MOUNTAIN SOFTWARE

DENALI FUND

ACCOUNTS PAYABLE USER'S GUIDE

Microsoft GOLD CERTIFIED Partner

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Chapter

1

Learning About this Resource

Denali Help

Customer Support

Training

DENALI

Welcome to Denali by Cougar Mountain. This guide is designed to help you effectively learn about Accounts Payable so you can use it the most effective way for your business. This chapter gives you instructions on how to use this guide and tells you where to find additional help. This chapter also includes introductions to each chapter of the guide.

Denali Help

Cougar Mountain Software is dedicated to providing as much help as you need to feel comfortable using our software. These topics describe the conventions we use in the documentation and the different types of help we offer.

If you don't have all modules installed, some windows and options might be different in your software than what appears in the documentation.

If you have not done so already, we highly recommend you review the information in the Getting Started guide before you continue.

Document Conventions

The following conventions are used throughout the documentation:

Convention	Use
Bold	Titles, names, and anything in the software window will appear in bold, exactly as it appears. •Select **Change Session Date** from the **Common Tasks** menu. •Click the **New** button. •Enter a name in the **Name** box.
Italic	Italics are used for text that you should enter, or text that appears in a box or field within a window. •Enter *Hardwood* in the **Description** box. •The default for this field is *IN Code*.
Uppercase	Uppercase characters will be used to denote keyboard keys or hot key combinations. Some examples are: •To delete an item in the detail grid, select the item and press the DELETE key. •To open the **Enter Transaction Comments** window, press SHIFT+C.

Convention	Use
>	This character is used to separate menus, submenus, and commands. For example: Select **Renumber / Merge Stock Items** from the **Inventory Items** menu is written as: Select **Inventory Items** > **Renumber / Merge Stock Items** from the left navigation pane.

In-Program Help

Cougar Mountain offers in-program help accessible from any Help button. If you have an Internet connection, the web help will automatically open and includes features such as the ability to comment on topics, see videos, and share information on social networking platforms.

When you access the help, you will find we offer both procedural and window-specific help. If you want to know the steps to complete a task, you should access the procedural (online) help. If you want to know what an option or field in a window is used for, you should access the window-specific help.

Window-Specific Help

Denali offers window-specific help that explains each field and option available in every window. When you work in the software, you can access help specific to an active window or tab when you click the **Help** button or press F1 on the keyboard.

In many window-specific topics, you can access related task-based help topics when you select the **See Also** button at the bottom of the topic window. You can also access the task-based help from the Table of Contents in the left pane of the Help window.

Procedural Help

Procedural help gives you steps to complete a process from start to finish and general information about the software windows. You can access this help from the left navigation pane in the software when you click **Resources and Tools** > **Access the Denali Help**. You can also access the Help when you click the question mark on the right side of the top menu bar. If you already have the Help window open, you can access all the help from the Table of Contents in the left pane of the window.

Reference Help

Denali includes topics that are designed to provide additional information for your reference. For example, format requirements to import transactions and purchase order calculations. Most of these topics can be found in the Appendix in the in-program help, or at the end of the PDF user guides.

Navigating the Help with No Internet Connection

This help system only opens if you don’t have an Internet connection when you click the Help button. It has the same information as the web help, but is accessed from your local machine.

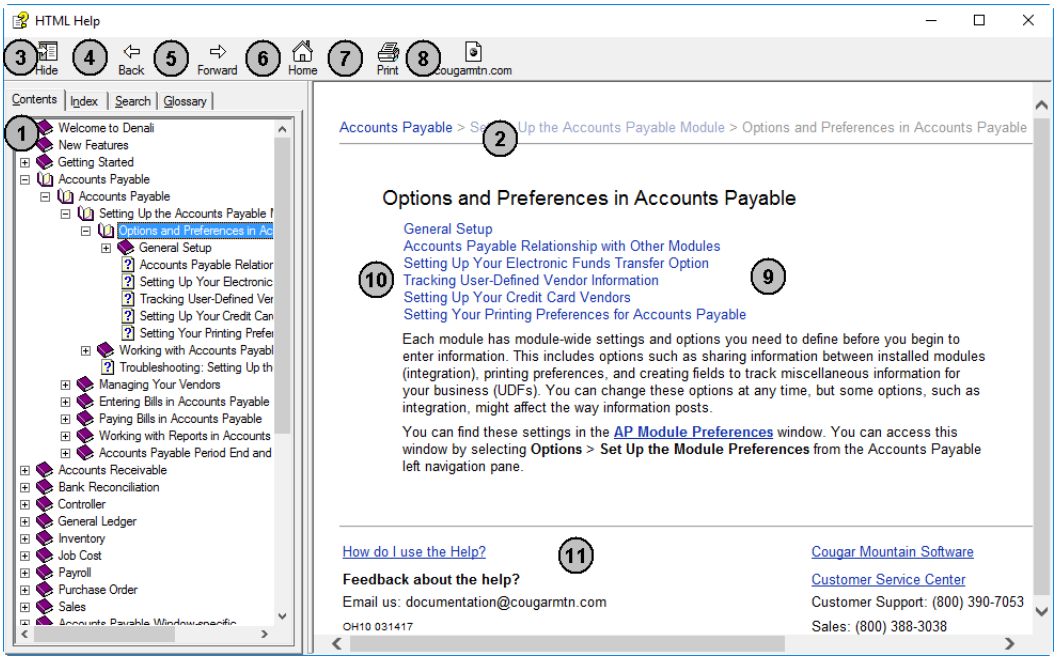


Figure 1: *Navigational points and features available in the in-program help window.*

The reference numbers in the table correspond with the previous figure and are used to highlight the main navigational points and features.

Reference Number	Option Name	Description
1	**Contents** tab	This is the Table of Contents for the Help. Click on the books to show the related subtopics.
2	Breadcrumbs	These are links that show you where you are in the Help. The first link reflects the main topic and following links are subtopics. You can click these links to navigate backwards.
3	**Hide** button	This hides the Table of Contents and changes to read **Show**, which you can then click to see the Table of Contents.
4	**Back** button	Clicking this button takes you back through the previously viewed topics one at a time.
5	**Forward** button	Clicking this button takes you forward through the topics you have moved back through using the **Back** button, one topic at a time.
6	**Home** button	This button returns you to the main topic window in the Help.
7	**Print** button	If you want to print the current help topic, click this button.
8	Website button	This button opens the Cougar Mountain corporate website through your browser.
9	Topic window	This window displays the open or active topic.
10	Sublinks	The links listed are subtopics of the open topic.

Reference Number	Option Name	Description
11	Email Us	Your feedback on the documentation and Help systems is appreciated. Use this email address to send the Documentation Team your comments or suggestions.

Navigating the Web Help

This help system opens when you click the Help button and you have an Internet connection. To help you find the information you're looking for in the web help, we outline the different parts of the window. We highly recommend you use the Search feature to help you find what you're looking for.

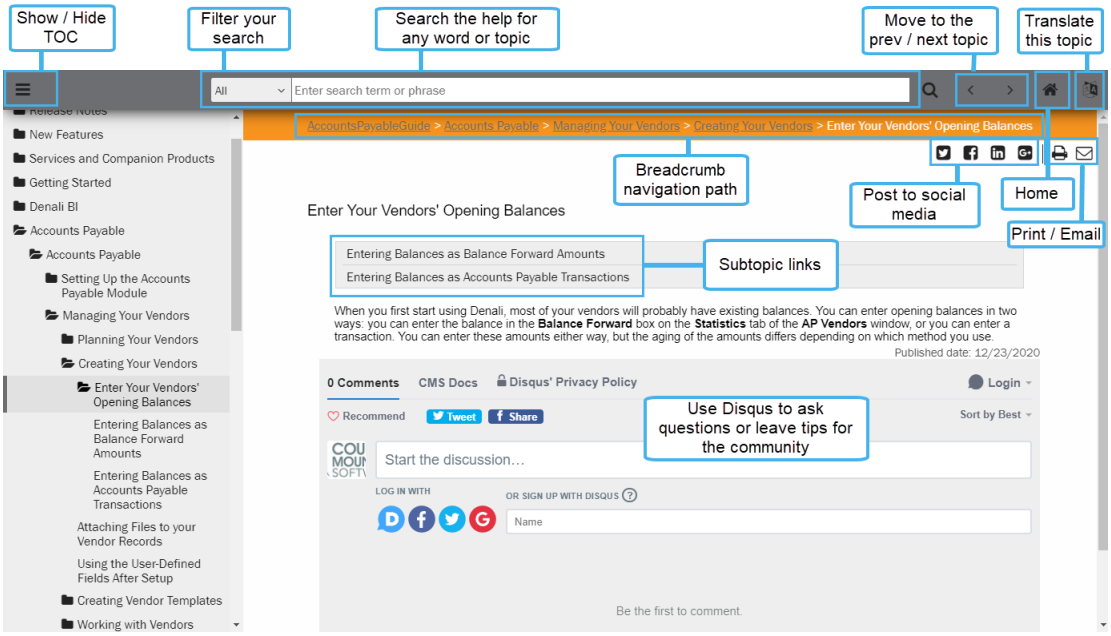


Figure 2: *Navigational points and features available in the web help window.*

Printing Help Topics

You can print out any help topic to keep for future reference.

To print a single topic:

1. Select the **Print** button or right-click and select **Print** from the right-click menu.
2. If the **Print Topics** window appears, select **Print the selected topic** and then click **OK**.
3. When the **Print** window appears, make any desired adjustments and then click **Print**.

User Guides

Denali includes access to PDF versions of the procedural help that you can open with Acrobat® Reader®. This is the same procedural help content that appears in the in-program help. To access these user guides, click **Start** > **Denali by Cougar Mountain** > **Denali User Guides**. When the Customer Service Center site opens, choose the guide you want to view.

Release Notes

The *Release Notes* include last-minute changes and technical issues not covered in other documentation. You can review the *Release Notes* on the installation screen at the start of the installation process, from the **Start** menu, or through the web help.

To access them from the **Start** menu, click **Start** >**Denali by Cougar Mountain** > **Release Notes**.

Customer Support

If you come across a problem or an error message you cannot resolve, call our Customer Support Department. Cougar Mountain Software maintains a full-time Customer Support staff at our Boise, Idaho office specially trained to solve problems.

Our Customer Support staff has the expertise to answer your questions about installation and operation of the software. Call (800) 390-7053 to contact a Support Specialist. You can receive customer support over the phone from Cougar Mountain Software or you might be referred to a Cougar Mountain business partner in your area who can provide personalized, local support.

Cougar Mountain Software offers support contract plans that allow you to get help when you need it. You can request a Customer Support Specialist to contact you through our online form or you can send an email to Customer Support. Visit our Customer Support Center online at: https://www.cougarmtn.com/support-request/.

You can also visit the customer service site at https://service.cougarmtn.com to search for software updates you can download at your convenience.

Information to Gather before You Contact Customer Support

When you contact Cougar Mountain Customer Support, please have your support number ready. This is typically your telephone number with the area code first. It will also be helpful to know your operating system, the Cougar Mountain product(s) you purchased and installed, and the version of the product. If you are not sure how or where to find this information, Customer Support can help.

Contacting Customer Support

Refer to the following table for options available to contact a Customer Support Specialist for answers to your questions. You can also use one of these options to purchase a support contract, which will ensure you get the help you need.

Support Type:	Contact via:
Contact a Customer Support Specialist.	(800) 390-7053

Support Type:	Contact via:
Purchase a Software Assurance plan.	(800) 388-3038
Email questions to a Customer Support Specialist.	technicalsupport@cougarmtn.com
Complete the online Call Back Request form to have a Customer Support Specialist contact you.	https://www.cougarmtn.com/support-request/

Training

While Denali is a comprehensive business accounting solution, the information you can get from the software will only be as good as the information you put in. The more you know about the software, the more you will be able to take advantage of its features. For this reason, we consider training to be a critical part of the learning process. We offer several different types of training—one or more are sure to meet your educational needs, time constraints, and budget. Contact Cougar Mountain at (800) 388-3038 about your training needs.

Online Training

To ensure you get the most out of your accounting software, it is important that you understand all its capabilities. As part of our Software Assurance program, we include the opportunity for you to participate in e-learning. This educational resource is offered online through the Cougar Mountain Customer Service Center (CSC) website (https://service.cougarmtn.com/). Depending on the subscription you purchase, you can access a wealth of short presentations on the features of Denali. Because these presentations are online, you can view a topic whenever it is convenient for you and/or your employees. For more information on this resource, contact your account executive at (800) 388-3038.

Classroom Training in Boise

We offer training classes on a regular basis at our corporate headquarters in beautiful Boise, Idaho. If you have a few people to train, this is a great way to learn about the software's features and how you can use it to its full potential. One of the benefits of coming to our training classes is that you can hear from other users of the software, which can remind you of issues that are important to you. Another benefit is that it removes you from the day-to-day tasks at your own office and allows you to concentrate more fully on learning how to use the software. You can use this as a powerful tool to "train your trainer"—once the staff members who attended the training arrive back home, they can teach other staff members the aspects of the software they need to know.

On-Site Training at Your Business

If you have more than a few people to train, you might want to consider on-site training. In this scenario, one of our professional trainers travels to your site and works with your employees. One advantage to this type of training is that you can train as many people as necessary without incurring additional costs and you can have specific people participate for specific sessions depending on their job duties. For example, during the training for Purchase Order, only those associated with handling purchase orders

need to be present. This will allow for less interruption in daily productivity. Another advantage of on-site training is that you can work with your own organization's data and business practices while focusing on the specific needs of your business.

Telephone Training

Training can also be done over the telephone. Using streaming technology between your computer and our trainer's computer, you and your employees can work with one of our professional trainers to focus on the specific parts of the software you choose. The trainer will be able to see your computer screen and you can work with either your own data or the demonstration data to learn how to best use the software for your business. This is a great solution if you have one or two modules that are new to you and you want thorough training without traveling to our training facility or having a trainer come to you.

Training Videos

Cougar Mountain Software also offers training videos which can help you in specific areas of the software. They serve as a great orientation for people new to your company and/or the software. They also can be a refresher for people who have already used the software, but need help in a few areas or are changing their job responsibilities to include things they haven't done before.

Chapter

2

Setting Up the Accounts Payable Module

Options and Preferences in Accounts Payable

Working with Accounts Payable Codes

Troubleshooting: Setting Up the Accounts Payable Module

DENALI

This chapter provides information that describes how to set up Accounts Payable to meet the specific needs of your business. It covers general setup, integration with other modules, printing preferences, and how to set up EFT and credit card vendor options. You will also find information about Codes in Accounts Payable. To get the most of your software, it is important to set up Accounts Payable correctly.

Options and Preferences in Accounts Payable

Each module has module-wide settings and options you need to define before you begin to enter information. This includes options such as sharing information between installed modules (integration), printing preferences, and creating fields to track miscellaneous information for your business (UDFs). You can change these options at any time, but some options, such as integration, might affect the way information posts.

You can find these settings in the **AP Module Preferences** window. You can access this window by selecting **Options** > **Set Up the Module Preferences** from the Accounts Payable left navigation pane.

General Setup

Because module preferences are options that apply throughout Accounts Payable, be sure to review all the options available to you on each tab. On the **General** tab of the **AP Module Preferences** window, you will find options for setting the current year-end date, enabling transaction batches, integration, and more. You can click the **Help** button to get instant information about each available option.

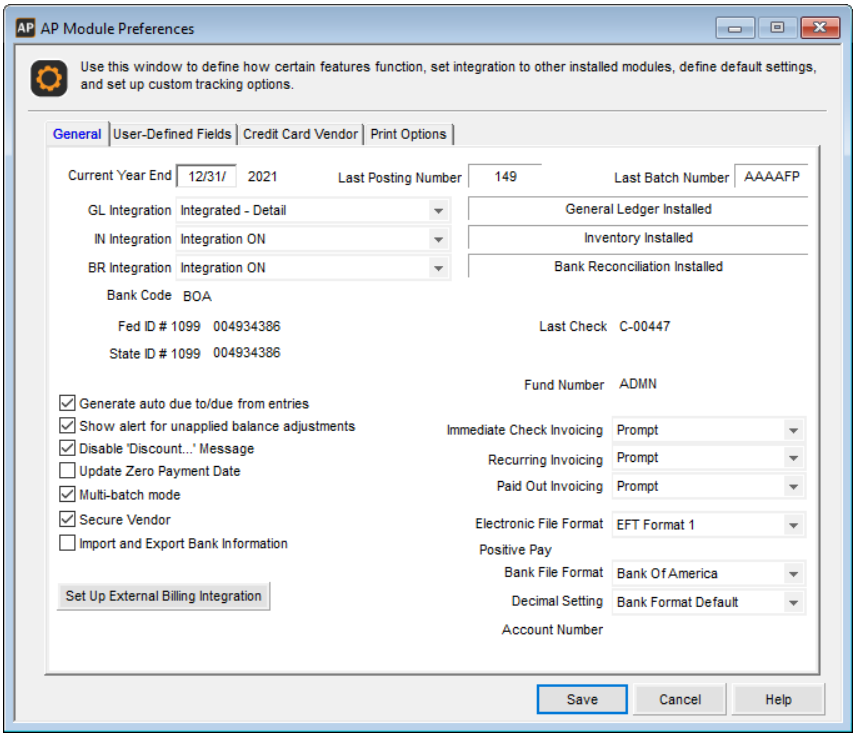


Figure 3: *AP Module Preferences window, General tab*

Automatically Generating Due To/Due From Entries

If you want to automatically create balancing due to/due from transactions when you save billing invoices, select the **Generate auto due to/due from entries** check box on the **General** tab in Module Preferences.

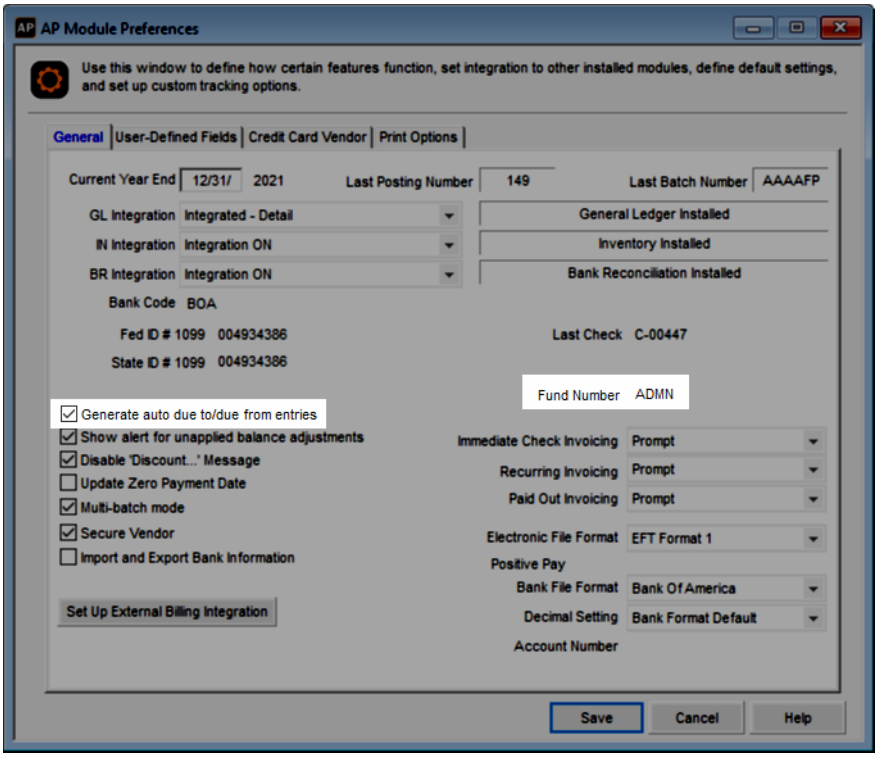


Figure 4: *AP Module Preferences window, General tab: Due to Due from emphasis*

If you select this check box, you can also set the default fund for all due to/due from transactions. This ensures all due to/due from entries are complete and that your funds stay in balance when you post transactions.

Customizing Options in the Enter Bills window

Use the drop-downs on the **General** tab in Module Preferences to define how you want Immediate Check, Recurring, or Paid Out invoice options to work in the **AP Enter Bills** window.

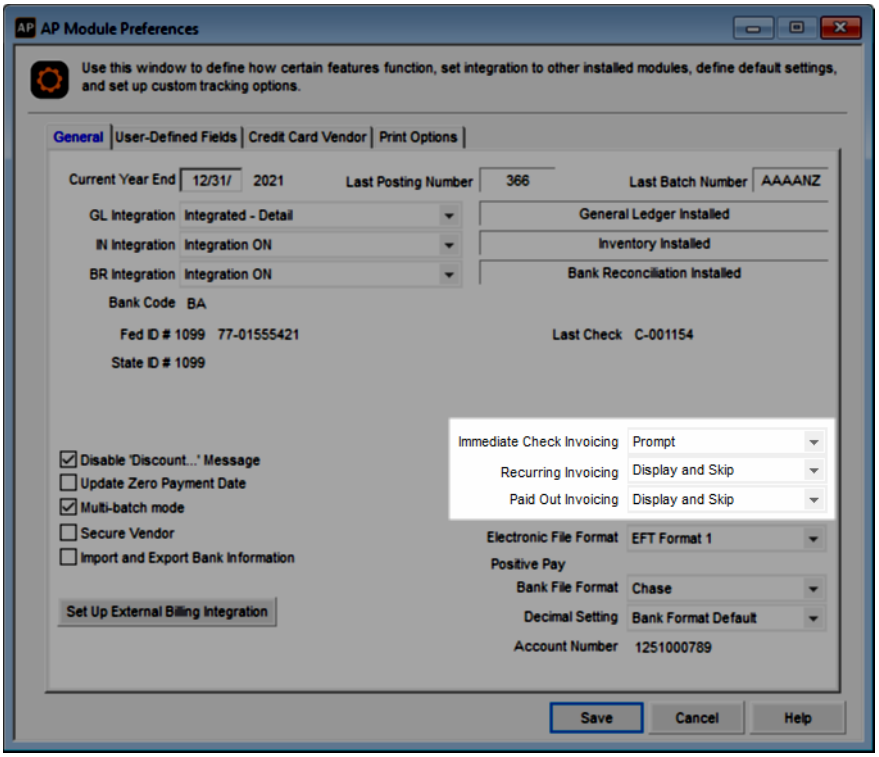


Figure 5: *AP Module Preferences window, General tab: Invoicing options emphasis*

You can choose if you want to display each option and, if you choose to display an option, you can select whether it will be part of the tabbing order. Click the **Help** button in the software window for more information about each option.

Accounts Payable Relationship with Other Modules

Integrate Accounts Payable to Inventory, Bank Reconciliation, and/or General Ledger to automatically update those modules with Accounts Payable information when you post transactions.

For example, if you integrate Accounts Payable to General Ledger, transactions will automatically post to General Ledger when you post them in Accounts Payable, and General Ledger accounts will be required when you set up AP Codes and AP Allocation Codes.

If you integrate, you can also look up certain information from these modules. See the Getting Started guide for more information.

Set integration on the **General** tab of the **AP Module Preferences** window. Choose from the available options to define how you want to share information from Accounts Payable. Click the **Help** button for more detailed information about each option in the window.

NOTE: *If you receive an error that indicates integration failed, print the generated report, make the corrections listed, open Module Preferences again, and select the Fix <Module> Integration button on the* **General** *tab.*

We recommend you review the *Integration Guide* for more information to help you get the most out of your integration options. You can access this guide from the Documentation area of the Cougar Mountain Customer Service Center.

Figure 6: *Accounts Payable posting*

Setting Up Your Electronic Funds Transfer Option

If you select *EFT Format 1* from the **Electronic File** drop-down in Module Preferences, you need to set up EFT information so Denali's electronic file will work with your EFT for Windows© software. If you select EFT Format 2, you can generate the file and send it directly to your bank; you do not need additional setup.

Before you can send electronic payments to your vendors, you need to gather bank account numbers for each vendor to whom you will make EFT payments.

You'll need to enter a code of up to three characters for each bank account you will use for electronic transfers in your EFT software. The EFT account codes you set up in Denali need to correspond to the account codes you enter in your EFT software.For questions about this setup, refer to the documentation that came with the EFT software.

If Accounts Payable is not integrated to Bank Reconciliation:

- If you want to establish a default EFT Account Code to use for all vendors, enter a default account code on the **General** tab of the **AP Module Preferences** window.
- If you want to establish a default account code for each AP Code, leave the code in Module Preferences blank and enter the default EFT Account Code in the **AP Codes** window.
- If you want to use an EFT Code different from a default you established or you want to enter an EFT Account Code for each vendor, enter the account code on the **Remit To** tab of the **AP Vendors** window for each vendor you'll pay electronically.

If Accounts Payable is integrated to Bank Reconciliation, the bank account associated with the AP Code for each vendor will be automatically used, but you can change it on the **Remit To** tab in the **AP Vendors** window if necessary.

Once you set up your EFT software, establish EFT account codes in Denali, and process bills or payments, you can generate the EFT output file.

Tracking User-Defined Vendor Information

You might find it beneficial to track user-defined vendor information. The **User-Defined** tab in the **AP Module Preferences** window allows you to create up to ten fields to track any vendor information you choose. For example, you could set up a User-Defined Field (UDF) to show the county in which the vendor is located, which vendors give you a discount and how much, or if the vendor has a credit limit set for you. You can also use the UDFs to sort and filter certain Accounts Payable reports.

To set up User-Defined Fields:

1 In Accounts Payable, select **Options** > **Establish User-Defined Vendor Tracking** from the left navigation pane.

2 In the **AP Module Preferences** window, select the **User-Defined Fields** tab.

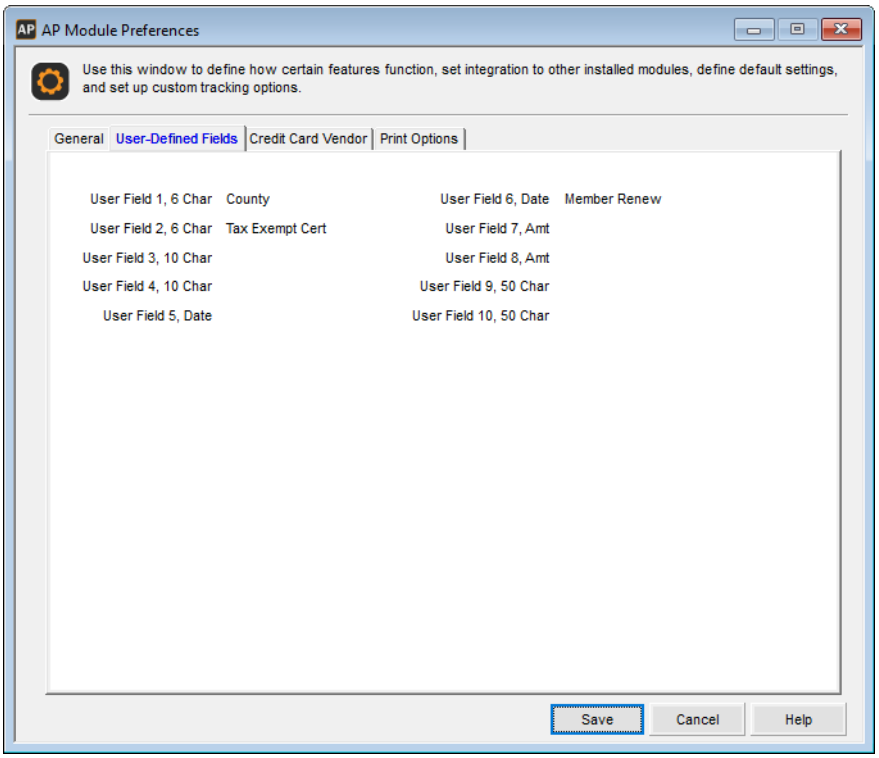


Figure 7: *AP Module Preferences window, User-Defined Fields tab*

3 For each piece of information that you want to track, enter the heading text for the field into the correct type of UDF (Date, Amt, etc.).
Use UDF Fields 1 or 2 if you want to set up a field that you can then attach Codes to. See “Setting Up User-Defined Codes” on page 35 for more information.

4 Once you enter all the User-Defined Fields you want to use, continue with your Module Preferences setup or click **Save**.

For information on using these fields after you set them up, see “Using the User-Defined Fields After Setup” on page 43.

Setting Up Your Credit Card Vendors

After you set up credit card vendors in the **AP Vendors** window, you can use the **Credit Card Vendor** tab of the Module Preferences window to identify the credit card vendors you want to use to pay other vendors. For information on setting up vendors, see “Creating Your Vendors” on page 40.

Once you enter a credit card vendor, the **Vendor Name** and **Total Due** autofills with information from the **AP Vendors** window.

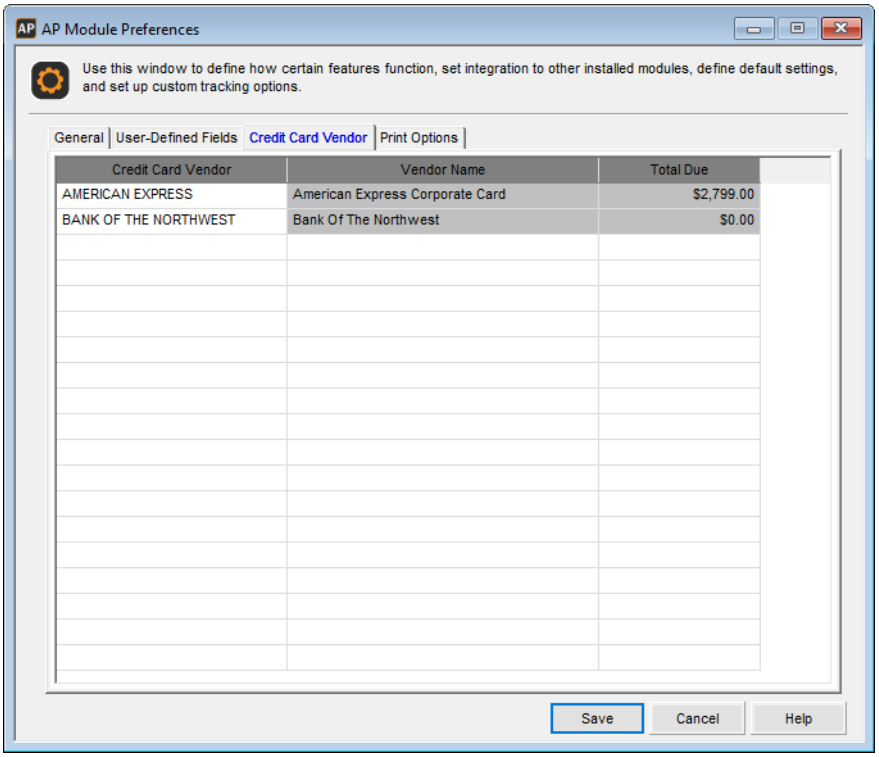


Figure 8: *AP Module Preferences window, Credit Card Vendor tab*

Setting Your Printing Preferences for Accounts Payable

Use the **Print Options** tab of the **AP Module Preferences** window to specify your printing preferences for Accounts Payable reports and checks. You can define default settings for all reports, including posting, and Immediate and Pay Bills check types. Select the check box in the **Edit** column to have the option to change these default settings every time you print. To learn more about printing reports, see “Accounts Payable Reports” on page 109.

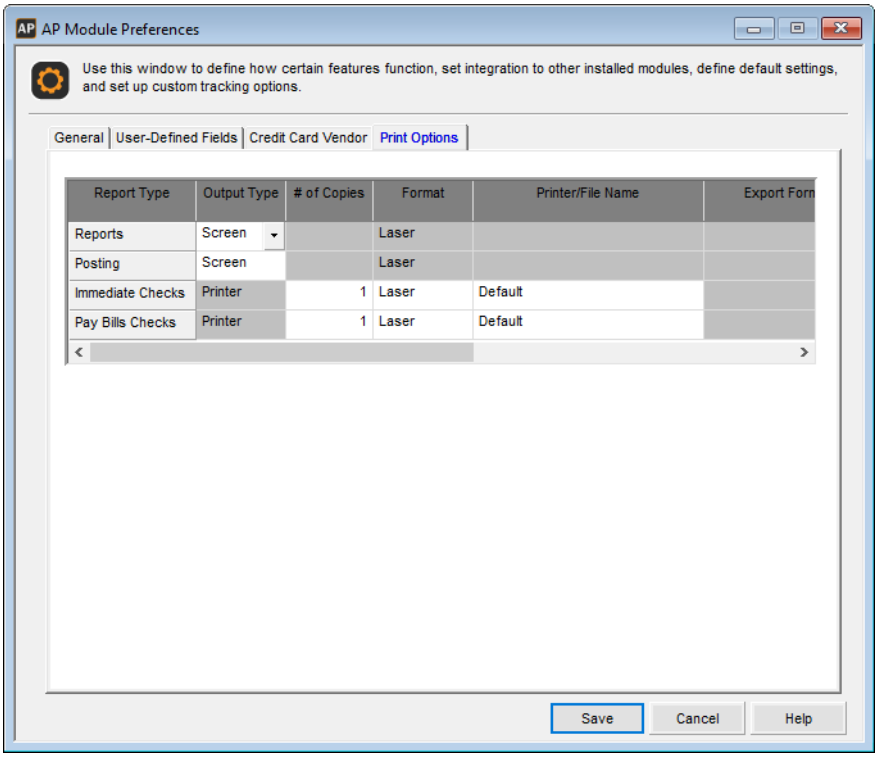


Figure 9: *AP Module Preferences window, Print Options tab*

Setting Up Integration to Expensify

With Expensify, you can import your approved expenses directly into Denali and generate AP Enter Bills transactions.

To set up integration with Expensify:

1. In Accounts Payable, click **Options** > **Set Up Module Preferences** from the left navigation pane. The Module Preferences window will open.
2. On the **General** tab, click the **Set Up External Billing Integration** button.

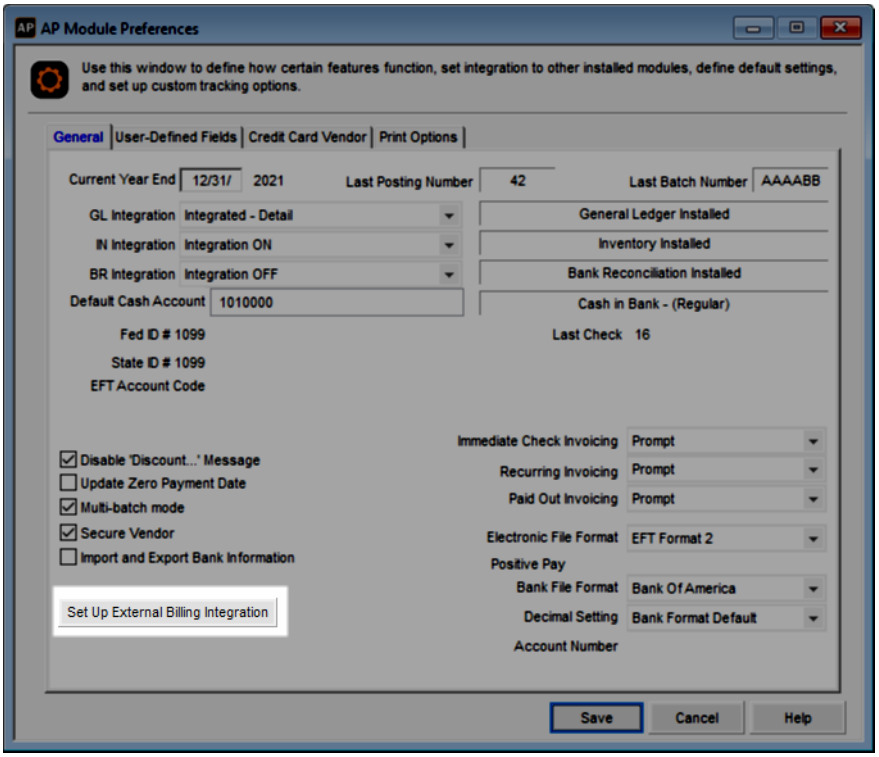


Figure 10: *AP Module Preferences window, Set Up Expensify Integration button*

3 In the **External Billing Setup** window, leave the **External Billing Type** drop-down set to *Expensify*, and enter your User ID, User Secret, and next invoice number.
You should receive your User ID and User Secret when you activate your account with Expensify.

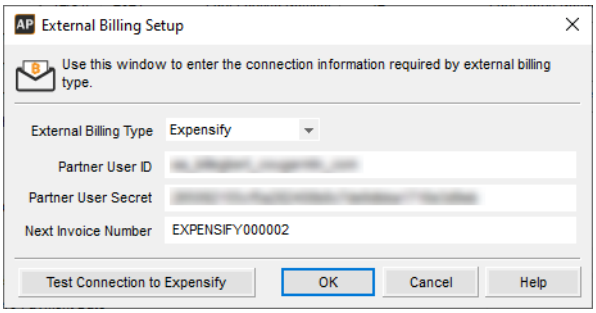


Figure 11: *External Billing Setup window, Expensify*

4 Click the **Test Connection to Expensify** button to make sure you established a connection.

5 When your connection is successful, click **OK**.

Setting Up Submitters

This window lets you set a default vendor for each employee that submits expense reports. Because each expense must have a vendor attached, this can save you a lot of time when you import. All expenses from the submitter will default to the vendor you select, but you can change the vendor for specific expenses during the import process.

To set up your submitters:

1. Select **Bill Tasks** > **Import Bills from Expensify** from the left navigation pane.
2. Select the batch you want to import transactions into; it does not need to be an empty batch. The **Import Expenses from Expensify** window will open.

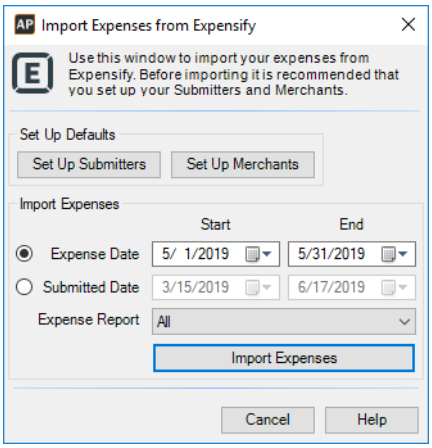


Figure 12: *Import Expenses from Expensify window*

3. Click the **Set Up Submitters** button to open the **Set Up Submitters** window.

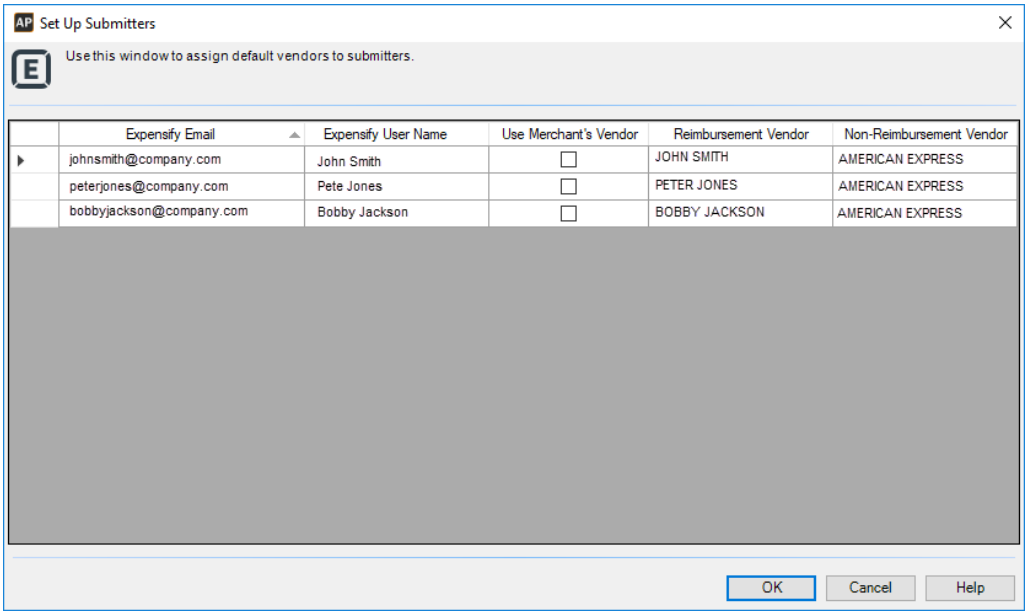


Figure 13: *Set Up Submitters window*

The submitters that autofill come from the currently approved expense reports in Expensify, plus any submitters that have previously been saved in the window.

4 If you want to use the vendor attached to the merchant by default for this submitter, check the **Use Merchant's Vendor** check box.
Merchant's vendors are set up in the Set Up Merchants window.

5 In the **Reimbursement Vendor** column, enter the default vendor you want to use for expenses that will be reimbursed directly to the submitter.

6 In the **Non-Reimbursement Vendor** column, enter the default vendor you want to use for expenses that do not get reimbursed to the submitter.

7 Click **OK** when you're done.

To delete a submitter, clear the vendors off the line and uncheck the **Use Merchant's Vendor** check box. When you save, the row will be deleted. Before you can delete a submitter, all invoices with the submitter's email address attached must be generated.

Setting Up Merchants

This window lets you set a default vendor for each merchant that is imported with an expense. The default vendor you set up here is used if you check the **Use Merchant's Vendor** check box in the Set Up Submitters window. You can change the vendor during the import process.

To set up your merchants:

1 Select **Bill Tasks** > **Import Bills from Expensify** from the left navigation pane.

2 Select the batch you want to import transactions into; it does not need to be an empty batch.

3 The **Import Expenses from Expensify** window will open.

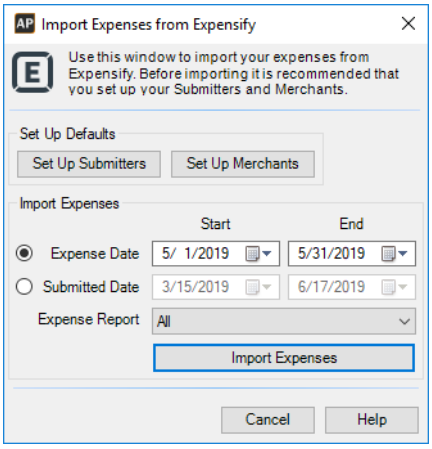


Figure 14: *Import Expenses from Expensify window*

4 Click the **Set Up Merchants** button to open the **Set Up Merchants** window.

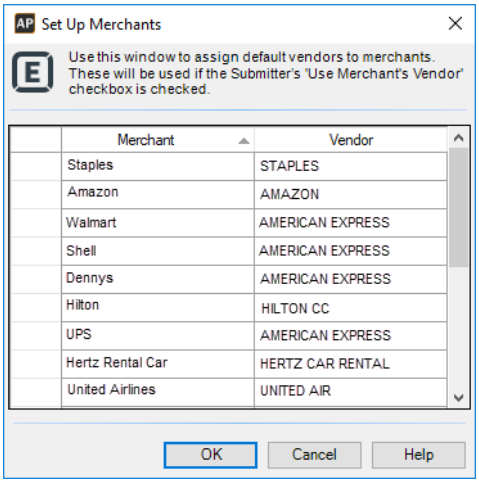


Figure 15: *Set Up Merchants window*

The merchants that autofill come from the currently approved expense reports in Expensify, plus any merchants that have been previously saved in the window.

5 In the **Vendor** column, use the Lookup to select the default vendors you want to use for expenses from these merchants.

6 Click **OK** when you're done.

Setting Up Integration to ArcBill

is a bill management app that integrates with Denali Accounts Payable. Your employees can enter bills and payments through ArcBill and then import the transactions into Denali.

To set up integration with ArcBill:

1 In Accounts Payable, click **Options** > **Set Up Module Preferences** from the left navigation pane. The Module Preferences window will open.

2 On the **General** tab, click the **Set Up External Billing Integration** button.

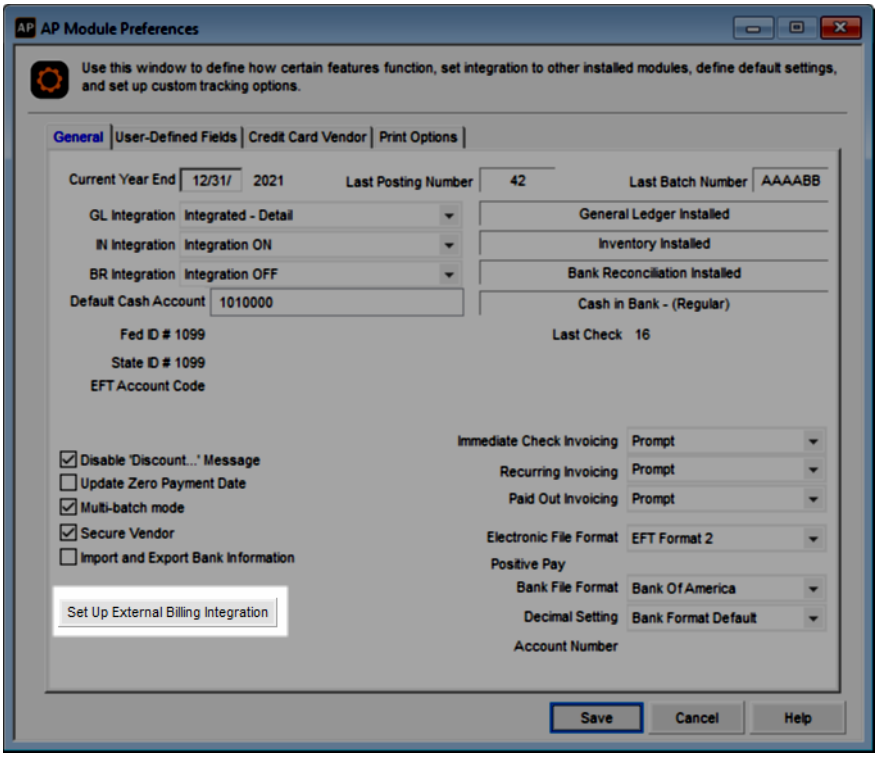


Figure 16: *AP Module Preferences window, Set Up Expensify Integration button*

3 In the **External Billing Setup** window, click the **External Billing Type** drop-down and choose *ArcBill*.

4 Enter your ArcBill User ID and Password.
You should receive your User ID and Password when you activate your account with ArcBill.

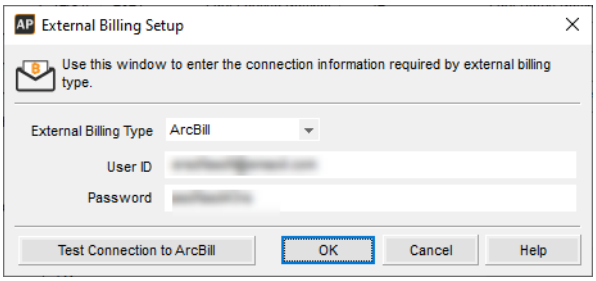


Figure 17: *External Billing Setup window, ArcBill*

5 Click the **Test Connection to ArcBill** button to make sure you established a connection.

6 When your connection is successful, click **OK**.

Exporting GL Accounts to ArcBill

If you are setting up ArcBill you can export your Denali GL accounts into the app. You will need them in ArcBill to enter bills.

To export your GL accounts to ArcBill:

1 In Accounts Payable, click **Vendor Accounts** > **Import/Export ArcBill** from the left navigation pane. The **Import/Export ArcBill** window will open.

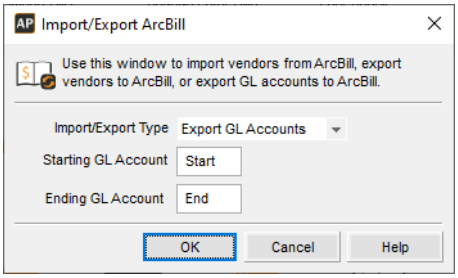


Figure 18: *Import/Export ArcBill, GL Accounts*

2 From the **Import Export Type** drop-down, select *Export GL Accounts*.

3 Enter the starting and ending GL Accounts for the range you want to export, or leave the default of *Start* and *End* to export all of them.

4 Click **OK**.
All GL expense accounts will export from Denali to ArcBill.

Managing Alert Email Addresses

If you want to send email alerts to let certain employees know that a batch is ready for processing, add the email addresses in the **Manage Internal Control Alerts** window. After you enter an email address, it will appear in the list box. The alert will be sent to all the email addresses with the check box selected in this window.

To access the **Manage Internal Control Alerts** window, select **Options** > **Manage Internal Control Alerts** from the left navigation pane. From the submenu, click either **Enter Bills** or **Pay Bills**.

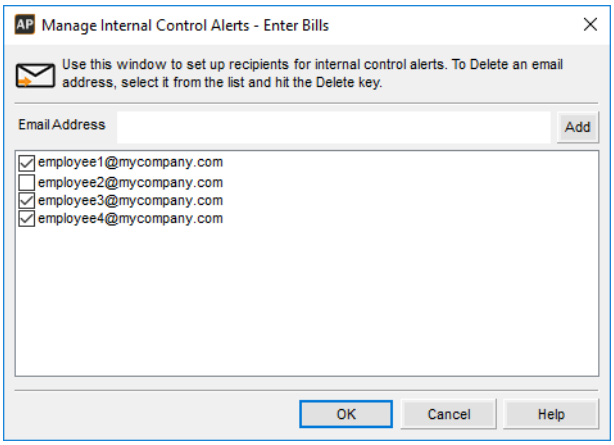


Figure 19: *Manage Internal Control Alerts - Enter Bills*

Enter an email address in the **Email Address** field and click **Add** or press Enter on your keyboard. You can only add one address at a time. Click the **OK** button when you're done adding email addresses.

To send out the alerts, open the **Send Internal Control Alerts** window on the **Bills Tasks or Payment Tasks** menu. You must also set up the outgoing email account in Controller before you can use this feature.

Working with Accounts Payable Codes

You can use Accounts Payable codes to track information, direct posting of Accounts Payable transactions to General Ledger accounts, set aging period lengths, set up recurring bills, and sort and filter reports. You can access and edit each of these codes from the **Options** menu in Accounts Payable.

Posting Transactions to General Ledger (AP Codes)

AP Codes direct the posting of invoices, payments, and adjustments to the correct General Ledger accounts. Whenever you post a transaction to a vendor, the system uses the AP Code to determine which GL Liability Account is affected. The AP Code specifies which GL Cash Account to credit when a payment is disbursed and directs the posting of purchase discounts to a specified account.

You must enter one AP Code for each vendor you set up, therefore, before you set up any vendor accounts, we recommend you set up at least one AP Code. You can add or change these codes after you create vendors.

You can use AP Codes to group vendors into different categories for reporting purposes, to age your payables differently for different groups, or group your payment types. For example, you might use one AP Code for regular payments, a different one for tax payments, and a third for loan payments.

If Accounts Payable is not integrated to General Ledger, or you do not want to group your vendors, you only need one AP Code. If Accounts Payable is integrated to General Ledger, you need one AP Code for each Accounts Payable liability account that you use.

If you delete a code after you post, you will no longer be able to use that code to sort. Refer to “Changing or Deleting Codes” on page 36 for more information.

To create new AP Codes:

1. In Accounts Payable, select **Options** > **Define Aging Periods and Posting** from the left navigation pane.

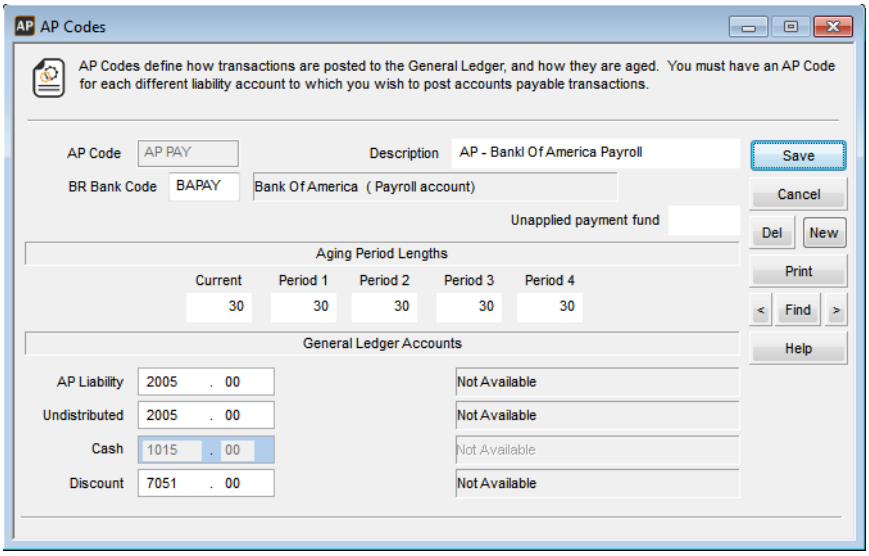


Figure 20: *AP Codes window*

2 Enter an AP Code of up to six characters that you can easily identify. This is the code you will attach to your vendors. For example, APPAY.

3 Enter a description for this code. For example, Bank of America Payroll.

4 If Accounts Payable is integrated to Bank Reconciliation, enter the Bank Code for the bank account from which checks to vendors with this AP Code are drawn.
If Accounts Payable is not integrated to Bank Reconciliation and you leave the default EFT Account Code blank in Module Preferences, enter the EFT Account Code you want to use for vendors with this AP Code.

5 Enter the aging periods and GL Accounts for this AP Code.

6 Save the code and repeat this process until you enter all your AP Codes.

Establishing Aging Periods

Aging periods determine when vendor payments are due and past due. You can use AP Codes to establish separate aging periods for different groups of vendors. You can then view these aging period balances on the Aging Report (see “Aging Report” on page 111).

You can also view the aging for individual vendors on the **Aging** tab in the **AP Vendors** window. Select the vendor for which you want to view aging and then sort the information by transaction date, due date, or forecast by due date.

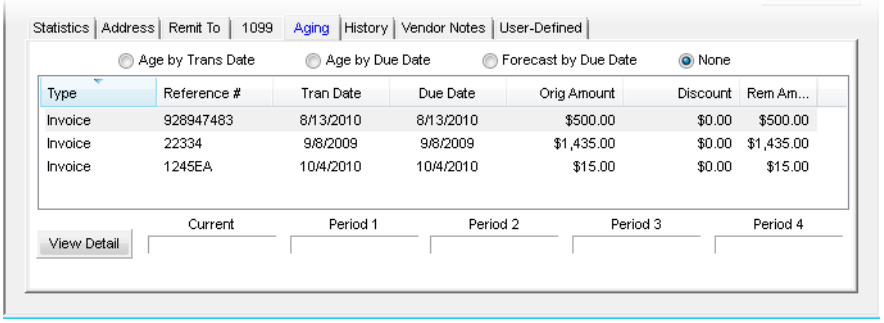


Figure 21: *AP Vendors window, Aging tab*

Allocating Bills to Multiple Accounts (Allocation Codes)

For bills that you routinely expense to several different General Ledger accounts (for example, when you allocate overhead and administrative expenses between multiple departments or fund departments) you can set up Allocation Codes to automatically distribute the expense.

To set up an Allocation Code:

1 Select **Options** > **Define How Bills are Allocated** from the left navigation pane.

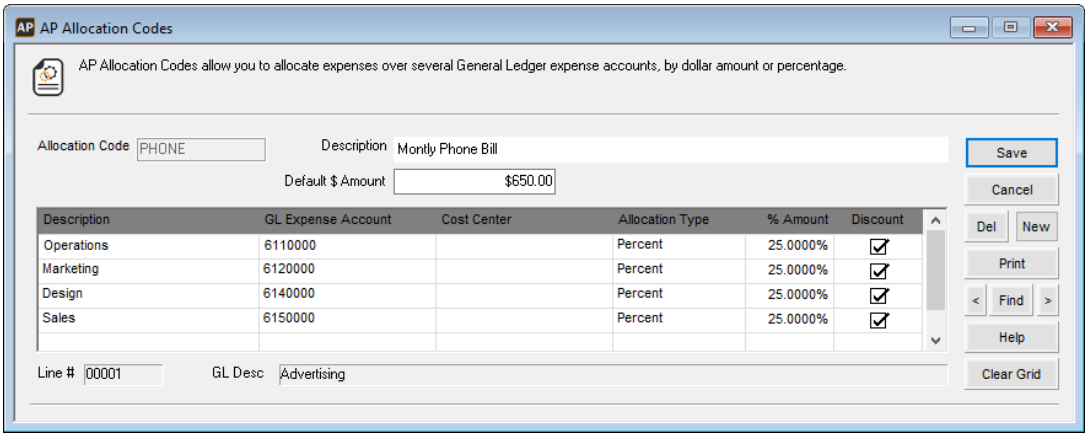


Figure 22: *AP Allocation Codes window*

2 Enter a unique code of up to six characters and a meaningful description for this allocation.

3 Set the default amount that you want to allocate (if the amount varies, you can leave this field blank) and define the allocation breakdown in the grid. Select the **Help** button in the window for detailed information about the options in the window.

4 When you finish entering the allocation information, select **Save** to keep this code.

You can use this Allocation Code in the **AP Enter Bills** window with either an Allocation or Allocation Adjustment line type. The Allocation type will allocate the line items exactly as you saved them in the **AP Allocation Codes** window. The Allocation Adjustment line type will reverse the allocation by using a quantity of negative one (-1).

To enter a bill with an Allocation Code based on percent, for example, an electric bill that is a different amount each month, enter the Allocation Code on the **Detail** tab of the **AP Enter Bills** window and then enter the dollar amount due on the first line of the **Cost Per Unit** column.

To enter a bill with an Allocation Code based on dollar amount, for example, a rent payment, you only need to enter the Allocation Code. The correct amounts will be allocated to the GL accounts you selected when you set up the Allocation Code. If you change the dollar amount when you enter a bill, the additional amount is added to the last line of the allocation, but you can edit it.

Preparing for Recurring Bills (Frequency Codes)

Frequency Codes work in conjunction with Recurring Codes and define how often a bill should recur. For example, you might have bills that recur monthly, weekly, or quarterly and when you set up Frequency Codes, you can quickly set this time frame. If you choose to utilize the recurring bill feature in Denali, you need to establish at least one Frequency Code. You will then enter these codes as part of the recurring bill to indicate to the system when the bill should be processed (see “Setting Up Recurring Bills” on page 55).

To set up Frequency Codes, select **Options** > **Set Up the Frequency for Recurring Bills** from the left navigation pane in Accounts Payable and enter the code and description information. Continue to create additional codes until you have all the codes you need.

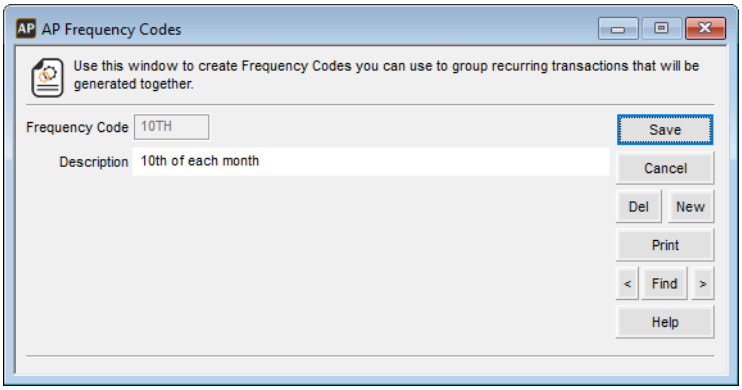


Figure 23: *AP Frequency Codes window*

If you want to print your Frequency Codes for reference, see “Printing a Code Report in Accounts Payable” on page 37.

Setting Up User-Defined Codes

Accounts Payable allows you to define up to two User-Defined Fields for which you can create User-Defined Codes to enter or select in those fields. This allows you to set up a category you want to track and define selections for it. For example, if you want to track the state in which your vendors reside, use one of the two code fields (User Field 1 or User Field 2) on the **User-Defined Fields** tab in the **AP Module Preferences** window, and type *State* (see “Tracking User-Defined Vendor Information” on page 22 for information about the User-Defined Fields tab). Then you could add the states as Codes to that field when you select **Options** > **<Code Name>** from the menu bar.

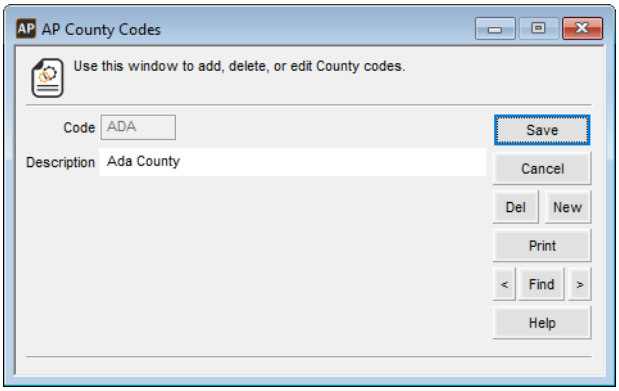


Figure 24: *AP UDF Codes window, defining UDF Codes for State*

After you define all the codes you want to use, you can select them on the **User-Defined** tab of the **AP Vendors** window to add information for individual vendors. You can add new Codes at any time.

Changing or Deleting Codes

You can open and change certain aspects of your codes after you create them, such as the description or General Ledger accounts. However, once a code is in use, it is important to understand how a change can affect the rest of the software. For instance, if you edit the accounts, keep in mind it will affect all the vendors the code is attached to.

> ***NOTE:*** *If you delete a code, you might need to add a new code to any transactions or records it was attached to before you can successfully post. If you try to delete a code that is attached to records or transactions, you will receive an error message. You can then print out a report that indicates what the code is attached to.*

To change or delete codes:

1. In Accounts Payable, select **Options** > <code you want to edit> from the left navigation pane.
2. Type or use the Lookup to select the code you want to change or delete.
3. Click the **Edit** button. This button label will then change to **Del**.
4. If you are editing this code, make your changes and then click **Save**.
   If you want to delete this code, click the **Del** button. A message appears asking if you are sure you want to delete this code; select the appropriate option.
5. Repeat the previous steps until you are finished changing or deleting all the codes you want.

Code type	To delete it
AP Codes	You must detach AP Codes from all vendors before you can delete the Codes.
AP Allocation	You must detach Allocation Codes from all unposted records before you can delete the Codes.

Code type (Continued)	To delete it (Continued)
Frequency	You must detach Frequency Codes from all unposted records before you can delete the Codes.

Printing a Code Report in Accounts Payable

Once you create your codes, you might want to print out a complete list of them for record keeping or reference. You can print a code report for all codes.

To print a report of any of the codes in Accounts Payable:

1. In Accounts Payable, select **Options** and the code type you want to print from the left navigation pane.
2. Select the **Print** button.

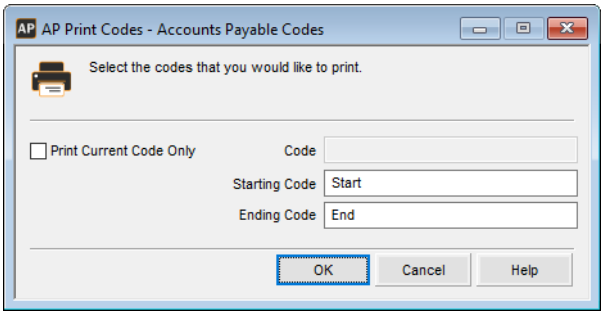


Figure 25: *AP Print Codes - Accounts Payable Codes window*

3. Select the **Print Current Code Only** check box to print a report for a single code. If the check box is not checked, you can select a range of codes to print.
4. Select **OK**.

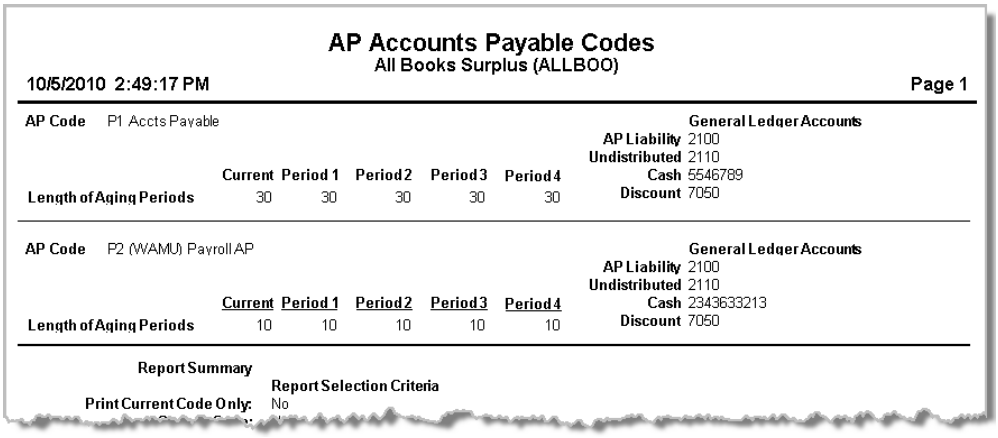


Figure 26: *AP Accounts Payable Codes Report*

Troubleshooting: Setting Up the Accounts Payable Module

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I pay bills to one vendor, but would like to expense the amount to different General Ledger accounts. How can I do this?	You can expense bills to different accounts by using Allocation Codes. Select **Options** > **Define How Bills are Allocated** from the left navigation pane, or see “Entering the Line Type Items for a Bill” on page 61 for additional information.
I have vendor bills that recur every month and would like to set up the system so I do not need to enter the the recurring bills each month. How do I do this in Denali?	You can enter recurring bills and then choose to process them at any time. To begin this task, select **Options** > **Set Up the Frequency for Recurring Bills** from the left navigation pane.

Chapter

3

Managing Your Vendors

Planning Your Vendors

Creating Your Vendors

Creating Vendor Templates

Working with Vendors

Troubleshooting: Managing Your Vendors

DENALI

One benefit of Accounts Payable is comprehensive vendor tracking. After you set up your vendors, the software automatically updates vendor accounts as you pay bills. You can easily keep track of payments, history, balances, and early payment discounts for each vendor.

Planning Your Vendors

When you plan your vendors, it's important to determine which Accounts Payable liability account to use when you post invoices. The attached to the vendor identifies the Accounts Payable liability account that will be affected when you enter and pay invoices for the vendor. If you have more than one Accounts Payable liability account in your General Ledger, you'll need one AP Code for each account. See "Working with Accounts Payable Codes" on page 32 for information on codes in Accounts Payable.

Using Product Types to Filter and Sort Reports

If you purchase different products from different vendors, you might want to create a list of product types. You can then assign a product type to each vendor and enter the type in the **Prod Type** field in the **AP Vendors** window. You can sort vendors based on the product type you enter in this field. See "Filter Ranges and Filter Methods" on page 108 for information on additional report sort and filter options.

Tips & Tricks: Why Would I Use Product Types?

Let's say you own a bookstore, you sell several different types of products, and you purchase each type from a different vendor. You decide you want to sort vendors on reports by the type of products you receive from them.

If you plan your different product types ahead of time, you can include them in the **Prod Type** field of the **AP Vendors** window when you set up vendors. Keep in mind there is a 15 character limit for this field.

You should follow a consistent naming scheme to ensure your reports filter neatly and accurately.

Sample product types for a bookstore might be:

- Electronics
- Food & Drink
- Gifts
- Textbooks

Creating Your Vendors

You can add vendors at any time. After you establish vendors, you can use the vendor number to access vendors and sort reports.

You should plan ahead and set up a meaningful numbering system with any alphanumeric combination that works best for you. This will save you time later when you enter transactions and generate reports.

You can establish meaningful vendor groups to group vendors together by certain criteria when you print reports. One way to do this is with AP Codes, which direct the posting of invoices, payments, and adjustments to the correct General Ledger accounts (see “Posting Transactions to General Ledger (AP Codes)” on page 32). Before you create a vendor, you must establish at least one AP Code.

If you intend to enter a balance forward amount for your vendor, you must do so when you create the vendor; once you save the vendor, the option is locked and you can only change the vendor’s balance when you post transactions. See “Enter Your Vendors' Opening Balances” on page 42 for more information about entering a vendor balance.

To create a new vendor:

1 In Accounts Payable, select **Vendor Accounts** > **Add / Change Accounts** from the left navigation pane. The **AP Vendors** window will open.

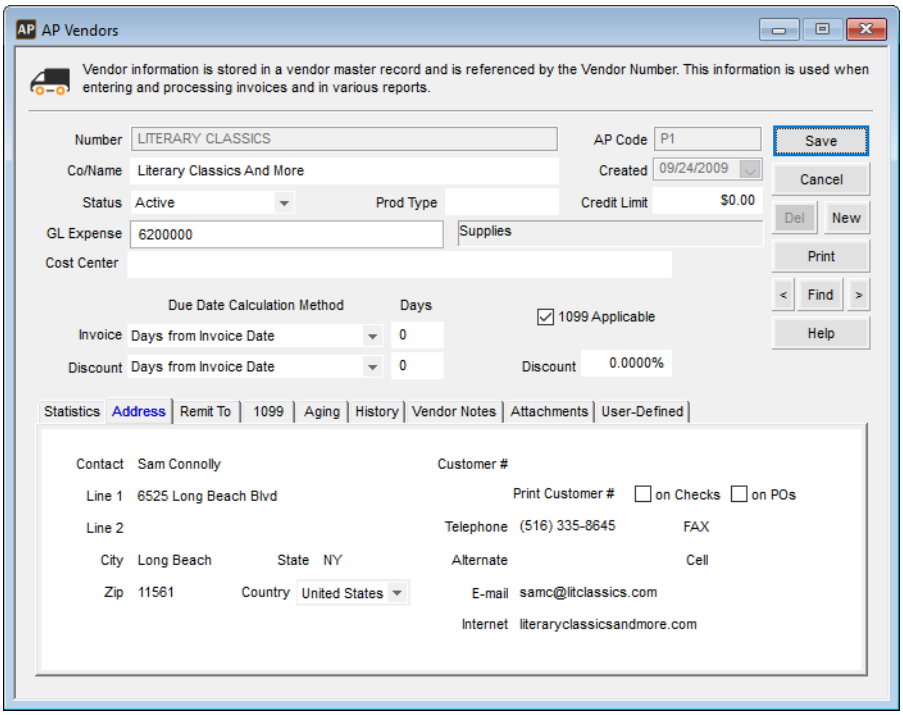


Figure 27: *AP Vendors window*

2 Enter a unique vendor number in the **Number** field.

3 Specify the AP Code for the vendor.

Enter the remaining information. Select the **Help** button in the software window for more details about the fields in this window.

4 Select **Save** to add this vendor to the system.

You can print a detailed list of all your vendors from the **AP Vendors** window by selecting the **Print** button or by printing the Master Vendor Report; see “Master Vendor Report” on page 110.

Enter Your Vendors' Opening Balances

When you first start using Denali, most of your vendors will probably have existing balances. You can enter opening balances in two ways: you can enter the balance in the **Balance Forward** box on the **Statistics** tab of the **AP Vendors** window, or you can enter a transaction. You can enter these amounts either way, but the aging of the amounts differs depending on which method you use.

Entering Balances as Balance Forward Amounts

To enter balance forward amounts, select **Vendor Accounts** > **Add / Change Accounts** from the left navigation pane to access the **AP Vendors** window. When you first enter your vendor information, there is a **Balance Forward** box on the **Statistics** tab where you can enter the balance for this vendor. If you enter an amount in this box, the entire amount will be aged as of the date in the **Created** box located in the top portion of the window. If this balance originated from a single purchase transaction, you can enter the date of the transaction in the **Created** box and the balance will be properly aged from the transaction date.

If you enter an amount in the **Balance Forward** box, you must also enter a fund number in the **Balance Forward Fund** field.

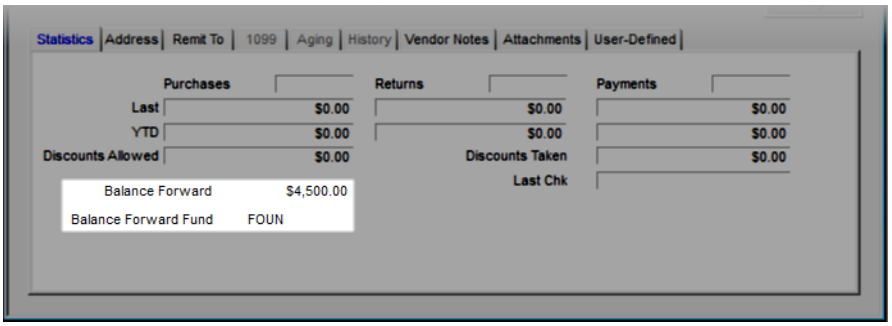


Figure 28: *AP Vendors window, Balance Forward field*

However, if the total you owe a vendor is the result of multiple transactions on different dates, this method might not be suitable. This is because the combined balance for all the transactions will be aged from the same date. Refer to “Entering Balances as Accounts Payable Transactions” on page 42 to enter your balance as separate transactions.

Entering Balances as Accounts Payable Transactions

If a vendor’s balance is the result of multiple transactions on different dates, you might want to enter the separate amounts as individual transactions. This allows the software to age the amounts properly and will more accurately reflect the vendor’s balance. In the Enter Bills window you can enter each transaction on the correct date to be sure the account is aged correctly. For more information on entering vendor bills, see “Entering Bills” on page 55.

Attaching Files to your Vendor Records

Use the **Attachments** tab to attach files to your vendor records. For example, you can attach a W-9, a terms agreement, or any correspondence.

If you want to attach a file to multiple records or if you need to regularly update the file, you can create a custom menu instead of attaching the file to individual records.

To attach a file:

1 In Accounts Payable, select **Vendor Accounts** > **Add / Change Accounts** from the left navigation pane. The **AP Vendors** window will open.

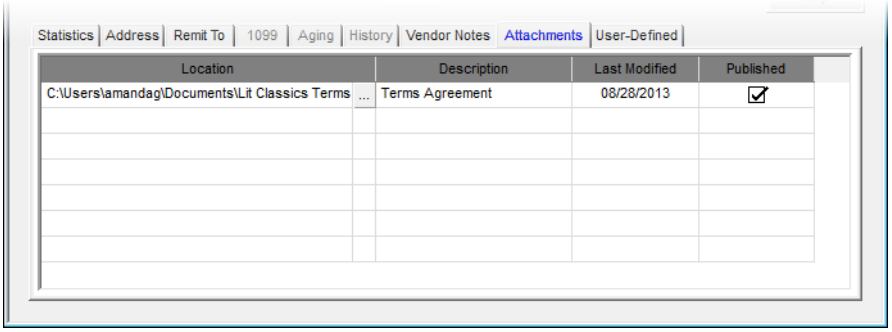


Figure 29: *AP Vendors window, Attachments tab*

2 Select a vendor and click the **Edit** button.

3 On the **Attachments** tab, use the browse button in the **Location** field to select the file you want to attach.

4 Enter a description of the attachment.

5 If you want to publish this file to the SQL server, select the **Published** check box. This will allow everyone with access to the SQL server to access the file. If you want to allow access only to users on the local machine, leave the check box unchecked.

You can double-click on any row to open the associated attachment. Use the right-click menu to delete a row, open the attachment, or unpublish the file.

When you back up your data through Denali or SQL, unpublished files will not be included.

Using the User-Defined Fields After Setup

If you defined any of the ten available User-Defined Fields on the **User-Defined Fields** tab of the **AP Module Preferences** window, those fields will appear on the **User-Defined** tab of the **AP Vendors** window. Enter the values for this vendor, as applicable to your business.

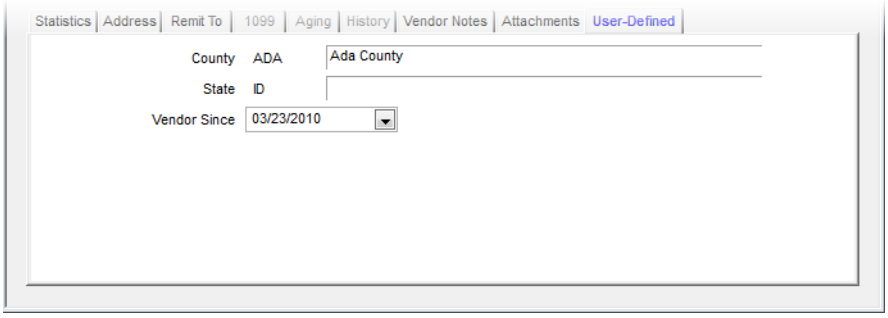


Figure 30: *AP Vendors window, User-Defined tab*

For more information on creating User-Defined Fields, see “Tracking User-Defined Vendor Information” on page 22.

You can use custom fields to sort and/or filter many of the Accounts Payable reports to quickly get the information you need. See “Filter Ranges and Filter Methods” on page 108 for more information.

Creating Vendor Templates

You might use the same information for certain fields when you set up your vendors. You can use the Default Vendor Template to enter the information once rather than each time you create a new vendor.

The **AP Default Vendor** window is similar to the **AP Vendors** window. Any changes or additions you make are used as the default setting in the **AP Vendors** window. To set up default vendor templates, select **Vendor Accounts** > **Define the Default Template**. Enter information on the template that is identical for many of your vendors.

In the future, when you open the **AP Vendors** window, certain information will already be filled in. You can change any information you enter in the **AP Default Vendor** window for individual vendors in the **AP Vendors** window. For information on using the **AP Vendor** window, see "Creating Your Vendors" on page 40.

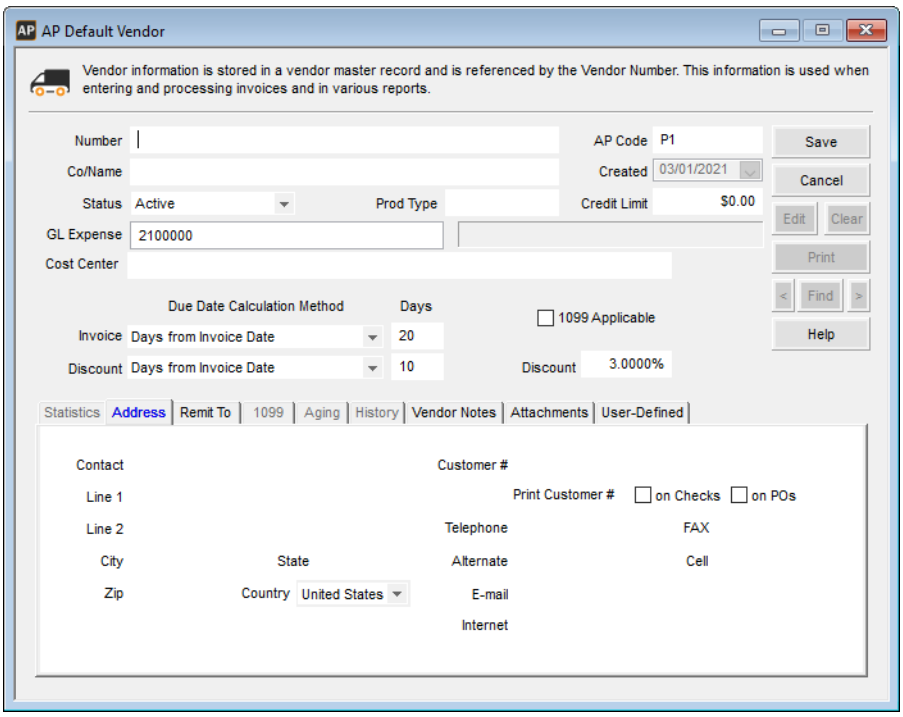


Figure 31: *AP Default Vendor window*

Copy Vendors from Another Company

You can copy all of your vendors from an existing organization to a new organization in Denali. Only the vendor master information, such as the name, address, and contact information is copied. No transaction or balance information is copied.

To copy vendors to a new organization, first set up your new organization, then use this function to copy all of your vendors to it.

To copy vendors:

1 In Accounts Payable, select **Vendor Accounts** > **Copy Vendors to Another Company** from the left navigation pane. The **AP Copy Vendors** window will open.

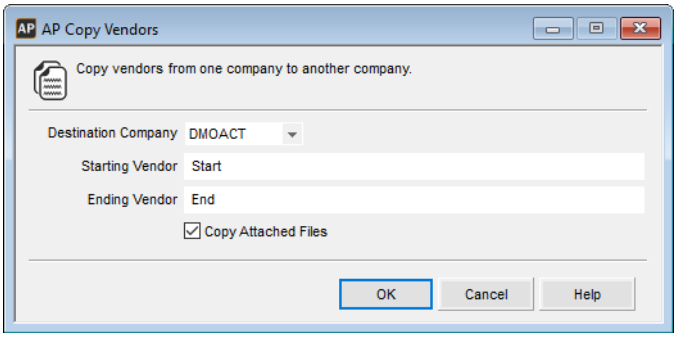


Figure 32: *AP Copy Vendors window*

2 Select the Destination Company and the starting and ending vendor range to copy.

3 Select the **Copy Attached Files** check box if you want to copy any files attached to your vendors.

4 Select **OK** to copy the vendors and files, if applicable.
The specified vendors copy to the Destination Company.

Working with Vendors

Vendors are any organization or person from which you purchase items or services. You might purchase some of the items for resale and others to run your business. As you manage your vendors, it is important to understand the options Denali offers. Review all the information in this section to ensure you get the most out of the available options.

Tracking Your Vendors

If you want to track custom information about your vendors, you can set up User-Defined Codes to track specific information, such as the county they are located in for tax purposes, those vendors that offer you a discount, or the last date you purchased from them. See “Using the User-Defined Fields After Setup” on page 43 for more information on how you can use these fields and codes after you define them.

Modify an Existing Vendor

You can edit a vendor record at any time.

To modify a vendor:

1 In Accounts Payable, select **Vendor Accounts** > **Add / Change Accounts** from the left navigation pane. The **AP Vendors** window will open.

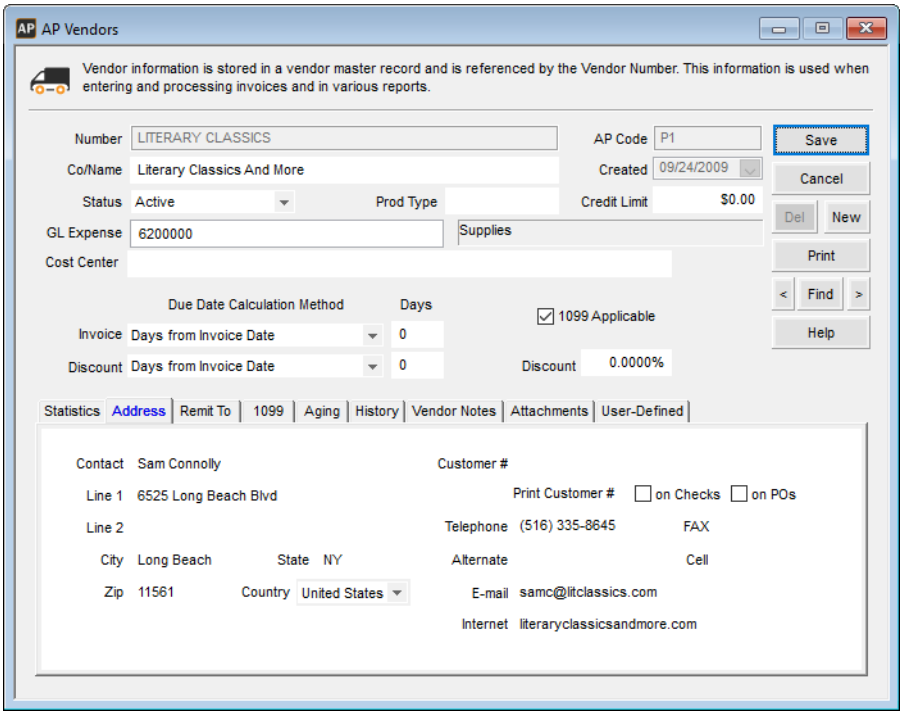


Figure 33: *AP Vendors window*

2 In the **Number** field, type the vendor number or use the Lookup to select the vendor you want to edit. Or, click the **Find** button to open the vendor Lookup

3 Select the **Edit** button and make any necessary changes.

4 Select **Save** to save changes to the vendor.

Change or Merge Vendor Numbers

You might find you need to change a vendor number or merge vendor records, for example, if you entered incorrect information or you have a duplicate vendor. You can use the Renumber Vendor option to update vendor numbers. If you stored data for a vendor under the old and new names, all information is merged into the new vendor record so you can retain all your data.

You can only merge vendors with identical AP Codes. See “Posting Transactions to General Ledger (AP Codes)” on page 32 for more information on these codes.

When you renumber vendors, the system merges any attached files into the new record and does not overwrite them, so you might have duplicate attachments.

To renumber vendors:

1 In Accounts Payable, select **Vendor Accounts** > **Renumber / Merge Accounts** from the left navigation pane. The **AP Renumber Vendors** window will open.

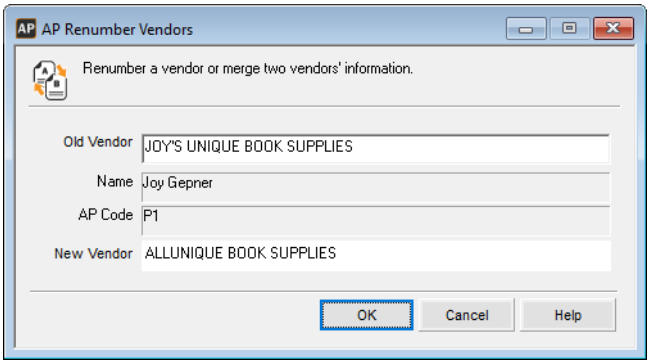


Figure 34: *AP Renumber Vendors window*

2 Enter the old and new vendor numbers in the boxes.

3 Select **OK** to renumber the vendor.
All transactions with the old number will change to reflect the new number.

Import and Export Vendor Information

You can import or export certain data between Denali and an external file. For instance, if you have an external spreadsheet that contains new vendors, you can import this information directly into Denali rather than manually create each new vendor. Depending on the selections you make, this feature will add or update information directly in your Accounts Payable tables and you won't need to use adjustment transactions.

Importing Vendor Information

If you need to import adjustment transactions from an external file, see "Importing Transactions from Another Program" on page 67.

Make sure you have the proper file format before you import. To ensure your file formats are correct, see "Use the Export Feature to View File Formats" on page 146.

To import vendor information:

1 In Accounts Payable, select **Vendor Accounts** > **Import / Export Vendor Information** from the left navigation pane.
The **AP Import/Export** window appears.

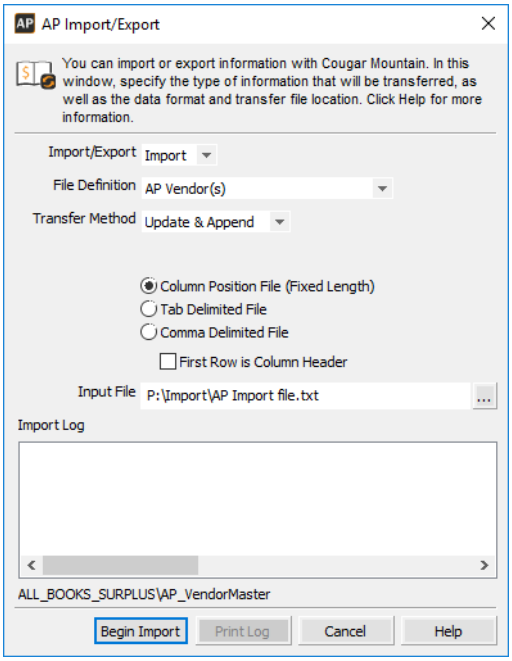


Figure 35: *AP Import/Export window, Import selected*

2 From the **Import/Export** drop-down menu, select *Import.*

3 Select the type of file, transfer method, and format you will use for this import.

4 Once you enter all the information for this import, select the **Begin Import** button.

During the import process, data that is being imported to the fields will display in the **Import Log** text box. This box will also show any errors that occur during the process as well as a message that indicates the transfer was successful.

If an error occurs during the process, a print log is generated which you can use to correct the error. You can select the **Print Log** button to print the error log.

For information on how to correct errors in an external file, see “Determine and Correct Errors in Imported Transactions Before Posting” on page 68.

Importing Vendor Information from ArcBill

If you use , you can import your vendors from the app into Denali. This option will only be available if you’re to ArcBill.

To import vendors from ArcBill:

1 In Accounts Payable, click **Vendor Accounts** > **Import/Export ArcBill** from the left navigation pane. The **Import/Export ArcBill** window will open.

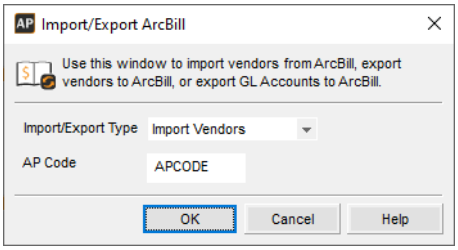


Figure 36: *ImportExport ArcBill window*

2 From the **Import Export Type** drop-down, select *Import Vendors*. The **AP Code** field will appear.

3 Choose the AP Code you want to attach to the imported vendors. All vendors must have an AP Code. You can edit this Code in the AP Vendors window after you import.

4 Click **OK**.
All the vendors in ArcBill will be imported into Denali.

Exporting Vendor Information

If you need to copy vendor information from Denali to an external file, you can use the Import/Export feature. Exporting data from Denali increases what you can do with your accounting information and allows you to customize it. For example, if you have changes to make to multiple vendors, it might be quicker to export your vendors to a spreadsheet, make the necessary changes, and then import vendors back into Denali.

To export vendor information:

1 In the Accounts Payable module, select **Vendor Accounts** > **Import / Export Vendor Information** from the left navigation pane.
The **AP Import/Export** window appears.

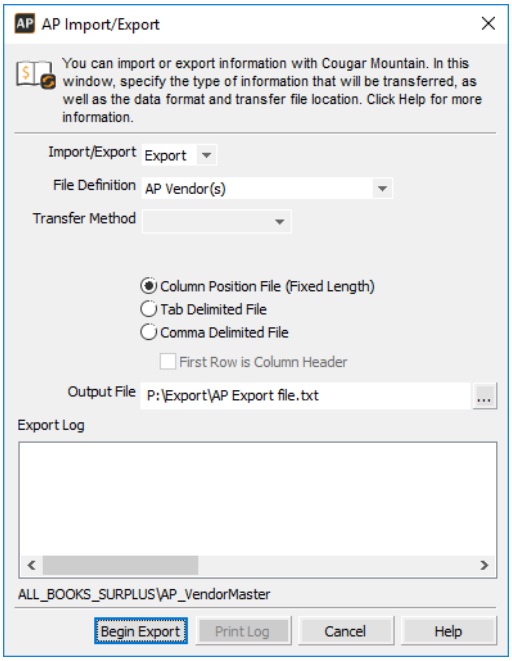


Figure 37: *AP Import/Export window, Export selected*

2 From the **Import/Export** drop-down menu, select *Export.*

3 Select the type of file, transfer method, and format you will use for this export. If you select the Column Position File type, column heads less than five characters will not appear because of the short field length.

4 Once you enter information for this export, select the **Begin Export** button.
During the transfer process, data that is being exported will display in the **Export Log** text box. This box will also show any errors that occur during the process and gives you a message that indicates the transfer was successful.

If an error occurs during the process, a print log is generated which you can use to correct the error. You can select the **Print Log** button to print the error log.

Exporting Vendor Information to ArcBill

If you use , you can export your Denali vendors into the app. This option will only be available if you're to ArcBill.

To export vendors to ArcBill:

1 In Accounts Payable, click **Vendor Accounts** > **Import/Export ArcBill** from the left navigation pane. The **Import/Export ArcBill** window will open.

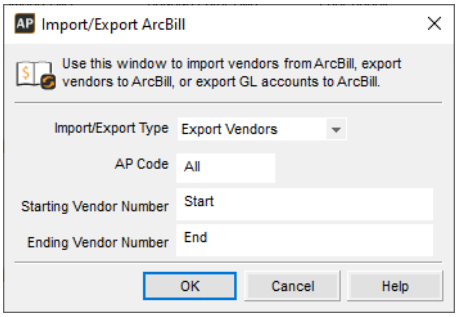


Figure 38: *Import/Export ArcBill, Export Vendors*

2 From the **Import Export Type** drop-down, select *Export Vendors*.

3 Use the **AP Code** and **Vendor Number** range fields to filter the vendors you want to export.

4 Click **OK**.
The vendors will export from Denali to ArcBill.

Troubleshooting: Managing Your Vendors

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I have several vendors with similar information. Is there a way to simplify entering the information for each new vendor?	You can use the AP Default Vendor feature to expedite adding new vendors. Select **Vendor Accounts** > **Define the Default Template** from the left navigation pane to set up a vendor template.

Chapter

4

Entering Bills in Accounts Payable

Working with Transaction Batches in Accounts Payable

Entering Bills

Entering Returns

Changing the Default Transaction Date

Importing Accounts Payable Transactions

Checking the Accuracy of Your Entries

Sending Email Alerts

Posting Bills

Troubleshooting: Entering Bills in Accounts Payable

DENALI

One of the main purposes of Accounts Payable is to enter bills you receive from your vendors. There are a few different ways you can enter bills, and the method you use will depend on when you will process the bill, the way you will pay the bill, and how often you will make the same payment. This chapter provides information about transaction batches, as well as how to enter bills and returns, change the default transaction date, import transactions, manage immediate checks, print inventory labels, review and post bills, and adjust posted information.

Working with Transaction Batches in Accounts Payable

Transaction batches allow you to group transactions that will be posted together. If more than one person needs to enter transactions in the system at the same time, you should select multi-batch mode in Module Preferences. You can also use this setting to enter and hold transactions in different batches so you can post them at different times.

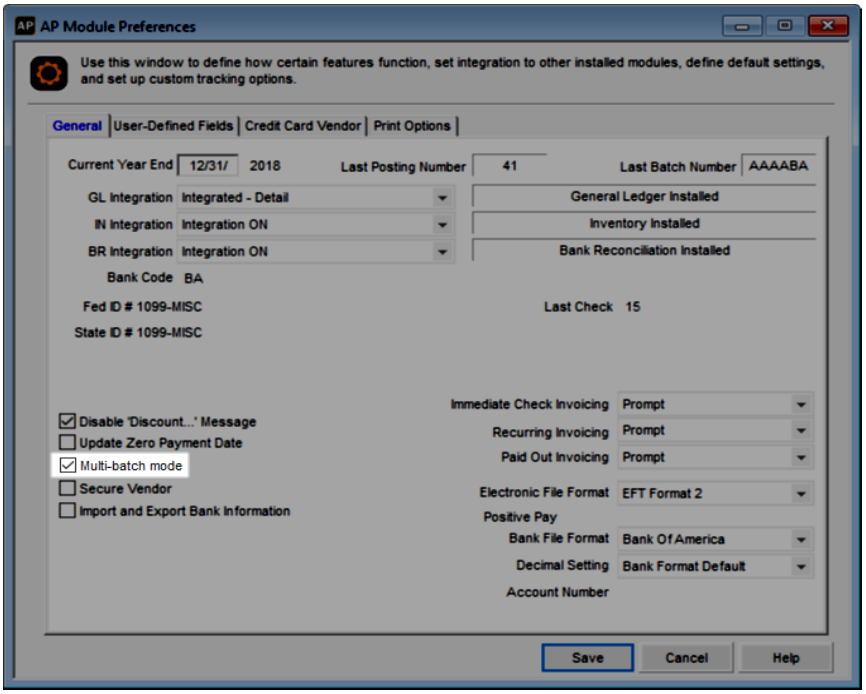


Figure 39: *AP Module Preferences window, multi-batch mode emphasis*

If you leave the **Multi-batch mode** check box empty, only one network station can enter transactions at a time, and all transactions are held together in one batch and will post together. For more information about batches, see the Getting Started guide.

Entering Bills

There are a few different ways you can enter bills depending on when you will process the bill, how you will pay the bill, and how often you make the same payment. The steps in this section are for a simple bill that you will pay at a later date.

To enter a bill:

1 In Accounts Payable, select **Bill Tasks** > **Enter Bills** from the left navigation pane. The **AP Enter Bills** window will open.

2 If you use batch processing and aren't already working in a batch, select a batch in the **Set Up Enter Bills Batch** window and click **OK**. See "Working with Transaction Batches in Accounts Payable" on page 54 for more information.

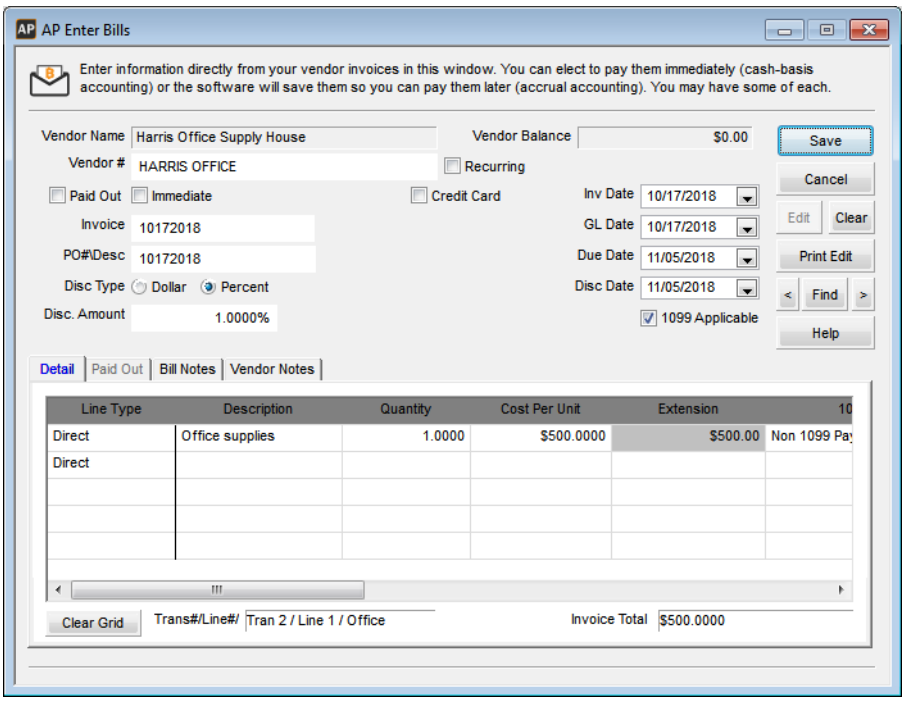


Figure 40: *AP Enter Bills window*

3 In the **Vendor #** field, type the vendor you are entering the bill for or select the vendor from the Lookup. Click the **Help** button in the window for information specific to the options in the window.

4 Enter the information for this bill and save it. An invoice number is required.
See the other topics in this section for different types of bill entry and options available when you enter the bill.

After you enter your bills, you must post them so they're available to pay. See "Posting Bills" on page 73.

Setting Up Recurring Bills

If you have bills that are the same every month, such as rent or maintenance, you can set them up as recurring bills so you don't need to enter them each time. When you create a recurring bill, you are only creating a template. Each time you generate the bill from the template, you can enter specifics for that bill.

You can create a recurring bill in one of two ways: you can set up recurring bills during regular bill entry or you can create recurring bills in the **AP Set Up Recurring Bills** window.

During regular bill entry in the Enter Bills window, check the **Recurring** check box and enter a Frequency Code(see page 35). When you save, the bill will be in both the current and recurring batches. In the Set Up Recurring Bills window, enter a Frequency Code. When you save, the bill will be saved in the recurring batch.

After you save a recurring bill, you can find it in the **AP Set Up Recurring Bills** window and edit it as you would any other bill.

Generating Recurring Bills

After you create recurring bills, you can generate them any time. If you need to make changes to the transactions before you generate them, edit them in the **AP Set Up Recurring Bills** window. If you need to make changes to the transactions after you generate them, edit them in the **AP Enter Bills** window (see “Correcting a Bill” on page 72).

To generate a recurring bill:

1 In Accounts Payable, select **Bill Tasks** > **Generate Recurring Bills** from the left navigation pane. The **AP Generate Recurring Bills** window will open.

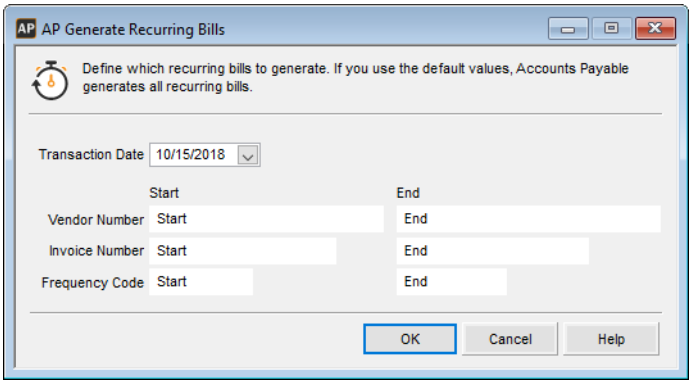


Figure 41: *AP Generate Recurring Bills window*

2 Filter the bills you want to generate using the **Transaction Date**, **Vendor Number**, **Invoice Number**, and **Frequency Code** fields. To include all recurring bills, leave the range at *Start* and *End*.

3 Select **OK** to generate the recurring bills that meet the criteria you entered.

After you generate a bill, it remains in the current batch until you post it. You can view and edit it in the Enter Bills window.

Paid Out Transactions

A Paid Out is an immediate transation without a vendor. If you do not expect to establish a regular business relationship with the vendor, you probably will not want to save vendor information.

Example: When would I enter a Paid Out transaction?
Let's say you need to have some maintenance done in your store that you will not need again. To complete the maintenance, you used a vendor that is not already in your system and you know that you will not use them again. In this case, you might want to enter this bill as a Paid Out transaction instead of creating a vendor that will eventually become inactive and take up space in your system.

To use the Paid Out option:

1. In the **AP Enter Bills** window, select the **Paid Out** check box. When you select this check box, the **Print Check** check box and Check information fields appear. The **Paid Out** tab is also activated in the Detail grid.
   For more information on the Print Check option, see "Immediate Payment by Check" on page 57.
2. On the **Detail** tab, enter the line item information for this bill, including the expense account you want to post to.
3. On the **Paid Out** tab, enter any information you want to print on the check. If you will pay the bill in cash or manually write a check, you don't have to enter any information here.
4. Enter any additional information for the bill, and then save.

Immediate Payment Processing

Use immediate payments for bills that are already paid or bills that are being paid when you enter the invoice. These transactions credit the cash account instead of a payables account.

Example: Why would I want to immediately process this payment?
Perhaps you work in an office and you need to pick up instructional books from a local bookstore for a new software your organization uses. You know the books are in stock and you intend to go pick them up, with payment, later today. Most likely you would want to process this payment immediately and print the check at the same time you enter the bill into the system.

Immediate Payment by Check

Follow the steps in this section to print a check before you post the bill. If you're entering a check that you manually wrote and you don't need to print, leave the **Print Check** check box unchecked and enter the check number in the **Check #** box.

If you use positive pay to verify that checks cashed at the bank match those sent by your business, generate the positive pay file after you print your checks. To do this, select **Bill Tasks** > **Generate Positive Pay File** from the left navigation pane. You can then send this file to your bank. For more information on this process, see “Generating a Positive Pay File” on page 98.

> ***NOTE:*** *When you make an immediate payment by check and the GL date and check date are different, Denali will generate and post debit (check date) and credit (GL date) amounts for the liability account on the AP Code attached to the vendor.*

To make an immediate payment:

1 In the **AP Enter Bills** window, if you select either the **Paid Out** or **Immediate** check box, the **Print Check** check box appears.

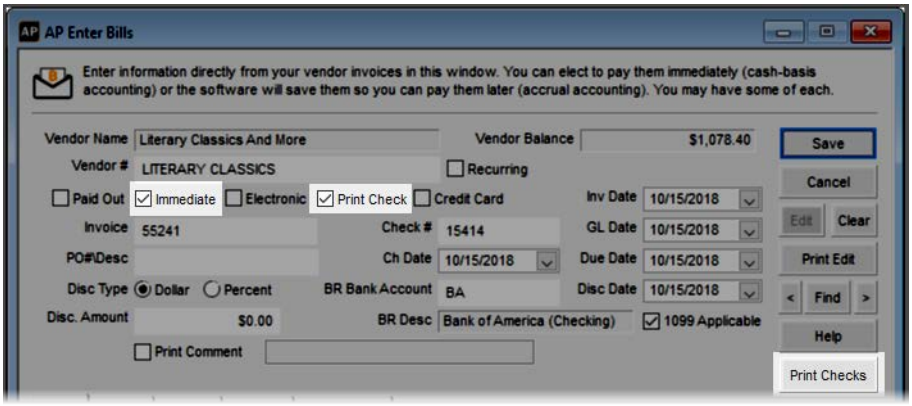


Figure 42: *AP Enter Bills window, Paid Out or Immediate check boxes*

2 Use the **Ch Date** drop-down calendar to select the date for this check, either when you wrote it or the date you printed it. The default date is the system date.

3 Enter the check number and Bank Account/Cash Account (depending on integration).

4 Enter the rest of the information for this bill. Click the **Help** button in the window for information specific to the options in the window.

5 Click the **Print Checks** button to print the immediate checks in the batch now or click **Save** to print them later.

If you defined a custom report for AP Checks in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

You can use Crystal Reports® to add fields to the check. Refer to your Crystal Reports documentation for instructions.

Printing Immediate Checks

If you have immediate checks and didn’t print them from the Enter Bills window, use this option to print the checks.

To print immediate checks:

1 In Accounts Payable, select **Bill Tasks** > **Print Immediate Checks** from the left navigation pane. The **AP Print Immediate Checks** window appears.

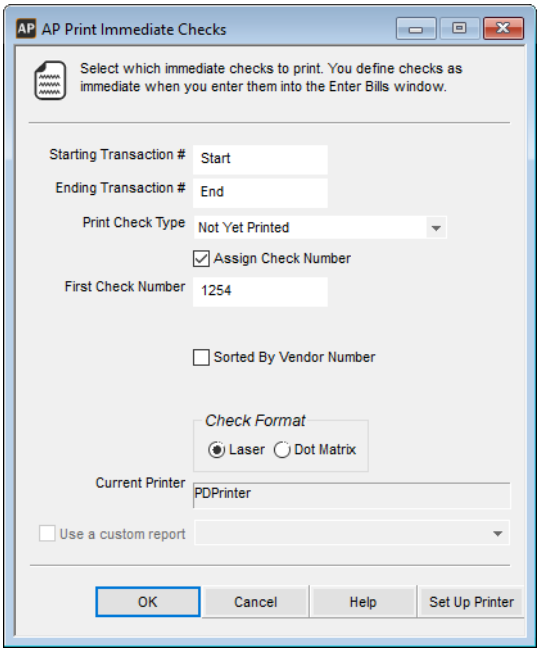


Figure 43: *AP Print Immediate Checks window*

2 Use the options in the window to filter the checks you want to print.

3 Select **OK** to print.

If you defined a custom report for AP Checks in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

You can use Crystal Reports® to add fields to the check. Refer to your Crystal Reports documentation for instructions.

Immediate Check Register

Print a register of the immediate checks for your records. This report prints information for all immediate checks in the batch and includes assigned check numbers.

To print the immediate check register, select **Bill Tasks** > **Print the Immediate Check Register** from the left navigation pane.

Immediate Payment by Electronic Transfer

Electronic Funds Transfer (EFT) is the electronic transfer of funds from one bank account to another in an encrypted format. Charges are made through the Federal Reserve's Automated Clearing House (ACH).

You must have EFT set up in Module Preferences and on the Remit To tab for the vendor before you can pay a bill this way. See "Setting Up Your Electronic Funds Transfer Option" on page 22 for more information on setting up the system to accommodate electronic fund transfers.

If the vendor has been set up to process payments electronically and you select the **Immediate** check box in the **AP Enter Bills** window, the **Electronic** check box appears and is checked.

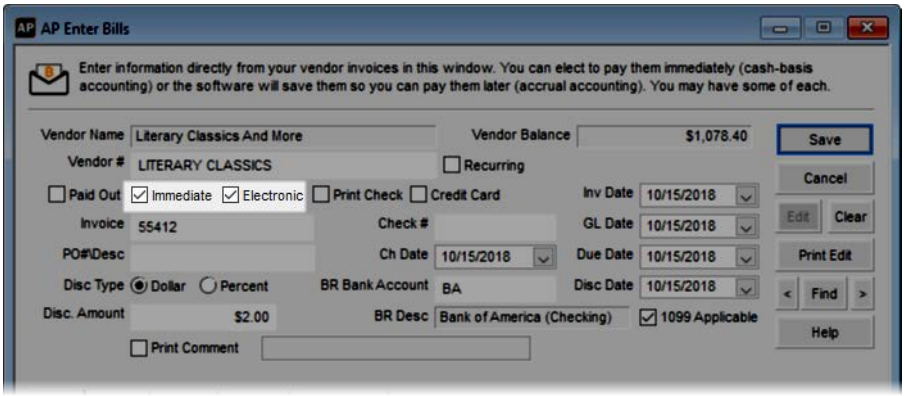


Figure 44: *AP Enter Bills window, Electronic Transfer*

After you save this bill, you need to and then use your EFT software to send the file to the bank. See "Generating the EFT Output File" on page 60 for more information.

Generating the EFT Output File

When you generate electronic payments, the data is exported to a text file. You need to use your EFT software to send the text file to the bank. Generate the EFT output file by using the Electronic Funds Transfer option on the **Bill Tasks** menu or the **Payment Tasks** menu. See "Setting Up Your Electronic Funds Transfer Option" on page 22 for information on setting up this feature.

To generate the text file used by your EFT software:

1. In Accounts Payable, select either **Bill Tasks** > **Generate File for Electronic Transfer** or **Payment Tasks** > **Generate File for Electronic Transfer**. The **AP Generate Electronic Funds Transfer File** window will open.
2. If you use batch processing, select the batch you want to use (see "Working with Transaction Batches in Accounts Payable" on page 54).
3. Enter the directory into which you want to save the EFT text file and select **Process** to process the file.
   When the process is complete, a message window displays the number of transactions processed in the batch. If there are any problems with the data when you try to export the payments, you will get an error report.
4. Import the text file into your EFT software.
   Refer to the documentation provided with your EFT software to send the text file you created to the bank for processing.

> ***NOTE:*** *To view the error report, go to your EFT program once the text file has been created and click on* ***Utilities*** > ***Import*** > ***Comma Delimited All Data Fields*** > ***All Data Fields – no Transaction Description****. Click the* ***Import*** *button and select the text file you created. If you see anything listed under Error Records, look at the log and it will tell you what was wrong with the record.*

Credit Card Transactions

If you want to immediately pay your bill by credit card, select the **Credit Card** check box in the **AP Enter Bills** window. When you select the check box, the **CC Reference #**, **Payment Date**, and **Credit Card Vendor #** fields become active and you can enter the appropriate information. Your credit card vendor must be set up beforehand. See “Setting Up Your Credit Card Vendors” on page 23 for information about.

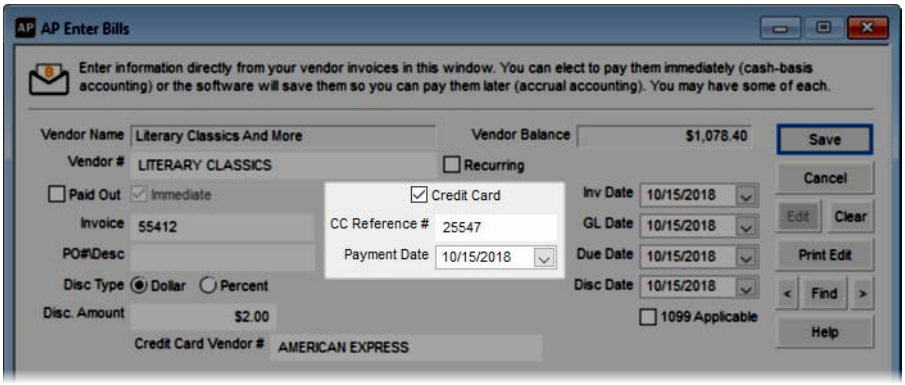


Figure 45: *AP Enter Bills window, credit card transaction*

Entering the Line Type Items for a Bill

Each line on the **Detail** tab in the **AP Enter Bills** window is used for a different type of charge. Use the drop-down to choose the type of charge you want to enter. All the charges are included on one invoice. For example, you might have one line for an inventory stock item, another line for freight, and a third line that’s a direct expense. Together, the lines add up to the invoice total.

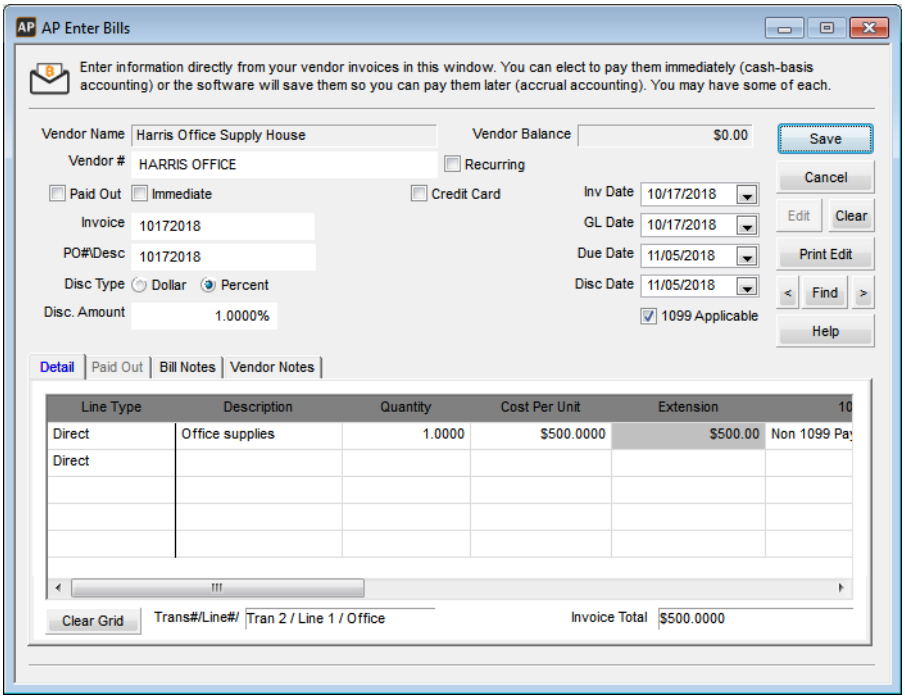


Figure 46: *AP Enter Bills window, Detail tab*

Depending on the line type you choose, you might see different columns that require information. Select the **Help** button in the software window for specific information on the options and fields in the grid.

Applying a Discount to the Entire Bill

If your vendor gives you a discount when you pay your bill early, you can enter the discount when you enter the bill. This option is not available for Paid Out transactions.

To apply an early payment discount in the Enter Bills window, select the type of discount from the **Disc Type** options, either **Dollar** or **Percent,** and enter the discount amount in the **Disc. Amount** field. Click the **Help** button in the window for detailed information about the discount fields.

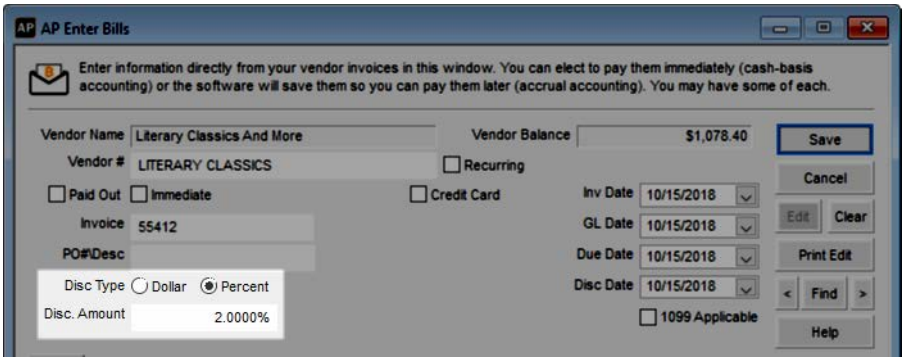


Figure 47: *AP Enter Bills window, discount*

Adding a Comment to a Payment

Regardless of whether this will be an immediate check, a paid out transaction, or you will pay it at a later time, you can set up a unique comment for the payment. The comment will appear under the payee name and address on the check.

To add a comment to your payment in the Enter Bills window, select the **Print Comment** check box. In the field that appears, enter your comment.

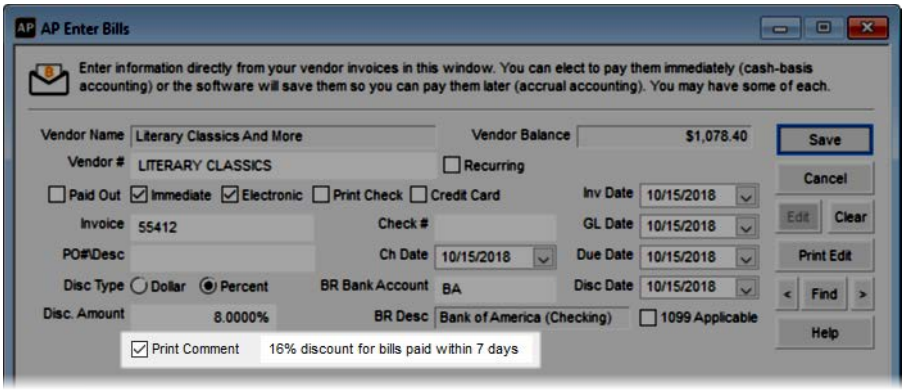


Figure 48: *AP Enter Bills window, print comment*

Keeping Track of Reference Notes

You can keep track of reference information about this bill or vendor on the Bill Notes or Vendor Notes tab in the **AP Enter Bills** window. For example, if you discuss an error on a bill you received from the vendor, you can note the outcome of the conversation.

Use the **Bill Notes** tab to record any specific notes about this bill and the **Vendor Notes** tab to record any specific notes about this vendor.

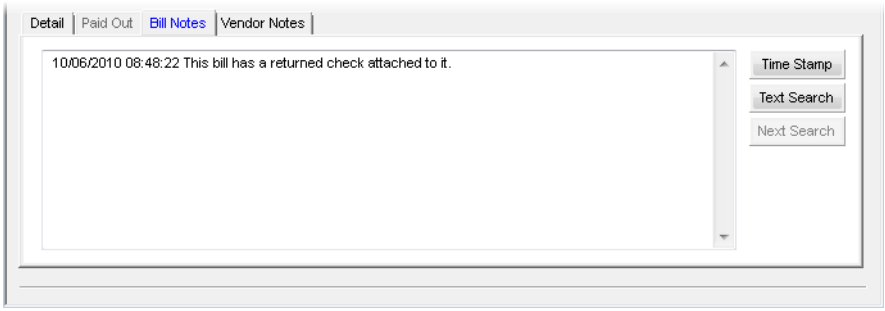


Figure 49: *AP Enter Bills window, Bill Notes tab*

An asterisk appears on the title of the tab to notify you that there are notes already recorded for this bill or vendor.

Tracking 1099 Information for This Vendor

If you specified that this is a 1099 vendor by selecting the **1099 Applicable** check box in the **AP Vendors** window, a **1099 Applicable** check box is available in the **AP Enter Bills** window. Check the box to indicate this particular payment should be included on the 1099 for this vendor. A column in the detail line item grid for 1099 information also appears so you can select the 1099 type.

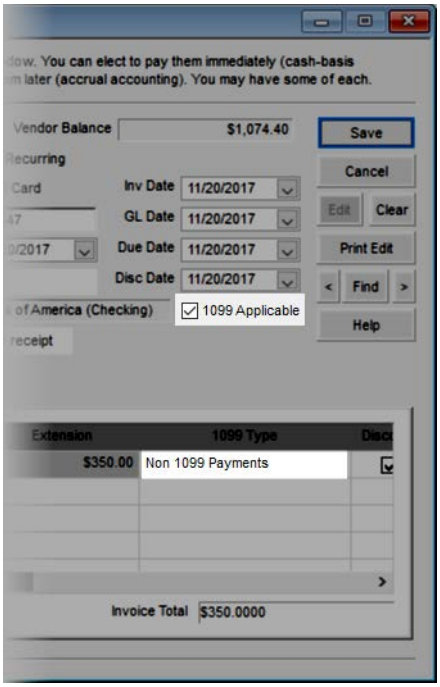


Figure 50: *AP Enter Bills window, 1099 Applicable check box*

Printing Inventory Labels

Follow the steps below to print inventory barcode labels for your stock items.

To print inventory labels:

1 In Accounts Payable, select **Bill Tasks** > **Print Inventory Labels** from the left navigation pane.
You can print the labels for a specified range of batch numbers, transaction numbers, stock numbers, Product Type, and more. You can also choose to filter the labels using an Additional Filter.

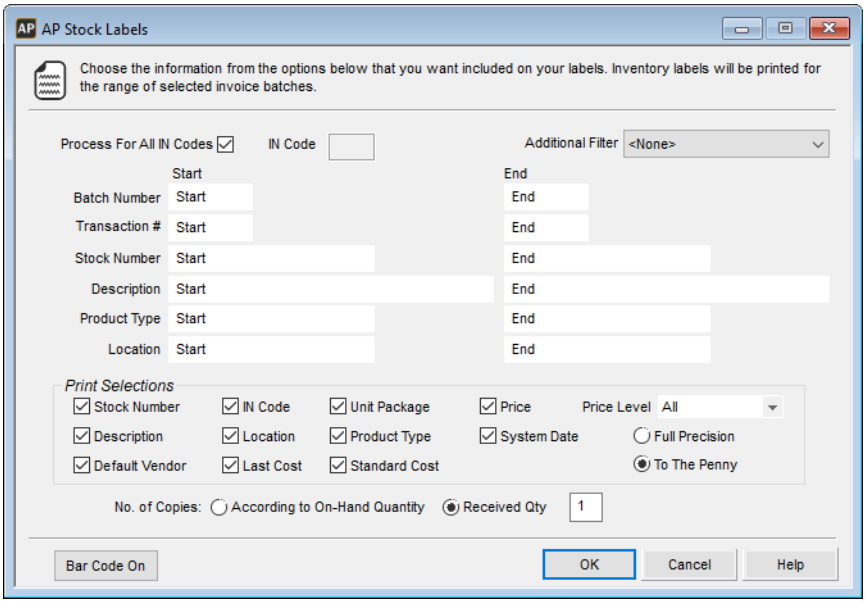


Figure 51: *AP Stock Labels window*

2 Click the **Print Selections** check boxes next to the items you want to print on the labels.

3 If you select the **Price** check box, select a price level from the **Price Level** list to print on the labels. Price levels are established in the **IN Stock** window (see the Inventory guide for more information).

4 To generate barcodes for your stock labels, select the **Bar Code On** button and enter the label format and number of copies you want to print.
You must have the Bartender Label Maker program installed to use this option. To order the Bartender program, call Cougar Mountain Sales at (800) 388-3038.

5 You can select the number of labels to print based on either received quantity or on-hand quantity.
If you choose to print based on the received quantity, the number you enter in the box will determine the number of labels printed for each stock item. For example, if you enter *2* in the **Received Qty** box, you will print 2 labels for each stock item you received. If you choose to print based on the on-hand quantity, the number of labels is based on the current quantity in inventory.

6 Click **OK** to print stock labels.

Entering Returns

To record a return, select **Bill Tasks** > **Enter Bills** from the left navigation pane. Use the same procedures you used to originally record the bill (see “Entering Bills” on page 55), but use a negative quantity to reflect the quantity being returned. Using a negative quantity results in a negative total for the line item and reduces the amount you owe the vendor. You can enter a return at the same time as a bill in the detail line item grid.

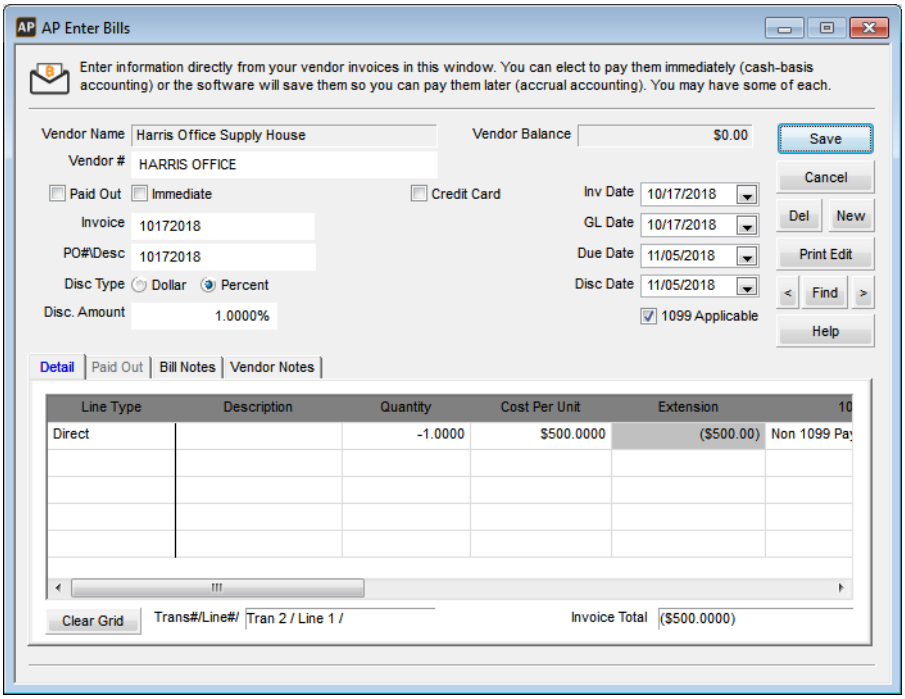


Figure 52: *AP Enter Bills window, return transaction*

Changing the Default Transaction Date

This option allows you to set a new default system date to process transactions. This date only affects Accounts Payable transactions for the current workstation for the current session; it is not a global system change. Select **Bill Tasks** > **Change the Session Date** to access the **AP Change Local Transaction Date** window. For complete information about this option, refer to the Getting Started guide.

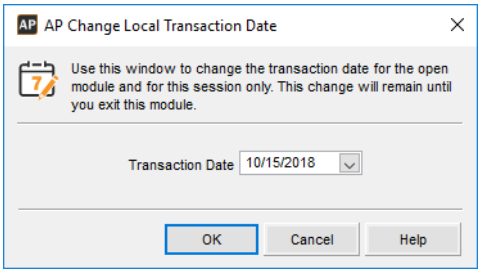


Figure 53: *AP Change Local Transaction Date window*

Importing Accounts Payable Transactions

If you have Accounts Payable transactions in another software program, you might want to import them into Denali to avoid the time and risk of error of entering them again.

> ***NOTE:*** *If you are importing Payroll transactions, we recommend you use the* ***Process Payroll Transactions*** *window accessed from Controller. If you are manually importing Payroll transactions through this window, you must turn off integration to General Ledger before you post. This will prevent duplicate postings. Once posting is complete, you can return integration to General Ledger to the previous setting.*

Importing Transactions from Another Program

You can import transactions from an external text file directly into Denali. Depending on the application you will export from, we recommend you refer to the documentation for that application to create a text file that meets Denali's requirements (see "File Formats Supported by Denali for Importing Transactions" on page 138).

In some cases, you might need to make adjustments to the external file formats after you export the transactions to the text file. For example, you might need to shorten the length of a field or change the date format before you import into the system. Once you format the external file correctly, you can import your transactions. You can only import or generate transactions into an empty batch (see "Working with Transaction Batches in Accounts Payable" on page 54). If you are not in multi-batch mode, you must post or clear any unposted transactions before you can import external transactions.

To import external transactions:

1. In Accounts Payable, select **Bill Tasks** > **Import Bills from an External File** from the left navigation pane.
2. If you are using batch processing and are not already working in a batch, create a new batch.

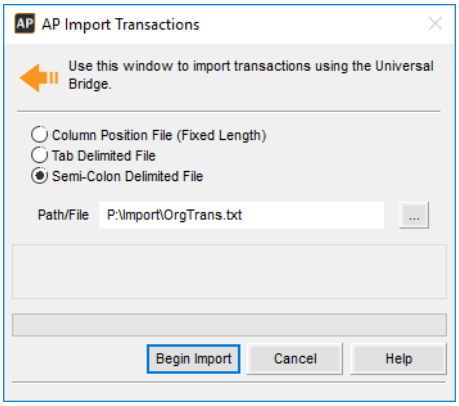


Figure 54: *AP Import Transactions window*

3. Select the file type that describes the file you want to import.
4. Select **Begin Import** to import the transactions. A message appears when the process is complete.

Determine and Correct Errors in Imported Transactions Before Posting

When you import transactions, Denali checks each piece of information to make sure it is in an acceptable format, required fields are not empty, and so on. If there are any errors, you will need to correct them before you post. Use the Import Error Report and Edit Report to determine and correct any errors. If errors were detected during the import process, an error report is automatically generated and a message appears.

Follow the on-screen directions to print the Import Error Report. This report will show you exactly which transactions contain errors and the type of error. Use this report as a reference to correct your errors before you post transactions (see “Posting Bills” on page 73).

While it might be possible to correct some of the errors on the error report in the Denali transaction batch file, we recommend you clear the batch, correct the errors in the external file, and import again. If you do want to correct errors in the transaction batch file, refer to “Correcting a Bill” on page 72 for information on editing transactions or “Deleting Bills” on page 72 for deleting transactions in a batch.

AP Import Error Report
All Books Surplus (ALLBOO)
10/6/2010 9:45:21 AM Page 1

Tran#	Item #	Description
0	0	Record 1 in the import file does NOT contain the record identifier . There should be an H or D at the beginning of the record, but neither exist . This record was skipped.
0	0	Record 2 in the import file does NOT contain the record identifier . There should be an H or D at the beginning of the record, but neither exist . This record was skipped.
0	0	Record 3 in the import file does NOT contain the record identifier . There should be an H or D at the beginning of the record, but neither exist . This record was skipped.
0	0	Record 4 in the import file does NOT contain the record identifier . There should be an H or D at the beginning of the record, but neither exist . This record was skipped.

Figure 55: *AP Import Error Report*

Certain information, such as a date, is required to post, but is not necessary to import transactions. Be sure to print an Edit Report (see “Printing the Enter Bills Edit Report” on page 71) and review it carefully before you post your imported transactions.

Once all of the transactions are imported, verified, and any errors corrected, you can then post them.

Importing Expenses from Expensify

You can only import expenses after you connect with Expensify. Only approved expense reports can be imported.

To import transactions from Expensify:

1 Select **Bill Tasks** > **Import Bills from Expensify** from the left navigation pane and select the batch you want to import transactions into; it does not need to be an empty batch.
The **Import Expenses from Expensify** window will open.

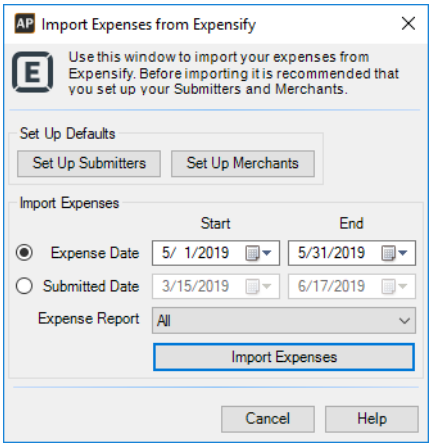


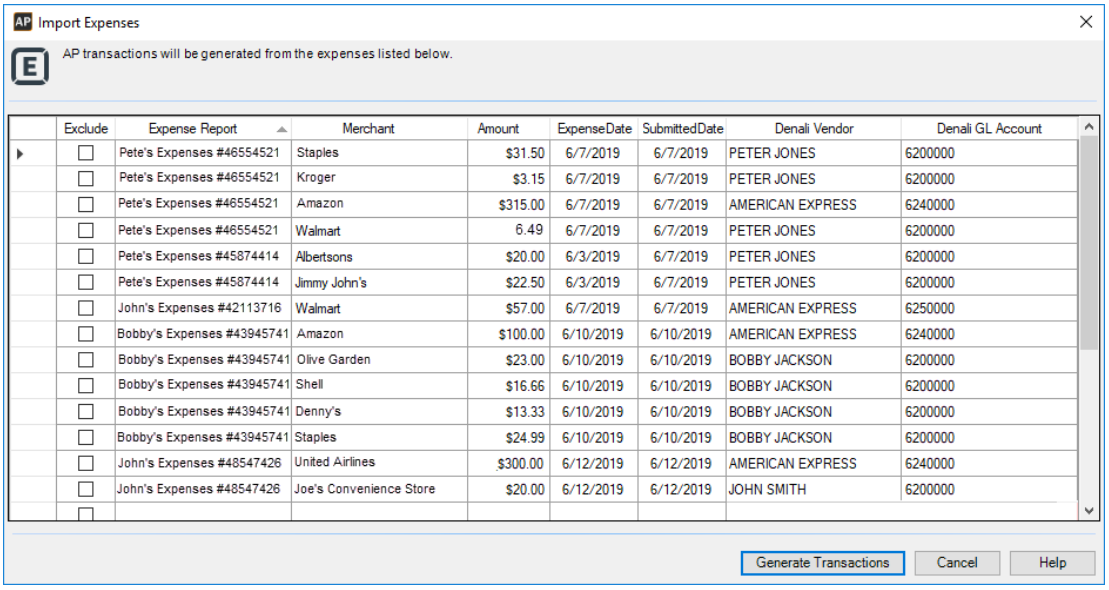
Figure 56: *Import Expenses from Expensify window*

2 Before you import expenses the first time, you should set up your Submitters and Merchants.

3 In the **Import Expenses** section of the window, select if you want to import based on Expense Date or Submitted Date and enter the date range you want to import.
Nothing that has been previously imported will import.

4 From the **Expense Report** drop-down, choose a single expense report to import or choose *All* to import all reports.

5 Click the **Import Expenses** button. The **Import Expenses** window will open with all the expenses available for import.



Exclude	Expense Report	Merchant	Amount	ExpenseDate	SubmittedDate	Denali Vendor	Denali GL Account
☐	Pete's Expenses #46554521	Staples	$31.50	6/7/2019	6/7/2019	PETER JONES	6200000
☐	Pete's Expenses #46554521	Kroger	$3.15	6/7/2019	6/7/2019	PETER JONES	6200000
☐	Pete's Expenses #46554521	Amazon	$315.00	6/7/2019	6/7/2019	AMERICAN EXPRESS	6240000
☐	Pete's Expenses #46554521	Walmart	6.49	6/7/2019	6/7/2019	PETER JONES	6200000
☐	Pete's Expenses #45874414	Albertsons	$20.00	6/3/2019	6/7/2019	PETER JONES	6200000
☐	Pete's Expenses #45874414	Jimmy John's	$22.50	6/3/2019	6/7/2019	PETER JONES	6200000
☐	John's Expenses #42113716	Walmart	$57.00	6/7/2019	6/7/2019	AMERICAN EXPRESS	6250000
☐	Bobby's Expenses #43945741	Amazon	$100.00	6/10/2019	6/10/2019	AMERICAN EXPRESS	6240000
☐	Bobby's Expenses #43945741	Olive Garden	$23.00	6/10/2019	6/10/2019	BOBBY JACKSON	6200000
☐	Bobby's Expenses #43945741	Shell	$16.66	6/10/2019	6/10/2019	BOBBY JACKSON	6200000
☐	Bobby's Expenses #43945741	Denny's	$13.33	6/10/2019	6/10/2019	BOBBY JACKSON	6200000
☐	Bobby's Expenses #43945741	Staples	$24.99	6/10/2019	6/10/2019	BOBBY JACKSON	6200000
☐	John's Expenses #48547426	United Airlines	$300.00	6/12/2019	6/12/2019	AMERICAN EXPRESS	6240000
☐	John's Expenses #48547426	Joe's Convenience Store	$20.00	6/12/2019	6/12/2019	JOHN SMITH	6200000
☐							

Figure 57: *Import Expenses window*

6 If there are any expenses you do not want to import, click the **Exclude** check box for that row.

7 If you need to add or change the default vendor (fields with missing or invalid vendors will appear red), you can use the Lookup in the **Denali Vendor** field. This field cannot be blank.

8 If you need to add or change the GL Account (fields with missing or invalid accounts will appear red), you can use the Lookup in the **Denali GL Account** field. This field cannot be blank.

9 Click the **Generate Transactions** button.

> **NOTE:** You can assign GL accounts through Categories and Tags in Expensify so expenses will default to a GL account in Denali. Use the Expensify documentation for information on how to set this up.

Transactions are grouped by vendor and expense date. Expenses that share a vendor and expense date will become one direct expense detail line on your bill.

You can edit individual transactions in the **AP Enter Bills** window, but because expenses are combined it will be difficult to change certain details.

After you review the Edit Report for transactions in the batch, post the expenses.

Importing Transactions from ArcBill

If you use , you can import bills into Denali. ArcBill must be to access this option.

To import bills from ArcBill:

1 In Accounts Payable, click **Bill Tasks** > **Import Bills from External Billing** from the left navigation pane. The **Import Bills from ArcBill** window will open.

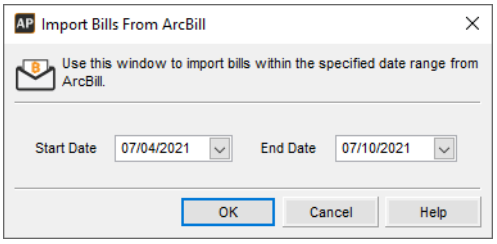


Figure 58: *Import Bills from ArcBill*

2 In the date fields, enter the start and end dates for the bills you want to import.

3 Click **OK**.

The bills will import into Denali and you can access them from the Enter Bills window.

Checking the Accuracy of Your Entries

After you enter all of your bills, review the transactions to ensure their accuracy before you post. You can then make any necessary changes and post accurate information. You can easily correct errors if you catch them before you post. Once you post a bill, however, the only way to correct an error is to post an adjustment entry.

Printing the Enter Bills Edit Report

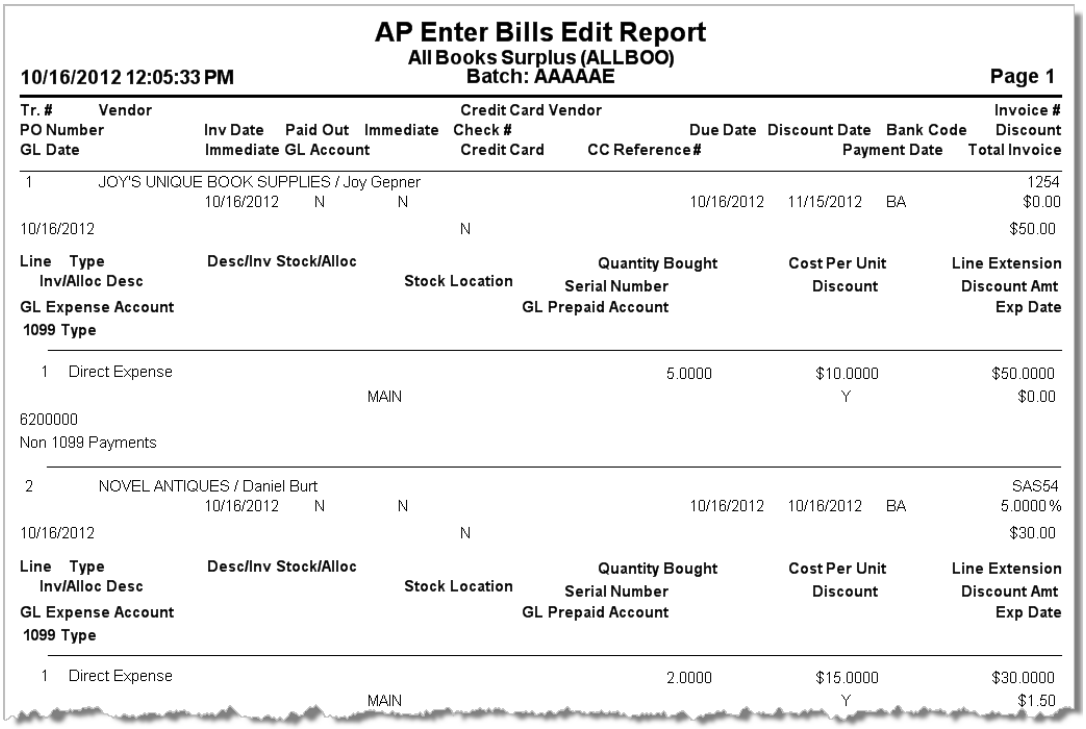
The Enter Bills Edit Report helps you verify the accuracy of your data. This report shows every transaction in the batch, which allows you to make any necessary changes before you post. Print an edit report after every transaction entry session regardless of whether or not you use batches (see “Working with Transaction Batches in Accounts Payable” on page 54).

You can use Crystal Reports® to add fields to this report. Refer to your Crystal Reports documentation for instructions.

Check the report carefully. Once you post transactions, it is much more time consuming to correct any errors.

To print an Edit Report:

1. In Accounts Payable, select **Bill Tasks** > **Preview Bills before Posting** from the left navigation pane.
   - or -
   Select the **Print Edit** button in the **AP Enter Bills** window.
2. If you use batch processing, select a batch or create a new one.
3. Use the fields in the window to specify the transactions to include in the report.
4. Select **OK** to print the report.



AP Enter Bills Edit Report
All Books Surplus (ALLBOO)
10/16/2012 12:05:33 PM **Batch: AAAAAE** **Page 1**

Tr. # / PO Number / GL Date	Vendor	Inv Date / Immediate	Paid Out / GL Account	Immediate	Credit Card Vendor / Check # / Credit Card	CC Reference #	Due Date	Discount Date / Payment Date	Bank Code	Invoice # / Discount / Total Invoice
1	JOY'S UNIQUE BOOK SUPPLIES / Joy Gepner									1254
		10/16/2012	N	N			10/16/2012	11/15/2012	BA	$0.00
10/16/2012					N					$50.00

Line / Type / Inv/Alloc Desc / GL Expense Account / 1099 Type	Desc/Inv Stock/Alloc	Stock Location	Quantity Bought / Serial Number / GL Prepaid Account	Cost Per Unit / Discount	Line Extension / Discount Amt / Exp Date
1 Direct Expense			5.0000	$10.0000	$50.0000
		MAIN		Y	$0.00
6200000					
Non 1099 Payments					

2	NOVEL ANTIQUES / Daniel Burt									SAS54
		10/16/2012	N	N			10/16/2012	10/16/2012	BA	5.0000 %
10/16/2012					N					$30.00

Line / Type / Inv/Alloc Desc / GL Expense Account / 1099 Type	Desc/Inv Stock/Alloc	Stock Location	Quantity Bought / Serial Number / GL Prepaid Account	Cost Per Unit / Discount	Line Extension / Discount Amt / Exp Date
1 Direct Expense			2.0000	$15.0000	$30.0000
		MAIN		Y	$1.50

Figure 59: *AP Enter Bills Edit Report window*

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

Correcting a Bill

After you review the edit report, you have the opportunity to correct any errors you find. If you need to delete a bill, refer to “Deleting Bills” on page 72 for specific information.

To correct a bill:

1. In Accounts Payable, select **Bill Tasks** > **Enter Bills** from the left navigation pane.
2. Use the **Find** button or arrow keys to select the bill you want to correct.
3. Click the **Edit** button.
4. Make the necessary corrections and then select **Save**.

Deleting Bills

You can void transactions individually or void an entire batch. Refer to the following sections for more information on both of these options. You cannot delete a bill once it has been posted.

Deleting Individual Bills

There will be times when you need to void a bill individually instead of clearing the entire batch of transactions. You can use the **AP Enter Bills** window to do this.

To void a bill:

1. In Accounts Payable, select **Bill Tasks** > **Enter Bills** from the left navigation pane.
2. Use the **Find** button or arrow keys to select the bill you want to void.
3. Click the **Edit** button; it will change to read **Del**.
4. Click the **Del** button to delete this bill.
5. A message will appear to verify that you want to delete the bill; select **Yes** to delete, or **No** to exit this window.
   You can repeat this process until you delete all the bills with an error. If you want to delete an entire batch of bills instead of doing so one at a time, see “Deleting All the Bills in a Batch” on page 72.

Deleting All the Bills in a Batch

If you want to clear all the bills you entered in a specific unposted batch and start again, select **Bills Tasks** > **Clear Vendor Bills from a Batch** from the left navigation pane. This deletes all the transaction records that are unposted for the specific batch.

If you want to delete an individual bill instead of the entire batch, see “Deleting Individual Bills” on page 72.

Sending Email Alerts

You can send emails to let select employees know that a batch is ready for processing.

To send an email alert:

1. Select **Bill Tasks** > **Send Internal Control Alerts** from the left navigation pane. The **AP Select Batch** window will open.
2. From the drop-down, select the batch you want to send an alert for. The **Send Internal Control Alerts** window will open.

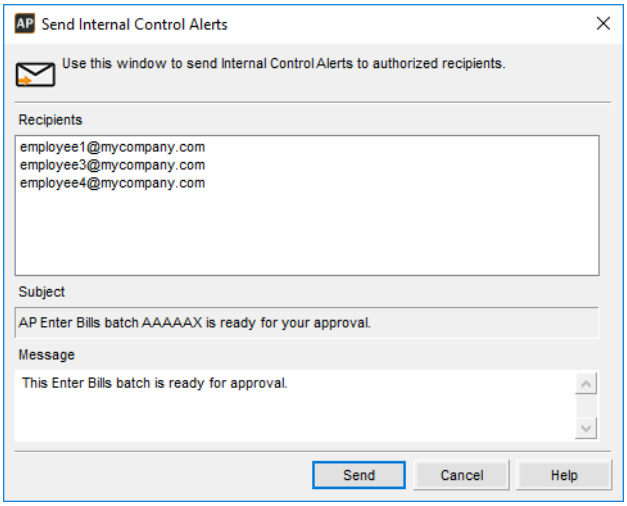


Figure 60: *Send Internal Control Alerts window - Enter Bills*

The alert email will be sent to all the addresses listed in the **Recipients** list box. You can only edit these addresses in the Manage Internal Control Alerts window (see “Managing Alert Email Addresses” on page 31 for information about adding email addresses).

The subject of the email includes the batch that is ready for processing.

3 Add the body text of your email in the **Message** text box.

4 Click **Send** to send the email. It will be sent from the email account set up in Controller.

Posting Bills

After you print the edit report and make any necessary corrections, you are ready to post bills. These can include any imported transactions, as well as individually entered transactions contained in a single batch.

NOTE: *It might be beneficial to have all users exit modules affected by posting before you post. This can help prevent data corruption.*

To post bills:

1 In Accounts Payable, select **Bill Tasks** > **Post Bills** from the left navigation pane.

2 Select **OK** to post.

The posting process first validates all of the information to ensure it meets the posting requirements. The information is written to the file and the posting/audit reports print and show each vendor entry as well as the General Ledger accounts used. The open transactions are cleared and the system automatically deletes (multi-batch mode) or empties (single-batch mode) the batch.

As Accounts Payable validates posting, it sometimes finds problems that you must resolve before you post the transactions. When this occurs, a Posting Error Report is generated that tells you what is wrong. The report references the transaction number and the problem.

If any immediate checks have not yet been printed, the system displays a detailed list of the unprinted checks. You can use the list as a reference to decide if you want to print the checks before you post.

Correcting Posting Report Errors

Ideally, you will find and correct errors before you post; however, if you receive a Posting Error Report, follow these instructions to correct the errors.

When a posting error occurs:

1. Select **Bill Tasks** > **Enter Bills** from the left navigation pane.
2. Click **Find** or use the arrow keys to select the transaction number referenced in the report.
3. Correct the errors indicated in the Posting Error Report. If it is not apparent what the problem is, try the following solutions:
   - If the error is for an invalid account number, perform a lookup on the field to ensure the account number exists.
   - If the error is for a missing check number, enter the check number.

Printing the Posting Reports

When posting is complete, a Posting Audit Report prints for each module affected by the transactions. The printer the reports print to depends on the preferences you specified on the **Print Options** tab of the **AP Module Preferences** window.

The Posting Audit Reports shows you exactly how posting affected each module and includes the batch number and user ID for each transaction to help you track transactions back to the person who entered them.

For additional information on printing reports, see “Accounts Payable Reports” on page 109.

Adjusting Posted Invoice Information

You can change the discount and due date information on a posted invoice that has a remaining amount greater than zero. To adjust posted item information, select **Resources and Tools** > **Adjust the Due Date for a Posted Item** from the left navigation pane in Accounts Payable. You can update the **PO#/ Description**, **Due Date**, **Discount Date**, and **Discount** columns on the **Detail** tab of the **AP Adjust Posted Item Due Date** window. You can also edit the bill’s notes. You can view all the other information about the transaction, but you cannot edit it.

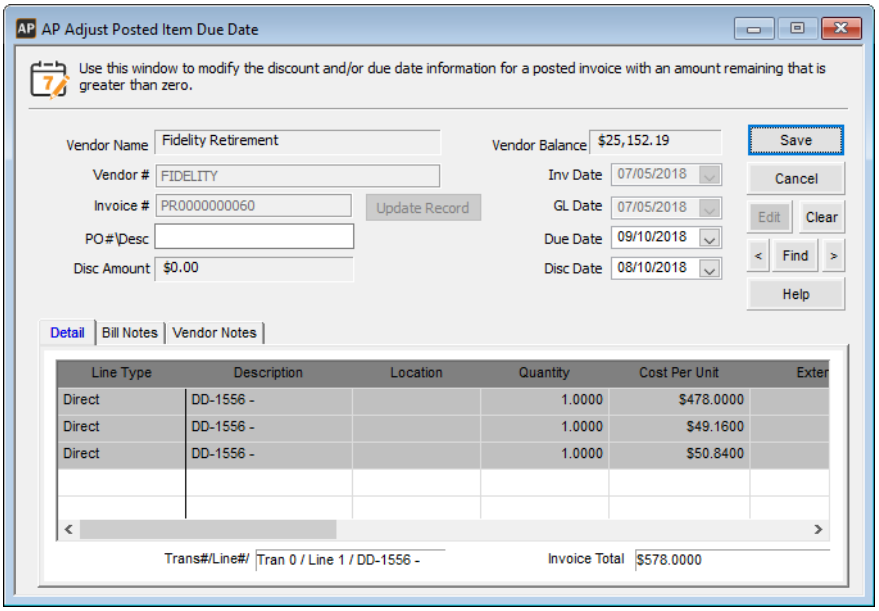


Figure 61: *AP Adjust Posted Item Due Date window*

Viewing the Results of Posted Bill Transactions

After you post, you can check the status of your bill transactions in the affected modules. Select the **Statistics**, **Aging**, or **History** tabs in the **AP Vendors** window to view the posted transaction information. To view an AP History Report for a specific transaction, select the **History** tab and double-click or press ENTER on the highlighted transaction you want to view.

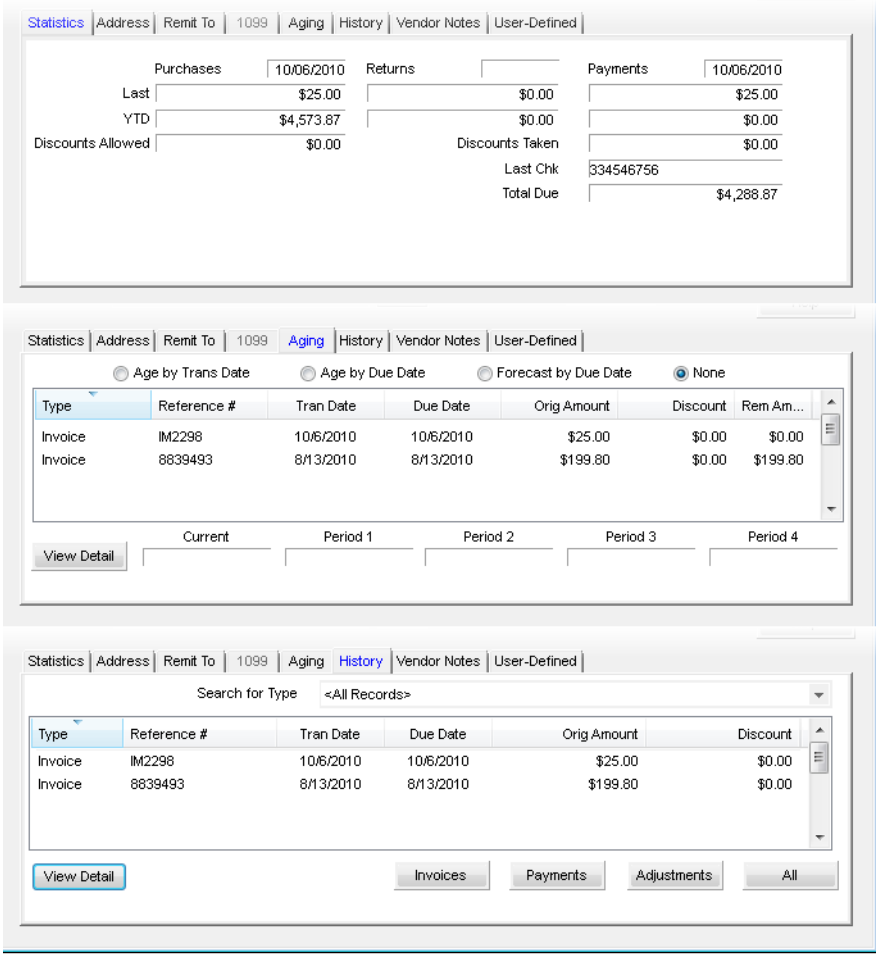


Figure 62: *Status of posted transactions on different tabs of the AP Vendors window*

If you integrated Accounts Payable to General Ledger, you can also check the **Detailed History** tab in the **GL Accounts** window to see how the transactions impacted General Ledger accounts.

To view how the transaction affects General Ledger:

1. In General Ledger module, select **Chart of Accounts** > **Add / Change Accounts** from the left navigation pane.
2. Select the account that contains the transaction you want to view.
3. Click on the **Detailed History** tab.

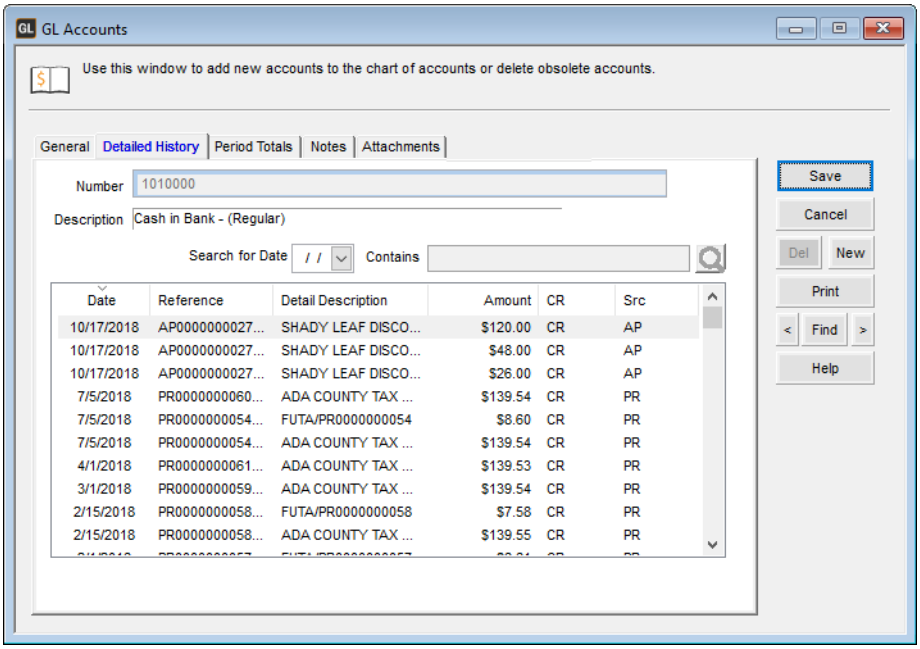


Figure 63: *GL Accounts window, Detailed History tab*

4 You can double-click on a transaction to view the Posting Report.

Troubleshooting: Entering Bills in Accounts Payable

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I discovered some bills that were not entered on time. Can I enter the bills with a transaction date different than today?	You can change the transaction date for a specific batch by selecting **Bill Tasks** > **Change the Session Date** from the left navigation pane. See “Changing the Default Transaction Date” on page 66 for more information about working with dates in Accounts Payable.
I duplicated some of the bills when I entered them in the batch. Can I start over?	As long as you have not posted the transaction(s), you can clear them from the batch or clear the batch completely and enter the bills again. If you want to clear all the bills you entered in a specific unposted batch and start again, select **Bill Tasks** > **Clear Vendor Bills from a Batch** from the left navigation pane. See “Deleting Bills” on page 72 for more information about deleting individual bills from the batch.

Chapter

5

Paying Bills in Accounts Payable

Paying Bills

Changing the Default Payment Date

Entering Adjustment Transactions

Reviewing Paid Bills

Sending Email Alerts

Printing Checks

Printing the Check Register

Generating a Positive Pay File

Posting Payments and Adjustments

Troubleshooting: Paying Bills in Accounts Payable

DENALI

One of the purposes of Accounts Payable is to pay bills you receive from your vendors. There are a few different ways you can pay bills. You can make vendor payments via electronic funds transfer (EFT), make payment adjustments, work with credit (debit) memos, and make other payment transactions to vendor accounts. You can also view a list of checks that have not been printed before you post.

Paying Bills

After you enter bills (see “Entering Bills” on page 55), you can either generate payments automatically or individually choose which bills to pay. You can also make adjustments to payments you already entered (see “Entering Adjustment Transactions” on page 85).

Preparing Payments Automatically

You can automatically generate payment transactions based on bills you entered and posted. After you prepare payments for the bills you want to pay, you can go back and make any changes to those transactions before you continue.

If you check the **Import Payments from ArcBill** check box, you can only generate payments that were made in ArcBill. You will need to generate bills that were entered in Denali separately.

When you prepare Denali payments automatically, you can choose to make payments via electronic funds transfer (EFT), by check, or both.

To generate payments automatically:

1 In Accounts Payable, select **Payment Tasks** > **Pay Bills Automatically** from the left navigation pane. The **AP Prepare Payments Automatically** window will open.

If you use batch processing and you aren’t already working in a batch, select a batch or create a new one and click **OK.**

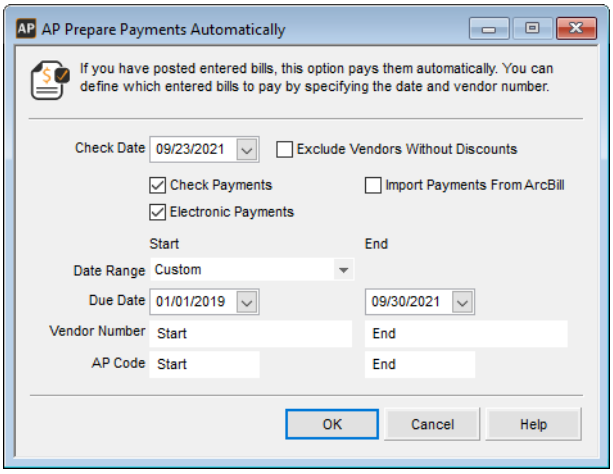


Figure 64: *AP Prepare Payments Automatically window*

2 Select the criteria for the payments you want to create.

3 Select **OK** to generate the transactions.

After the transactions are generated, a message appears that indicates how many payments were generated. You can view and edit them as necessary by using the **AP Adjust/Pay Bills** window.

Preparing Payments Individually

If you do not want the system to automatically generate payment transactions, you can select specific bills you want to pay. Use payment type transactions to pay bills and enter other credit type transactions.

To enter payments individually:

1 In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane.
If you use batch processing and you aren't already working in a batch, select a batch or create a new one and click **OK**.

The **AP Adjust/Pay Bills** window will open.

2 Select *Payment* or *Payment - Credit Card* from the **Transaction Type** drop-down menu.

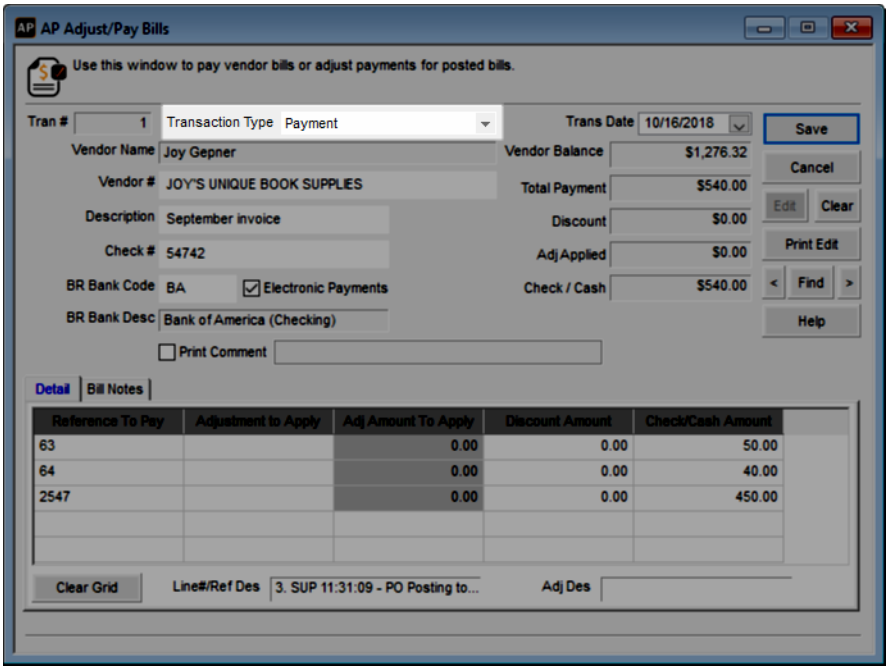


Figure 65: *AP Adjust/Pay Bills window, Transaction Type drop-down*

3 In the **Vendor #** field, enter or select from the Lookup the vendor for whom you will enter this payment.

4 Enter the check number or credit card information and a GL Cash Account (if not integrated to Bank Reconciliation).

5 Complete the detail line item grid by entering the applicable information in each column. If you need to apply more than one adjustment to this invoice, see "Applying Multiple Adjustments to an Invoice" on page 91 to finish the process.

6 Select **Save** to save the transaction.

Adding Comments to Payments

You can add a comment to a payment or unapplied payment, which will appear under the payee name and address on the check. This could be a comment about one of the invoices being paid by check or anything else you want to include.

To add a comment to this payment:

1. In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane.
2. Select the **Print Comment** check box.

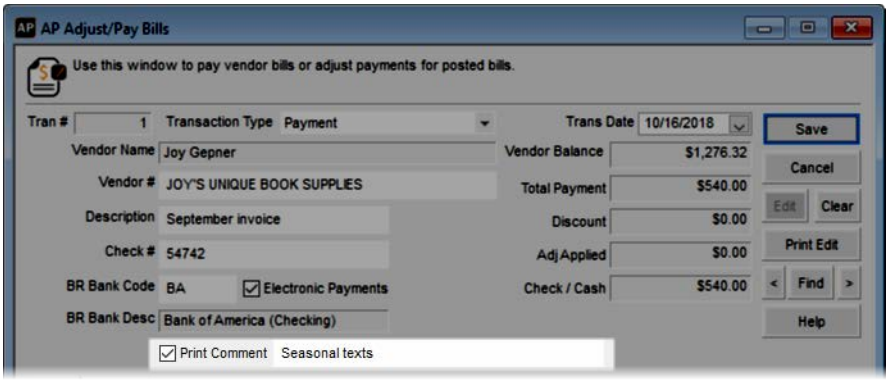


Figure 66: *AP Adjust/Pay Bills window, print comment*

3. In the field that appears after the **Print Comment** check box, enter your comment.

Adding or Viewing Notes About This Bill

You can keep track of reference information by entering it on the **Bill Notes** tab in the **AP Adjust/Pay Bills** window. This enables you to track specific information about the bill. For example, you could note a conversation with a vendor about an error in the bill you received.

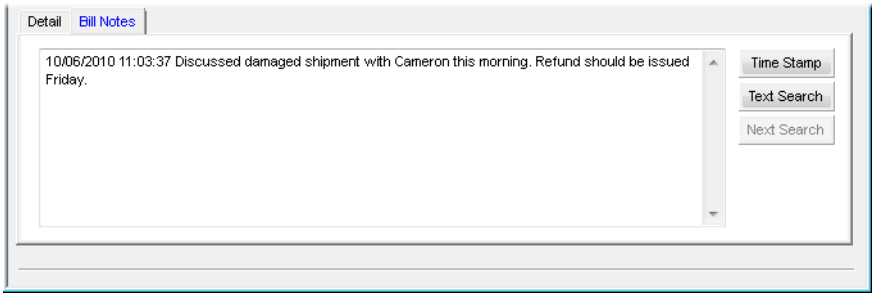


Figure 67: *AP Adjust/Pay Bills window, Bill Notes tab*

Select the **Time Stamp** button to record exactly when you added the note. Use the **Text Search** and **Next Search** buttons to search for specific words or dates in the notepad. An asterisk appears on the title of the tab to notify you of notes already recorded for this bill.

Setting Up Unapplied Payments

If you receive a refund or a credit from a vendor, or if you make a payment to a vendor that doesn't apply to a specific bill, you can enter the amount as an unapplied payment transaction type in the **AP Adjust/ Pay Bills** window. After you post the unapplied payment, you can later apply that payment to a specific invoice.

To make an unapplied payment:

1. In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane. The **AP Adjust/Pay Bills** window will open.
2. Select *Unapplied Payment* from the **Transaction Type** drop-down.

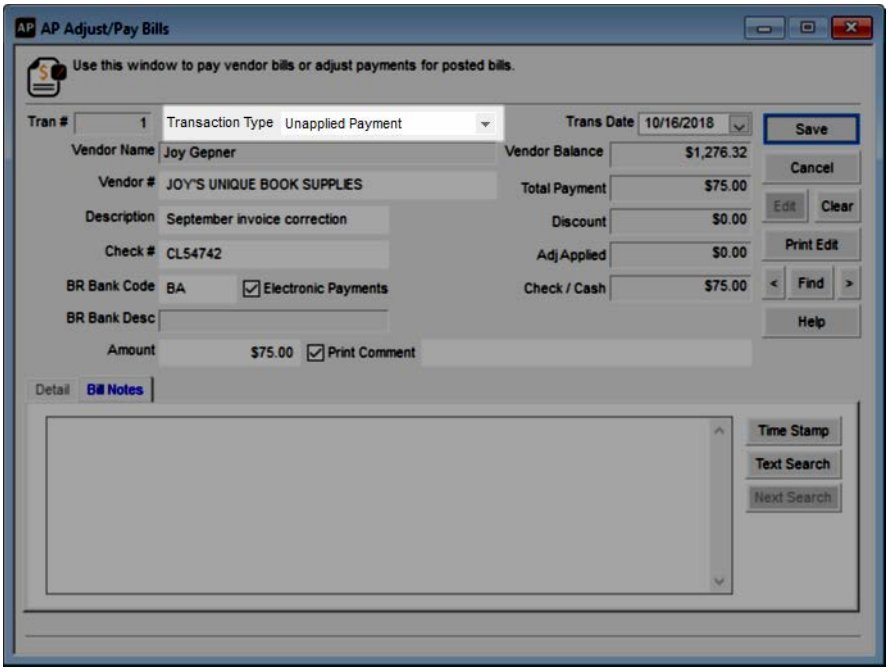


Figure 68: *AP Adjust/Pay Bills window, Transaction Type drop-down*

3. In the **Vendor #** field, enter the vendor you want to pay or select the vendor from the Lookup.
4. Enter a check number and a GL Cash Account (if not integrated to Bank Reconciliation).
5. Enter the payment amount in the **Amount** field.
6. Save the transaction.

Applying Unapplied Payments to an Invoice

After you enter and post an unapplied payment transaction in the **AP Adjust/Pay Bills** window, you can apply that payment to a specific invoice.

To apply an unapplied payment to an invoice:

1. In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane. The **AP Adjust/Pay Bills** window will open.
2. Select *Payment* from the **Transaction Type** drop-down.
3. In the **Vendor #** field, enter or select from the Lookup the vendor to whom you will apply this payment.

4 Enter a check number and a GL Cash Account (if not integrated to Bank Reconciliation).

5 In the **Reference To Pay** field of the detail grid, use the Lookup to select the invoice to which you want to apply this payment.

6 Open the Lookup from the **Adjustment to Apply** field and select the unapplied payment you want to apply to this invoice. Unapplied payments appear as *Un Payment* in the **Tran Type** column of the Lookup. The unapplied payment will only appear after you post it.

7 In the **Adj Amount To Apply** field, enter the amount of the unapplied payment you want to apply to this invoice.

8 Save the transaction.

Unapplied payments appear in the **Type** column of the **Aging** and **History** tabs in the **AP Vendors** window and on all reports that show transaction types.

Making Electronic Payments

You can make payments to a vendor via Electronic Funds Transfer (EFT). An EFT payment electronically transfers funds from one bank account to another in an encrypted format. Charges are made automatically through the Federal Reserve's Automated Clearing House (ACH). See "Setting Up Your Electronic Funds Transfer Option" on page 22.

To make electronic payments:

1 In the **AP Adjust/Pay Bills** window, select the **Electronic Payments** check box. This check box is only available for vendors who have EFT set up.

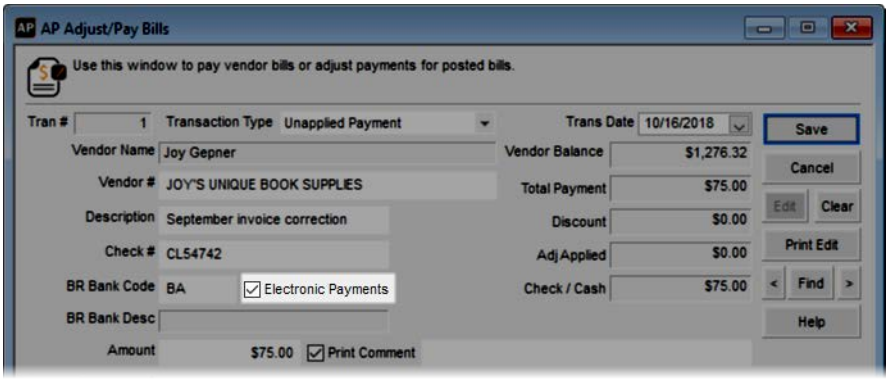


Figure 69: *AP Adjust/Pay Bills window, Electronic Payments check box*

If Accounts Payable is integrated to Bank Reconciliation, the EFT Account Code that was set up for the bank account will automatically be used. If Accounts Payable is not integrated to Bank Reconciliation, the EFT Account Code defaults to the code entered for the vendor on the **Remit To** tab of the **AP Vendors** window.

2 Continue to enter this payment according to the steps in "Preparing Payments Individually" on page 81.

3 Once you are finished, you can generate the payment. When you generate payments, the data is exported to a text file that will be imported by your EFT software. Generate the EFT output file by using the **Generate File for Electronic Transfer** option on the **Bill Tasks** menu or the **Payment Tasks** menu. See "Generating the EFT Output File" on page 60 for steps on completing this task.

Changing the Default Payment Date

If you would like the default transaction date to be different than the system date (perhaps you are paying bills that won't be mailed until next week) select **Change the Session Date** from the **Payment Tasks** menu and enter the preferred date. All default dates for bill payments during this session and on this workstation will reflect this alternate date until you either change it or close the module and open it again.

Entering Adjustment Transactions

There might be times when you need to make adjustments to the transactions you entered. For example, if you need to make a payment correction or balance adjustment.

Payment corrections are used to reverse a liability, correct a vendor balance, or record vendor debit or credit memos. You might also need to void a check or correct an electronic payment. This section addresses the adjustments you can make using the **AP Adjust/Pay Bills** window.

Reversing a Liability (Decreasing the Vendor Balance)

There might be times when you need to decrease a vendor balance. For example, if you made a payment to a vendor or need to make an adjustment to an incorrect balance.

To decrease your vendor balance:

1 In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane.
If you use batch processing, select an active batch or create a new one.

The **AP Adjust/Pay Bills** window will open.

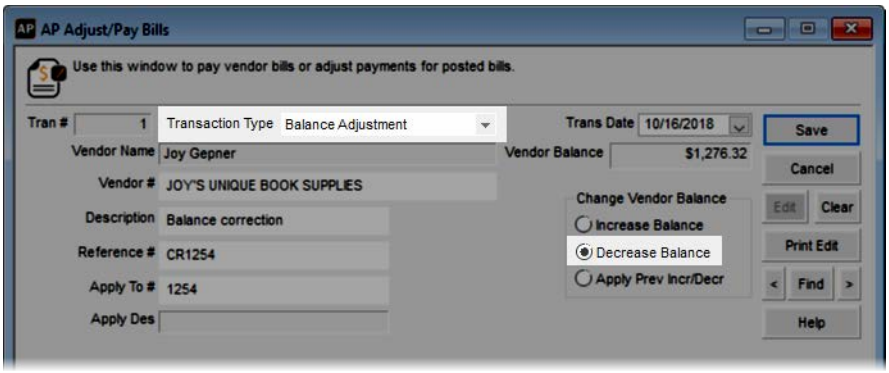


Figure 70: *AP Adjust/Pay Bills window, decrease balance*

2 Select *Balance Adjustment* from the **Transaction Type** drop-down and enter the vendor information for this payment.

3 In the **Vendor #** field, type the vendor whose balance you want to decrease or use the Lookup to select them.

4 Select the **Decrease Balance** radio button in the **Change Vendor Balance** section of the window.

5 Complete the detail item grid for this payment by entering the GL Account and the amount to be applied.

The GL Account # you enter here is the opposing General Ledger account that will be affected by this transaction, not the liability account.

6 Select the **Apply** check box if the adjustment should be applied to the specified account.

7 Select **Save** to save the transaction.

If you want to add a comment to the payment or enter reference notes, refer to “Adding Comments to Payments” on page 82 and “Adding or Viewing Notes About This Bill” on page 82.

Adjusting a Vendor Balance (Increasing the Vendor Balance)

There might be times when you need to increase your vendor balance. For example, if you recently purchased inventory from a vendor or need to make an adjustment.

To increase your vendor balance:

1 In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane. The **AP Adjust/Pay Bills** window will open.

2 In the **Vendor #** field, type the vendor whose balance you want to increase or use the Lookup to select them.

3 Select *Balance Adjustment* from the **Transaction Type** drop-down and enter the vendor information for this payment.

4 Select the **Increase Balance** radio button from the **Change Vendor Balance** section of the window.

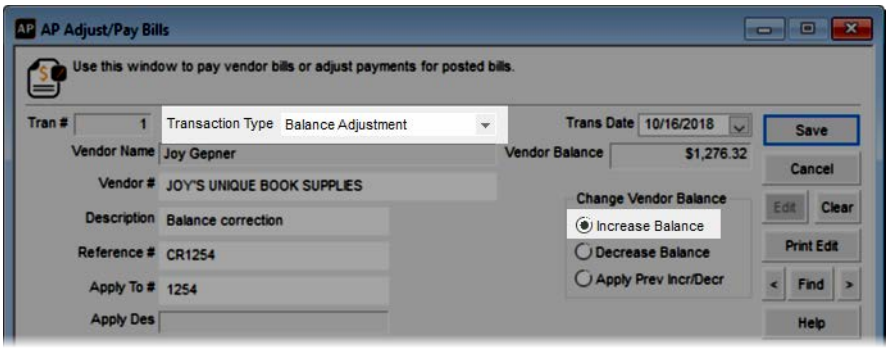


Figure 71: *AP Adjust/Pay Bills window, increase balance*

5 Complete the detail item grid for this payment by entering the GL Account and the amount to be applied.
The GL Account # you enter here is the opposing General Ledger account that will be affected by this transaction, not the liability account.

6 Select the **Apply** check box if the adjustment should be applied to the specified account.

7 Select **Save** to save the transaction.

Applying a Previous Adjustment (Increase or Decrease)

After you enter an increase or decrease adjustment to a payment and post it, you can apply it.

To apply a previous adjustment:

1 In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane. The **AP Adjust/Pay Bills** window will open.

2 In the **Vendor #** field, type the vendor whose balance you want to adjust or use the Lookup to select them.

3 Select *Balance Adjustment* from the **Transaction Type** drop-down list.

4 Select the **Apply Prev Incr/Decr** radio button in the **Change Vendor Balance** section of the window.

5 Select a reference number for this transaction from the **Reference #** field.

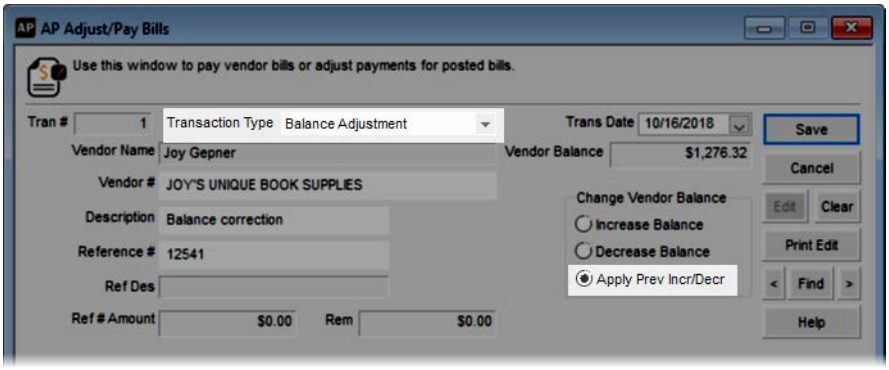


Figure 72: *AP Adjust/Pay Bills window, apply previous adjustment*

6 In the **Reference To Pay** column, enter the transaction to which you want to apply the previously unapplied adjustment.

7 Enter the amount to be applied in the **Check/Cash Amount** column.

8 Select **Save** to save the transaction.

Correcting or Deleting Unposted Payments

If you find you need to delete or correct an unposted payment, you can do so in the **AP Adjust/Pay Bills** window. If you need to void a posted payment, see “Voiding Posted Payments” on page 88.

To correct or delete an unposted payment:

1 In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane.
If you use batch processing, select an active batch or create a new one.

The **AP Adjust/Pay Bills** window will open.

2 Use the **Find** button or arrow keys to select the transaction you want to correct.

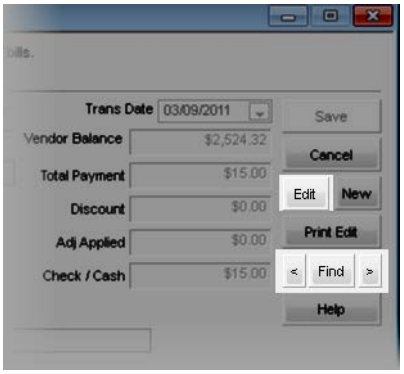


Figure 73: *AP Adjust/Pay Bills window, edit transactions*

3 Select the **Edit** button.

4 Make any necessary changes to the transaction.
-or-

If you want to delete this transaction, select the **Del** button.

5 If you made corrections to the transaction, select **Save**.

Voiding Posted Payments

If you need to void a posted check, EFT payment, or credit card transaction, you can do so in the **AP Adjust/Pay Bills** window.

If you need to adjust a vendor balance because of an incorrect payment amount, you will need to perform a balance adjustment. To increase your vendor balance, see “Adjusting a Vendor Balance (Increasing the Vendor Balance)” on page 86. If you need to decrease your balance because of an error in a payment, for instance because of a short pay, you would enter a new payment (see “Preparing Payments Individually” on page 81).

Voiding Checks and EFT Transactions

If you need to void an EFT payment or check, you can do so in the **AP Adjust/Pay Bills** window. You can also create Payment Correction transactions for any payments returned by your EFT software. Because payment corrections reverse the payment transaction, the liability to the vendor will be reinstated.

When you make a payment correction, the GL Cash Account/BR Bank Account is debited and the AP Expense Account is credited for that amount.

To void a posted payment:

1 In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane.
If you use batch processing, select an active batch or create a new one.

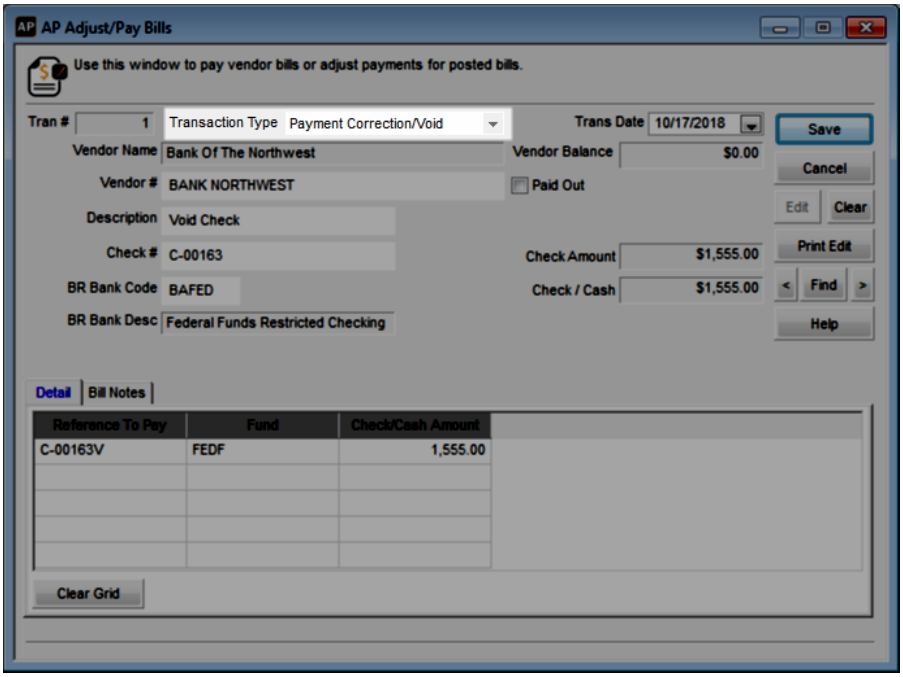


Figure 74: *AP Adjust/Pay Bills window, payment correction*

2 Select *Payment Correction/Void* from the **Transaction Type** drop-down list.

3 Enter the vendor and payment information for this transaction.
You can use the Lookup to find the check number.

4 If Accounts Payable is integrated to Bank Reconciliation, by default, the BR Bank Account specified on the AP Code for the selected vendor appears in the **BR Bank Code** field. You can change the Bank Account Code for this transaction if necessary. You might need to change the Code if there is a different bank account specified on the vendor's AP Code since you entered the original transaction.
If Accounts Payable is not integrated to Bank Reconciliation, but is integrated to General Ledger, enter the GL Cash Account you want to post this adjustment to in the GL Cash Account field.

5 In the detail grid, enter the reference to be reflected in future lookups in the **Reference To Pay** field or use the Lookup to select the reference for this correction.

6 Select the Fund affected by the original payment.

7 Enter the amount you want to void in the **Check/Cash Amount** column.

8 Select **Save** to save this transaction.

Voiding Credit Card Transactions

There might be times when you need to void a posted credit card transaction. You can do this through the **AP Adjust/Pay Bills** window. If you need to void a check or an electronic payment, see "Voiding Posted Payments" on page 88 for more information.

To void a posted credit card transaction:

1 In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane.
If you use batch processing, select an active batch or create a new one.

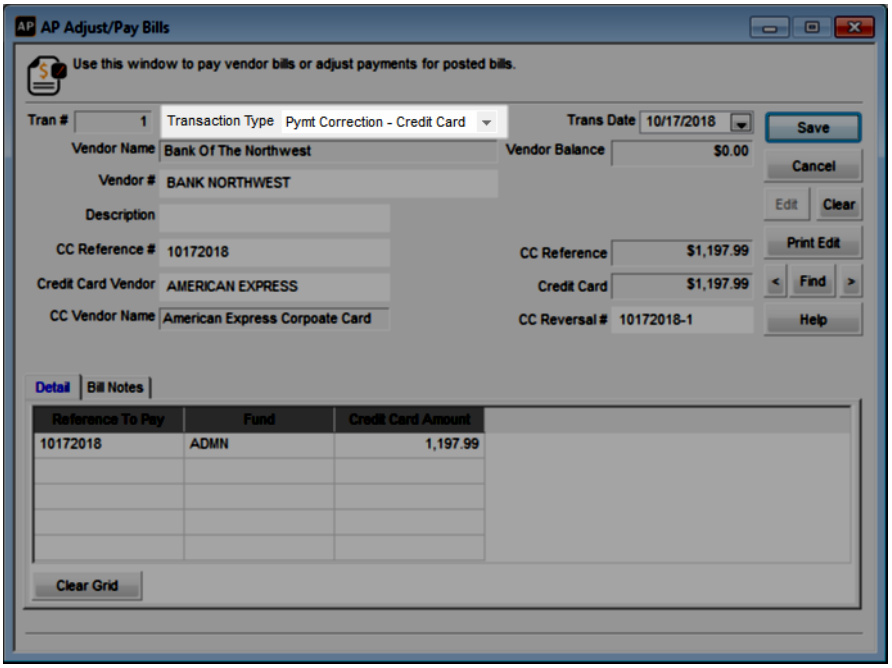


Figure 75: *AP Adjust Pay Bills window, credit card payment correction*

2 Select *Pymt Correction - Credit Card* from the **Transaction Type** drop-down list.

3 Enter the vendor and payment information for this transaction. You can use the Lookups to find the credit card reference number and credit card vendor.

4 In the detail grid, enter the reference to be reflected in future lookups for this correction. If you need to look up this transaction for payment in the future, you will look it up by the entry in the **Reference To Pay** box.

5 Select the fund affected by the original payment.

6 Enter the full amount of the original transaction.

7 Select **Save** to save this transaction.

Voiding a Paid Out Transaction

If you need to void a posted immediate check that was entered as a paid out transaction, you can do so in the **AP Adjust/Pay Bills** window.

To void posted paid out transactions:

1 In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane.
If you use batch processing, select an active batch or create a new one.

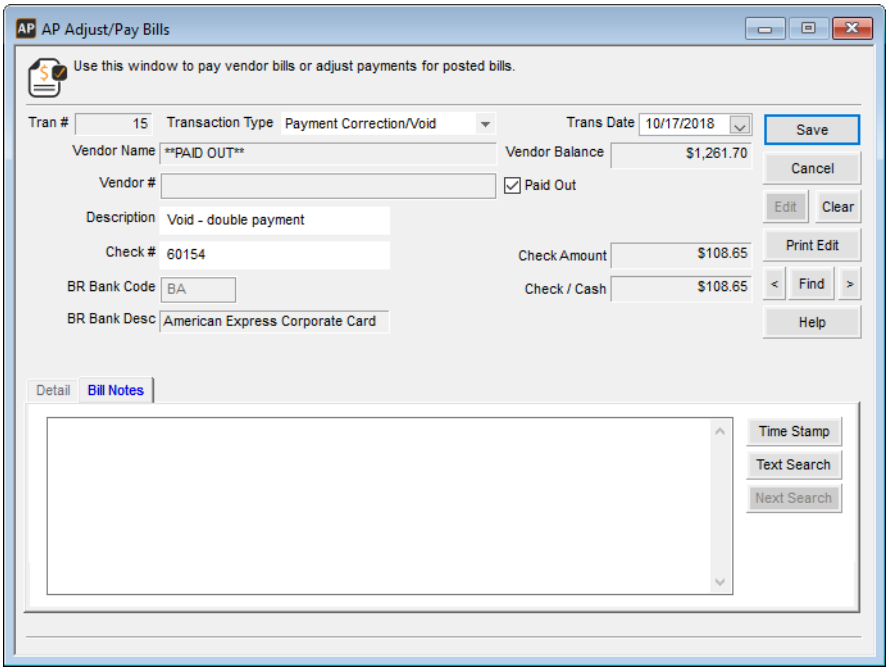


Figure 76: *AP Adjust/Pay Bills window, paid out transaction*

2 Select *Payment Correction/Void* from the **Transaction Type** drop-down.

3 Select the **Paid Out** check box.
The **Vendor Name** field autofills with ***Paid Out***.

4 In the **Check #** field, enter the check number or use the Lookup to select the check you want to void.
The **Check Amount** and **Check/Cash** fields will autofill with the original transaction amount.

5 Select **Save** to save this transaction.

Applying Multiple Adjustments to an Invoice

If you have more than one adjustment to apply to a single invoice, you can add as many as necessary in the detail grid.

To enter multiple adjustments to a single invoice:

1 In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane.
If you use batch processing, select an active batch or create a new one.

The **AP Adjust/Pay Bills** window opens.

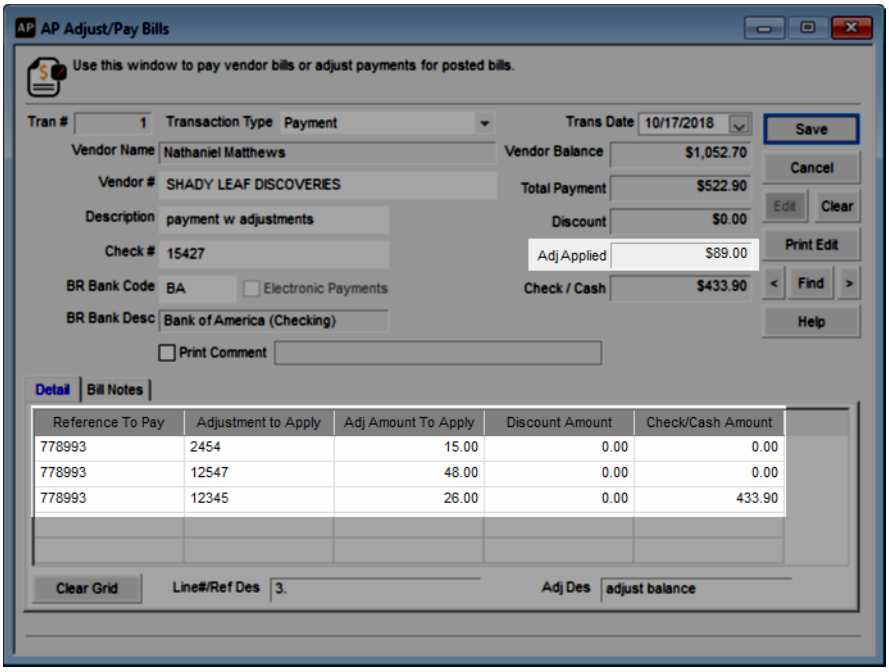


Figure 77: *AP Adjust/Pay Bills window, multiple adjustments*

2 Enter the transaction information according to the instructions in “Preparing Payments Individually” on page 81.
For detailed information about the options in this window, select the **Help** button in the software window.

3 In the first line of the detail grid, select the reference to pay and the first adjustment to apply.

4 Change the total in the **Check/Cash Amount** column field to zero.

5 On the next line in the **Reference To Pay** column, select the same invoice.

6 On this same line, select the second adjustment to apply to the invoice.
The **Adj Applied** box above the detail grid will show the total of all adjustments applied. You can apply as many adjustments as necessary by entering a zero in the **Check/Cash Amount** column field in each row except for the last line in which the invoice is selected.

7 When you finish entering all the adjustments you want to apply to this invoice, select **Save**.

Deleting Payment/Adjustment Transactions

If you need to delete a payment or adjustment transaction before you post, Denali allows you to either delete a transaction individually, or if there are several transactions you need to delete, you can clear an entire batch of transactions and start over. See either “Deleting Individual Payments/Transactions” on page 92 or “Deleting All Payments/Transactions in a Batch” on page 93 depending on your needs.

Deleting Individual Payments/Transactions

If you have an error in a payment or adjustment and you want to delete it individually from the batch, you can do so in the **AP Adjust/Pay Bills** window.

To delete an individual payment:

1 In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane.

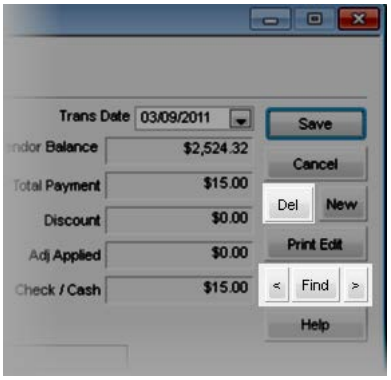


Figure 78: *AP Adjust/Pay Bills window, delete transactions*

2 Use the **Find** button or arrows to search for the payment/adjustment you want to delete.

3 Click the **Edit** button and it will change to read **Del**.

4 Click this button again to delete this transaction.

5 Select **Yes** in the message that appears to delete the transaction.

Deleting All Payments/Transactions in a Batch

We recommend that you always print and check the Edit Report before you use this feature to verify that you will not clear the wrong transactions (see “Printing the Payment and Adjustment Edit Report” on page 94).

If you want to clear all the payments or adjustments you entered in a batch and start again, select **Payment Tasks** > **Clear Payments/Adjustments from a Batch** from the Accounts Payable left navigation pane. This process deletes all unposted transaction records in the specific batch.

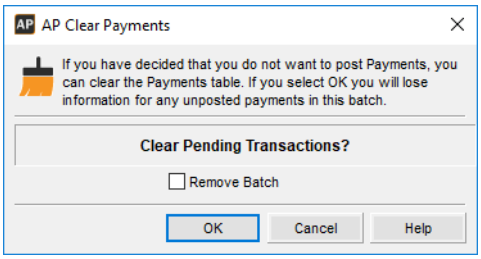


Figure 79: *AP Clear Payments window*

To remove the batch along with the transaction records (multi-batch only), select the **Remove Batch** check box.

Reviewing Paid Bills

We recommend that you review your payments and adjustments before you post them. This allows you to correct any errors before you post, which is less time consuming than after you post.

Printing the Payment and Adjustment Edit Report

After you enter all your payments and adjustments, review the transactions to ensure their accuracy before you post. You can then make any modifications and post accurate information.

To print the Edit Report:

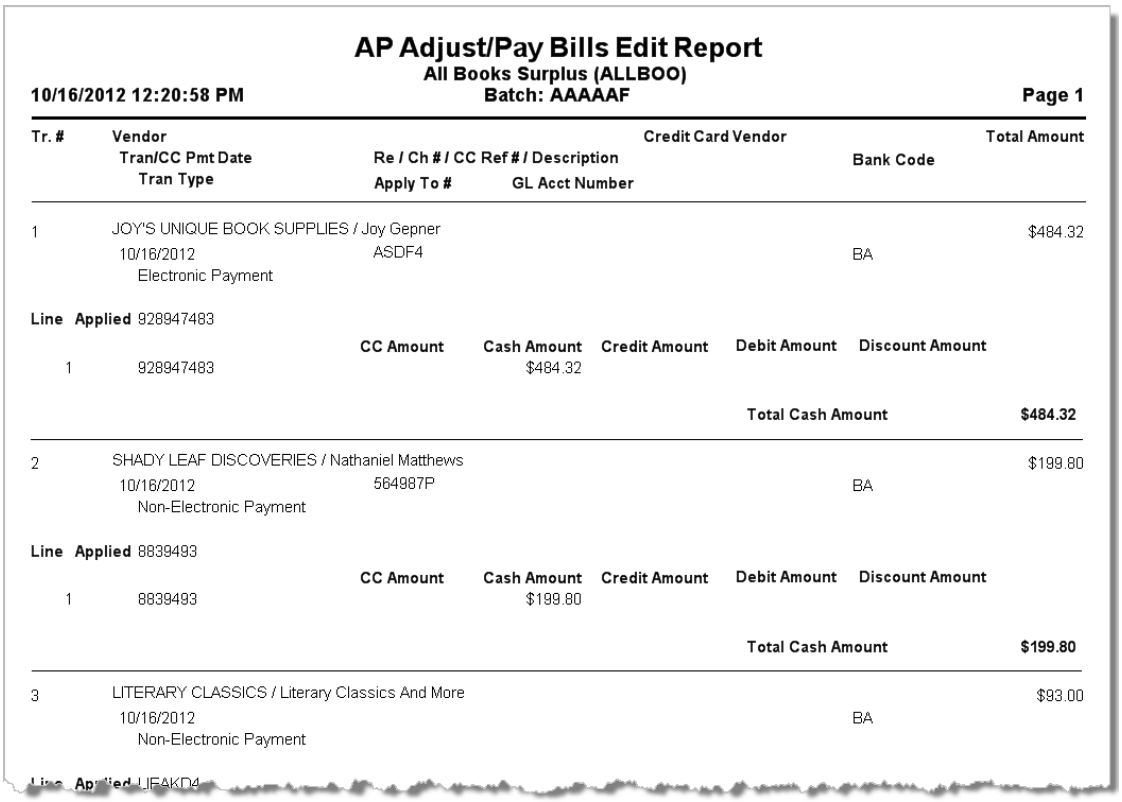
1. In Accounts Payable, select **Payment Tasks** > **Preview Payments before Posting** from the left navigation pane.

   - or -

   Select the **Print Edit** button in the **AP Adjust/Pay Bills** window.

   The **AP Adjust/Pay Bills Edit Report** window opens.

2. Select the report type and the transaction number range.
3. Select **OK** to print the report.



AP Adjust/Pay Bills Edit Report
All Books Surplus (ALLBOO)
10/16/2012 12:20:58 PM **Batch: AAAAAF** **Page 1**

Tr. #	Vendor / Tran/CC Pmt Date / Tran Type	Re / Ch # / CC Ref # / Description / Apply To # / GL Acct Number	Credit Card Vendor / Bank Code	Total Amount
1	JOY'S UNIQUE BOOK SUPPLIES / Joy Gepner 10/16/2012 Electronic Payment	ASDF4	BA	$484.32
Line	Applied 928947483			
		CC Amount / Cash Amount / Credit Amount / Debit Amount / Discount Amount		
1	928947483	$484.32		
			Total Cash Amount	$484.32
2	SHADY LEAF DISCOVERIES / Nathaniel Matthews 10/16/2012 Non-Electronic Payment	564987P	BA	$199.80
Line	Applied 8839493			
		CC Amount / Cash Amount / Credit Amount / Debit Amount / Discount Amount		
1	8839493	$199.80		
			Total Cash Amount	$199.80
3	LITERARY CLASSICS / Literary Classics And More 10/16/2012 Non-Electronic Payment		BA	$93.00
Line	Applied UEAKD4			

Figure 80: *AP Adjust/Pay Bills Edit Report*

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

Correcting Errors Found on the Edit Report

You can correct any mistakes you find on the Edit Report before you post. Once you correct the errors, we recommend you run the Edit Report again to verify the corrections before you post your transactions.

To correct an error:

1 In Accounts Payable, select **Payment Tasks** > **Adjust / Pay Bills Manually** from the left navigation pane.
If you use batch processing, select an active batch.

The **AP Adjust/Pay Bills Edit Report** window opens.

2 Use the arrow keys or the **Find** button to select the payment that you need to correct.

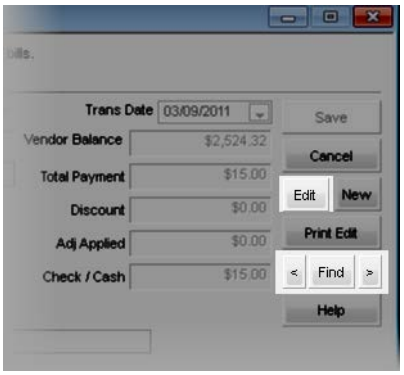


Figure 81: *AP Adjust/Pay Bills window, edit transactions*

3 Select the **Edit** button.

4 Make any necessary modifications.

5 Select **Save** to save the changes.

Sending Email Alerts

You can send emails to let select employees know that a batch is ready for processing.

To send an email alert:

1 Select **Payment Tasks** > **Send Internal Control Alerts** from the left navigation pane. The **AP Select Batch** window will open.

2 From the drop-down, select the batch you want to send an alert for. The **Send Internal Control Alerts** window will open.

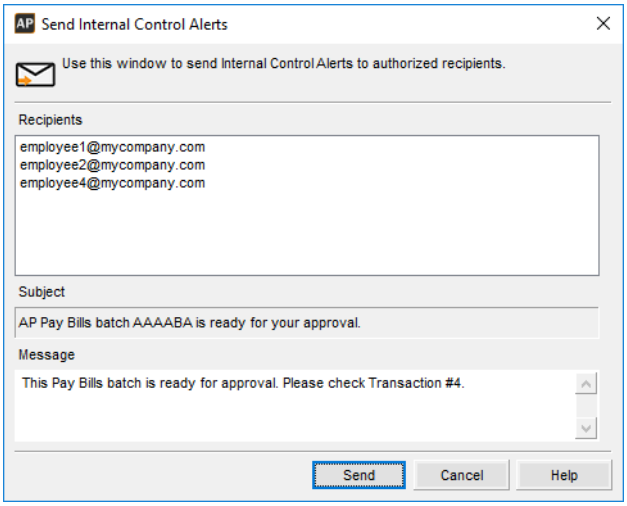


Figure 82: *Send Internal Control Alerts window - Pay Bills*

The alert email will be sent to all the addresses listed in the **Recipients** list box. You can only edit these addresses in the Manage Internal Control Alerts window (see “Managing Alert Email Addresses” on page 31 for information about adding email addresses).

The subject of the email includes the batch that is ready for processing.

3 Add the body text of your email in the **Message** text box.

4 Click **Send** to send the email. It will be sent from the email account set up in Controller.

Printing Checks

Once you enter and edit all of your transactions, you are ready to print checks.

To print checks:

1 In Accounts Payable, select **Payment Tasks** > **Print Checks** from the left navigation pane.
If you use batch processing, select an active batch.

The **AP Print Checks** window will open.

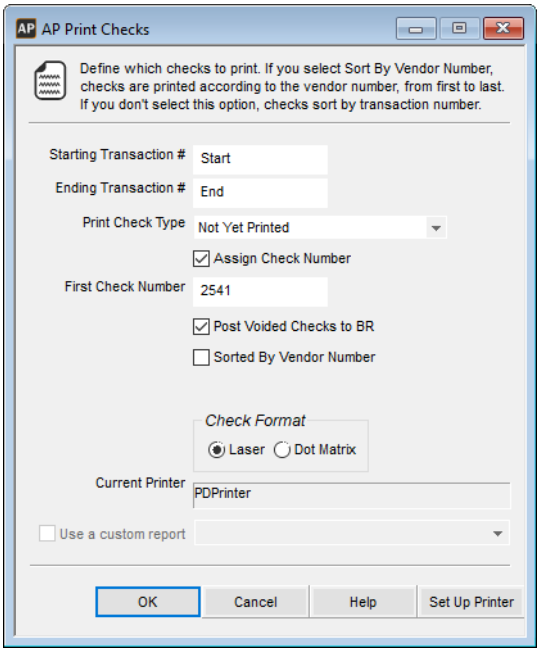


Figure 83: *AP Print Checks window*

2 Select the range of transaction numbers and the types of checks you want to print.

3 If you would like the system to automatically assign the check number, select the **Assign Check Number** check box and enter the first check number.

4 When you print a check for a payment that has more detail lines than will fit on a single check stub, an additional check is printed to accommodate the extra detail lines. The first check is then voided, and the second check is printed for the entire payment amount.
To avoid leaving blank check numbers in your bank register as a result of the voided check, select the **Post Voided Checks to BR** check box. This check box is only available if Accounts Payable is integrated to Bank Reconciliation, and the **Assign Check Number** check box is selected.

5 Enter any remaining information and select **OK**.

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

You can use Crystal Reports® to add fields to the check. Refer to your Crystal Reports documentation for instructions.

Printing the Check Register

The Check Register is a record of issued checks and is only available until you post. Once you post, you will not be able to print the check register. If you need to print the Check Register, in Accounts Payable, select **Payment Tasks** > **Print Check Register** from the left navigation pane.

For more information on Print Options, see “Setting Your Printing Preferences for Accounts Payable” on page 24.

Generating a Positive Pay File

If you use positive pay to verify that checks cashed at the bank match those sent by your business, generate the positive pay file after you finish printing your checks. To use positive pay you must enter your bank information in Module Preferences. See “AP Positive Pay File Formats” on page 131 in the Appendix for bank file format requirements.

To generate the positive pay file:

1 In Accounts Payable, select **Payment Tasks** > **Generate Positive Pay** from the left navigation pane. The **AP Positive Pay** window opens.

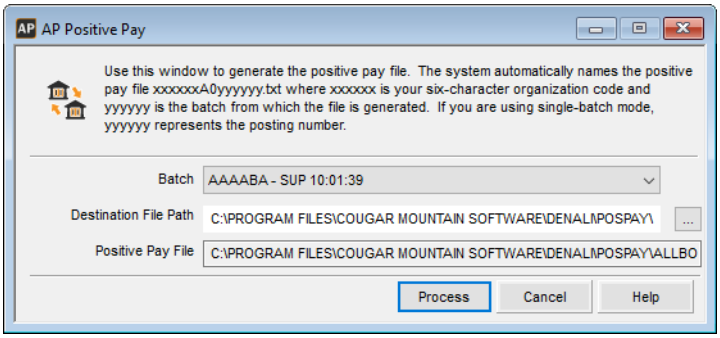


Figure 84: *AP Positive Pay window*

2 From the **Batch** drop-down, select the batch you want to generate the positive pay file from.

3 In the **Destination File Path** field, browse to the folder you want to save the positive pay file in. This field defaults to the *POSPAY* folder in the Denali installation folder.

4 Select the **Process** button.
The positive pay file will be located in the folder you specified. You can then send this file to your bank.

Posting Payments and Adjustments

After you review your Edit Report, make any corrections, and print checks and the check register, you are ready to post the payment and adjustment transactions. Posting updates the vendor files, General Ledger accounts, and Bank Reconciliation files, if Accounts Payable is integrated to those modules.

> ***NOTE:*** *We recommend you have all users exit modules affected by posting before you post. This can help prevent data corruption.*

To post payments, adjustments, and corrections:

1 In Accounts Payable, select **Payment Tasks** > **Post Payments** from the left navigation pane.

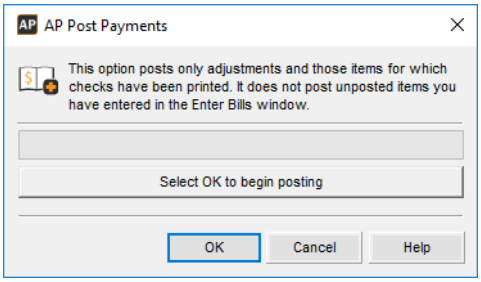


Figure 85: *AP Post Payments window*

2 Select **OK** to post.

The posting process first validates all of the information to ensure it meets the posting criteria. The information is written to the file, and then the posting/audit reports print to show the entries to each file and account. The open transactions are cleared and the system automatically deletes (multi-batch mode) or empties (single-batch mode) the batch.

As Accounts Payable validates transactions, it sometimes finds problems you must resolve before you can post the transactions. When this occurs, a Posting Error Report is generated that tells you exactly what is wrong. The report references the transaction number and the problem (see “Printing the Posting Reports” on page 74).

If any checks have not yet been printed, the system displays a detailed list of the unprinted checks. You can use the list as a reference to decide whether you want to print the checks before you post.

If a posting error occurs, see “Correcting or Deleting Unposted Payments” on page 87 for more information to help you resolve them.

Printing the Posting Reports

When posting is complete, a posting/audit report prints for each module affected by the transactions. The posting/audit reports show you exactly how each module was affected by the posting. The location to which the report(s) prints (printer, screen, or file) depends on the preferences you specified on the **Print Options** tab of the **AP Module Preferences** window.

For additional information on printing reports, see “Accounts Payable Reports” on page 109.

Viewing the Results of Posted Payments and Adjustments

After you post, you can check the status of your payment transactions in the affected modules.

To view the new balance in Accounts Payable:

1 In the Accounts Payable module, select **Vendor Accounts** > **Add / Change Accounts** from the left navigation pane.

2 Select the **Statistics**, **Aging**, or **History** tab to view the posted transaction information.

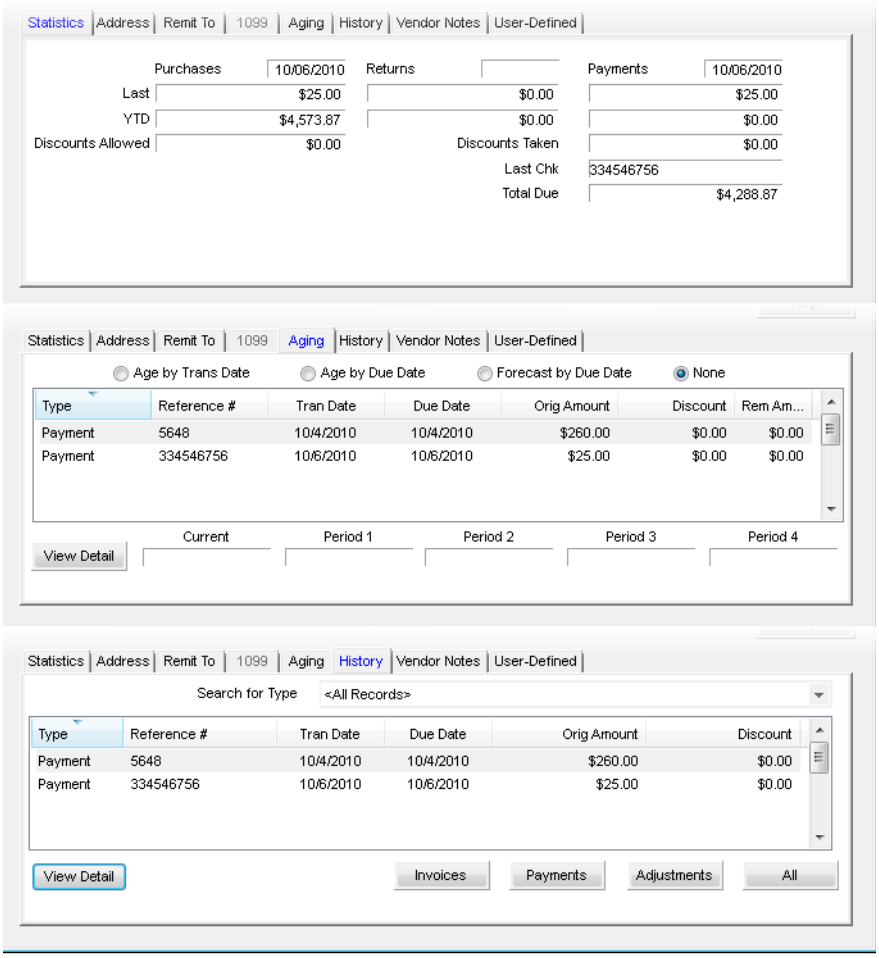


Figure 86: *Posted transaction information on different tabs of the AP Vendors window*

If you integrated Accounts Payable to General Ledger, you can also check the **Detailed History** tab in the **GL Accounts** window in General Ledger for accounts affected by the transactions to see the impact they had on the accounts.

To view how the transaction affects General Ledger:

1. In the General Ledger module, select **Chart of Accounts** > **Add / Change Accounts** from the left navigation pane.
2. In the Number field, enter the GL Account you want to review or use the Lookup feature to select the account.
3. Click on the **Detailed History** tab.

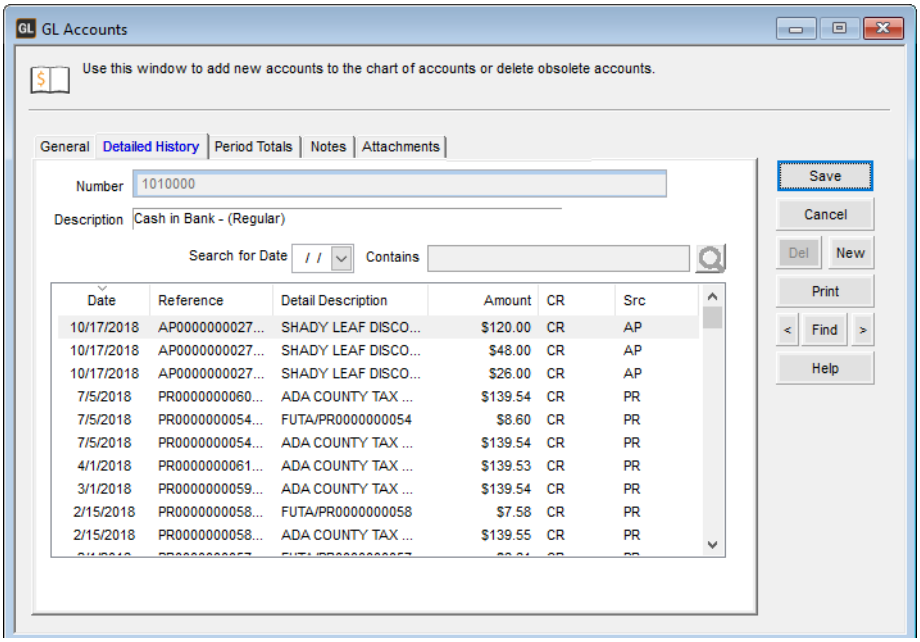


Figure 87: *GL Accounts window, Detailed History tab*

4 You can double-click on a transaction to view the Posting Report.

Troubleshooting: Paying Bills in Accounts Payable

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I want to pay all of the posted bills that I entered earlier this week. Is there a quick way to process the payments?	You can automatically pay previously entered and posted bills by selecting **Payment Tasks** > **Pay Bills Automatically** from the left navigation pane.

Chapter

6

Working with Reports in Accounts Payable

Reporting Overview

Accounts Payable Reports

Troubleshooting: Working with Reports in Accounts Payable

DENALI

This chapter includes basic information to help you print and generate Accounts Payable reports. These reports can help you analyze your business data.

Reporting Overview

Reports and financial statements are the lifeblood of any good accounting system because they provide a snapshot of your business. Reports throughout Denali provide specific business information to help you make the right decisions for your organization.

Denali provides a wealth of reports applicable to the needs of any business. Yet any report is only as good as the information it is reporting. For this reason, it is very important to consider what kind of information you will need on your reports when you set up your accounting system. Once you enter the information into the database, you can retrieve and use the data in a variety of ways in the available reports. You can also sort or filter these reports to show only the information you want to see. You can use Crystal Reports to customize the look of your reports, and in some cases, the data it displays. This chapter contains samples of the reports and financial statements available in Denali.

NOTE: *Depending on how your print options were set up in the Module Preferences window, when you click* ***OK****, a message box might appear to notify you that the report is being processed. Do not close the window until the process is complete; doing so can cause problems in your system.*

Denali Reports Available

When you need specific information on the status of your business, you will need reports and financial statements. All Denali reports fall under one of three categories: financial statements, history reports, and control reports. Each report type serves a specific purpose and understanding each purpose will help make it easier to sort through the report options and determine which reports you need. This section gives an overview of the types of reports and statements available throughout Denali as well as in each different module. Depending on the modules you purchased and installed, options might appear differently or not at all.

Financial Statements

This type of report reflects the status of the business. These reports are used to view profits, losses, revenue/income, and expenses for the business. Two examples are the Trial Balance and Balance Sheet in the General Ledger module.

History Reports

This type of report provides a quick view of all the information entered in a module for a certain period. In other words, it is a transaction log. For instance, in the Inventory module, the History Report reflects all additions and subtractions to each individual stock item for the specified range. The Audit Trail is an example of a General Ledger history report.

Control Reports

You would use this type of report to verify the integrity of your data tables. These reports compare the master total to detail or period totals and show any discrepancies. For example, in the Accounts Payable module, the Control Report compares the total due for open invoices to the line detail for each vendor. If there is a discrepancy, an error report is automatically generated for you to use to correct the errors.

Reporting Options in Denali

Denali uses the information gathered in each module to create reports that can show you the information you need to make good business decisions. To increase the flexibility of these reports, Denali has a number of report options that allow you to fine tune your reports to meet your needs. The following options are available in most reports; some reports have additional options unique to them.

Options for Report Type

These options describe the different levels of detail available within some reports. Some of these options will only appear depending on the type of report you choose and the modules you have installed.

- *Detailed:* Shows all activity for a specified range.
- *Condensed:* Shows the group totals for a specified range.
- *Summary:* Shows one total for a specified range.
- *Detailed with Notes*: Shows all activity for a specified range along with any notes entered.
- *Classified:* Sorts by account class subcategories (report groups).
- *Comparative Detailed:* Lists all activity for both the selected year and the year prior to it. (Certain reports will show two years prior to the selected year.)
- *Comparative Classified:* Sorts by account class subcategories (report groups) for both the selected year and the year prior to it. (Certain reports will show two years prior to the selected year.)

Standard Report Sort Options

Some of the reports include a Sort By option, which offers choices of how the report information should be sorted. For example, in the Accounts Receivable module, you can sort by customer name or Salesperson Code.

Report Query Options

To enhance reporting capabilities, Denali includes querying functionality in several of the reports. This query ability allows you to report information based on specified search criteria. Keep in mind that depending on the integration settings for the module, some query options might appear differently or be unavailable. Refer to “Accounts Payable Relationship with Other Modules” on page 21 for more information on how your integration settings might affect the query ability for reports.

In the report window, the fields on the **Search For** tab provide a means to further define your report query. For example, in the **GL Audit Trail Report** window the **Search For** fields have the options of *Amount*, *Batch Number*, *User ID, or Module*. One way to search for specific Batch Number information for this report is to select *contains* from the operand (query option) drop-down list and enter a portion of the batch information. Depending on the report, different search options are available.

The query fields (comparison operator) have the options of *equal to*, *not equal to*, *greater than*, *greater than or equal to*, *less than*, *less than or equal to*, and *contains*. The information in this table explains the differences of each query option (operand).

Operand	Field
equal to	The information returned is equal to the entered value or the selected field’s value.
not equal to	The information returned is not equal to the entered value or the selected field’s value.
greater than	The information returned is greater than the entered value or the selected field’s value.

Operand (Continued)	Field (Continued)
greater than or equal to	The information returned is greater than or equal to the entered value or the selected field's value.
less than	The information returned is less than the entered value or the selected field's value.
less than or equal to	The information returned is less than or equal to the entered value or the selected field's value.
contains	The information returned contains the information in the **Search For** field.

Once you select the search for option(s) and desired comparison operator(s), enter the amount to use for comparison. If you leave the criteria fields blank, the report will not appear with the enhanced query data. If the report does not provide the information you're looking for, you can select the **Reset** button to reset the query options to the default settings and try different query parameters.

Using the Search Feature in Lookups

You can reduce the amount of time it takes to locate a record by typing one or two characters of the record name or description in the Search box. The window automatically changes to display the section of the Lookup that contains the characters you type. For more information, refer to the Getting Started guide.

Selecting Dates from the Online Calendar

Denali makes it easy to enter dates when you set report criteria. When you see a date box, you can either type the date using the 10-digit format that includes separators, mm/dd/yyyy (e.g., *December 10, 2017 = 12/10/2017*), or you can click the drop-down to open a calendar from which to select the date. For more information, refer to the Getting Started guide.

Working with Date Ranges

This date range feature is available for several of the reports in Denali and can increase the speed of reporting. You can select a specific date range with one click. The image of the **AR History Report** window in this section illustrates the **Date Range** drop-down list, from which you can choose one of the predefined ranges for the report.

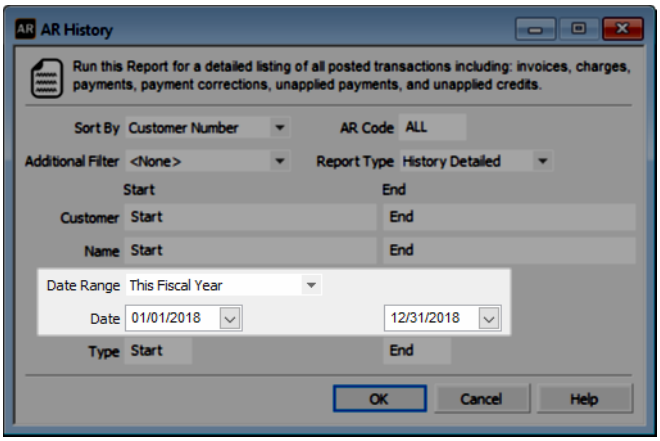


Figure 88: *AR History Report window, Date Range option*

There are several predefined date ranges available and the table in this section provides an overview of each one.

Date Range Option	Start Date for Report	End Date for Report
All	The start date of the Fiscal Calendar.	The current Denali date.
Today	The current Denali date.	The current Denali date.
This Week	The date of the Sunday immediately preceding or equal to the current Denali date.	The date of the Saturday immediately following or equal to the current Denali date.
This Week to date	The date of the Sunday immediately preceding or equal to the current Denali date.	The current Denali date.
This Month	The first day of the month containing the current Denali date.	The last day of the month containing the current Denali date.
This Month to date	The first day of the month containing the current Denali date.	The current Denali date.
This Fiscal Quarter	The first date of the fiscal quarter containing the current Denali date.	The last date of the fiscal quarter containing the current Denali date.
This Fiscal Quarter to date	The first date of the fiscal quarter containing the current Denali date.	The current Denali date.
This Fiscal Year	The first date of the fiscal year containing the current Denali date.	The last date of the fiscal year containing the current Denali date.
This Fiscal Year to date	The first date of the fiscal year containing the current Denali date.	The current Denali date.
Yesterday	The date immediately preceding the current Denali date.	The date immediately preceding the current Denali date.
Last Week	The date of the Sunday immediately preceding the week containing the current Denali date.	The date of the Saturday immediately preceding the week containing the current Denali date.
Last Week to date	The date of the Sunday immediately preceding the week containing the current Denali date.	The current Denali date.
Last Month	The first day of the month immediately preceding the month containing the current Denali date.	The last day of the month immediately preceding the month containing the current Denali date.

Date Range Option	Start Date for Report (Continued)	End Date for Report
Last Month to date	The first day of the month immediately preceding the month containing the current Denali date.	The current Denali date.
Last Fiscal Quarter	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.	The last day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.
Last Fiscal Quarter to date	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.	The current Denali date.
Last Fiscal Year	The first day of the fiscal year immediately preceding the fiscal year containing the current Denali date.	The last day of the fiscal year immediately preceding the fiscal year containing the current Denali date.
Last Fiscal Year to date	The first day of the fiscal year immediately preceding the fiscal year containing the current Denali date.	The current Denali date.
Next Week	The date of the Sunday immediately following the week containing the current Denali date.	The date of the Saturday immediately following the week containing the current Denali date.
Next 4 Weeks	The date of the Sunday immediately following the week containing the current Denali date.	The date of the Saturday of the 4th week following the week containing the current Denali date.
Next Month	The first day of the month immediately following the month containing the current Denali date.	The last day of the month immediately following the month containing the current Denali date.
Next Fiscal Quarter	The first day of the fiscal quarter immediately following the fiscal quarter containing the current Denali date.	The last day of the fiscal quarter immediately following the fiscal quarter containing the current Denali date.
Next Fiscal Year	The first day of the fiscal year immediately following the fiscal year containing the current Denali date.	The last day of the fiscal year immediately following the fiscal year containing the current Denali date.

Filter Ranges and Filter Methods

Fields are available to set beginning (Start) and ending (End) ranges to filter the information you will include in the reports or financial statements.

Methods for defining filter ranges are as follows:

- Start/End**:** *Start* and *End* are the defaults for most of the filter boxes. If you accept the default of *Start* in the **Start** box and *End* in the **End** box, all values for that item are included in the report. You can also type the criteria in the **Start** and **End** boxes. When you enter a specific criterion in the **Start** box, the **End** box will auto-fill with the same criterion.
- In any box where your mouse pointer appears as a magnifying glass, you can double-click to open a Lookup from which you can select the entry. Highlight the desired item, then choose **Select**.
- You can also apply additional filters using the **Additional Filter** box. These filters include any User-Defined Fields you set up (see “Tracking User-Defined Vendor Information” on page 22).

Another filtering method is based on the types of transactions available. For instance, you can choose to run a report that only includes invoices, receipts, or credit adjustments.

Accounts Payable Reports

Accounts Payable reports provide information on money you owe, details about the vendors the organization uses, General Ledger expense distributions, and more.

This section provides summaries of the different reports you can run in Accounts Payable. You will also see a sample of each report to give you an idea of what to expect and to help you decide which reports will best meet your needs. You might need to try different options with the report settings until you get the information you want. Depending on the report type and installed modules, some options may not be available.

You can define default settings for posting and other reports in Module Preferences. See “Setting Your Printing Preferences for Accounts Payable” on page 24 for information on defining your default print options. For additional information on printing reports, see the Getting Started guide.

Vendor Reports

These reports provide information about your vendors. With each report, different sort and filter options are available and you can tailor each report to meet the needs of your business. Review the options for each report carefully to ensure it generates the right type of information. For more information about the options in the window, click the **Help** button.

Quick Vendor List

The Quick Vendor List prints a list of active vendors, inactive vendors, temporary vendors, or all categories of vendors, depending on the selection you make. You can also sort the report by the vendor number, vendor name, product type, or the AP Code.

To print this report, select **Reporting** > **Quick Vendor Listing** from the left navigation pane and enter the criteria for the report in the **AP Quick Vendor List** window and select **OK**.

AP Quick Vendor List
All Books Surplus (ALLBOO)

8/13/2010 10:01:12 AM — Page 1

Vendor Number/Vendor Name	AP Code	Product Type	1099 Type
JOY'S UNIQUE BOOK SUPPLIES / Joy Gepner	P1		
LITERARY CLASSICS / Literary Classics And More	P1		
NOVEL ANTIQUES / Daniel Burt	P1	INV	
SHADY LEAF DISCOVERIES / Nathaniel Matthews	P1	INV	
SOURCE TEXTS / Ashley Dawn	P1	INV	
STATE SALES TAX / State Sales Tax	P2	TAXES	
TEXTBOOK HUT / Cameron Lamb	P1	INV	

Report Summary

	Report Selection Criteria
Sort By:	Vendor Number
Vendor Status:	All Vendors
Group By AP Code:	No

	Start	End
Vendor Number:	Start	End
Vendor Name:	Start	End
Product Type:	Start	End
AP Code:	Start	End

Figure 89: *AP Quick Vendor List*

Vendor Labels

Printing labels for vendors expedites sending out checks or other correspondence to your vendors. You can sort vendor labels by vendor number, name, product type, or AP Code. You can select the Vendor Status (*All, Active, Inactive,* or *Temporary*), and define the type of label you'll use.

You can also sort or filter labels using the **Sort By** and **Additional Filter** drop-down menus.

To print this report, select **Reporting** > **Vendor Labels** from the left navigation pane and enter the criteria for the labels in the **AP Vendor Labels** window and select **OK**.

Dean Blume
7632 Bend Rt 5
Springs Valley WI
20194

Daniel Burt
1155 W. Elba St
Hazy ID
83019

Nathaniel Matthews
9150 E. Overland
Hill View ID
20230

Joy Gepner
3384 Yale Ave.
Burley ID
83318

State Sales Tax
1600 State Street
Boise ID
83704

Ashley Dawn
892 Hampton Ave.
Kuna ID
83634

Cameron Lamb
884 Forestvale Ln
Twin Falls ID
83301

Ann Pullin
332 2nd Ave E
Hale OR
92894

Figure 90: *Vendor Labels*

Master Vendor Report

The Master Vendor Report prints information stored about each vendor. Because the report prints all the history information from the master file, it might be a good idea to print each vendor on a separate page. To do this, select the **Page Break on Vendor Number** check box in the **AP Master Vendor Report** window.

You can sort or filter this report by vendor name, vendor number, product type, or AP Code, along with any user-defined filters you created (see “Using the User-Defined Fields After Setup” on page 43). Depending on the information you need, you can also choose to select a specific vendor status to print or print any attached files.

To print this report, select **Reporting** > **Complete Vendor Listing** from the left navigation pane and enter the criteria for the report in the **AP Master Vendor Report** window and select **OK**.

AP Master Vendor Report
All Books Surplus (ALLBOO)

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Vendor ID
Number JOY'S UNIQUE BOOK SUPPLIES — **AP Code** P1 — **Due** $ 1,435.00
Name Joy Gepner — **Status** Active Vendor — **Created** 09/08/2009

Address Information — **Remit To Information**
Contact Joy Gepner
Line 1 3384 Yale Ave.
Line 2
City Burley — **State** ID — **State**
Postal Code 83318
Country United States

Contact Information
Telephone (208) 555-6781 — **Internet** uniquebksupplies.com
Alternate (208) 555-9900 — **E-mail** joygepner@uniquebksupplies.com
Fax (208) 555-8892
Cell

General Information
Discount 0.0000% — **Credit Limit** 0.00
Product Type — **Customer Number** 1122 — **Returns** 0.00
GL Expense 6200 — **Last Check**

	Due Date Calculation Method	Days	Discounts		Last		YTD	
Invoice	Days from Invoice Date	0	Allowed	$ 0.00	Purchases	$ 1,435.00	09/08/2009	$1,435.00
Discount	Day of the Month	15	Taken	$ 0.00	Payments	$ 0.00		$0.00

Figure 91: *AP Master Vendor Report*

Transaction Reports

The information in these reports pertains to transactions posted in Accounts Payable. You can use the sort and filter options to tailor each report to meet your needs. Review the options for each report carefully to ensure you get the information you want.

Aging Report

The Aging Report provides a list of vendors to whom the organization owes money. This report shows information about your vendor accounts. There are several options you can use to sort or filter this report. Some of these are vendor number, product type, vendor name, vendor status (*All*, *Active*, *Inactive*, or *Temporary*), Transaction Type (*All*, *Invoice*, *Payment*, *Debit Invoice*, *Payment Correction*, *Credit/Debit Adjustment*, or *Unapplied Debit*), AP Code, or period.

You can also set a specific range for the different criteria available for the report and show aging by either due date or invoice date. You can exclude zero balances to omit vendors to whom you don’t owe anything.

Depending on the criteria you set, this report can be lengthy. If you want to list each vendor on a separate page, select the **Page Break on Vendor Number** check box. You also have an option to adjust the size of this report depending on your selection in the **Report Type** drop-down. See “Options for Report Type” on page 105 for more information on the different types available.

To print this report, select **Reporting** > **Aging Report** from the left navigation pane and enter the criteria for the report in the **AP Aging Report** window and select **OK**.

AP Aging Report
All Books Surplus (ALLBOO)

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AP Code / Vendor Type / Invoice # / Des	Inv Date	GL Date	Dsc Date	Due Date	Product Type Orig Amount	Disc/Ded Amount	1099 Amt Remaining
P1 / JOY'S UNIQUE BOOK SUPPLIES / Joy Gepner							
Invoice - 22334	9/8/2009	9/8/2009	09/15/2009	9/8/2009	1,435.00		$1,435.00

Line	Type	Dis	Stock/Description / GL Expense Acct	Exp Date	Quantity	Unit Cost	Landed Cost	Ext. Cost	Amt Remaining
1	Inv 1205	N	Dictionary #1	9/8/2009	2.00	130.00	0.00	260.00	260.00
2	Inv 1205	N	World History Text	9/8/2009	5.00	235.00	0.00	1,175.00	1,175.00

Totals For Vendor JOY'S UNIQUE BOOK SUPPLIES / Joy Gepner

	1 to 30 / 91 to 120	31 to 60 / 121 to 150	61 to 90 / 151 & OVER	Total For Periods
Debit				$0.00
Credit			1,435.00	$1,435.00
Vendor Total Due				$1,435.00

Figure 92: *AP Aging Report*

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

Cash Requirements Report

The Cash Requirements Report is a summary of the items that will be due or past due in a specified date range. The report lists all credit transactions due for each vendor plus any debit transactions applied to each vendor. If you select the **Use Discount Date** check box, the report shows the amount required to pay all bills due between the discount dates you enter instead of the due dates.

You can sort or filter this report by AP Code, transaction date, any user-defined fields you established, and by check or electronic payments. Depending on the amount of information you want to include, you can select a specific report type (see “Options for Report Type” on page 105).

You can also use Crystal Reports® to add fields to this report. Refer to your Crystal Reports documentation for instructions.

To print this report, select **Reporting** > **Cash Requirements Report** from the left navigation pane and enter the criteria for the report in the **AP Cash Requirements Report** window and select **OK**.

AP Cash Requirements Report
All Books Surplus (ALLBOO)

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AP / Vendor Type / Reference	Date	Original	Current	Debits	Discounts	Cash Amount
JOY'S UNIQUE BOOK SUPPLIES / Joy Gepner						
Invoice / 22334	9/8/2009	1,435.00	1,435.00			
			1,435.00			
Vendor Total						
JOY'S UNIQUE BOOK SUPPLIES / Joy Gepner						
			1,435.00			1,435.00
Last Payment:		Previous Amount Due: $ 1,435.00				
LITERARY CLASSICS / Literary Classics And More						
Invoice / 1233445	8/12/2010	50.00	50.00			
			50.00			
Vendor Total						
LITERARY CLASSICS / Literary Classics And More						
			50.00			50.00
Last Payment:		Previous Amount Due: $ 50.00				
NOVEL ANTIQUES / Daniel Burt						
Invoice / AB11223	8/12/2010	500.00	500.00			
			500.00			
Vendor Total						
NOVEL ANTIQUES / Daniel Burt						
			500.00			500.00
Last Payment:		Previous Amount Due: $ 500.00				

Figure 93: *AP Cash Requirements Report*

Control Report

The Control Report provides you with a tool to control your payables. You can also use it to ensure your data tables are in balance.

The Control Report prints the total for each AP Code by aging periods and prints a grand total for all AP Codes and is used to reconcile the total AP liability for all AP Codes to the balances in those General Ledger accounts. It is also used to catch discrepancies among the total due in the master table, the open invoice table, and the line detail table.

The report computes the line details of each invoice and compares it to the total due for that invoice in the open invoice table. It also computes the total due for each invoice in the open invoice table (Open Item Total), and compares it to the total due in the vendor master table (Master Total). If there is a discrepancy among the tables, a value other than zero appears in the **Net Difference** column on the right side of the report. If this occurs you should recalculate vendor balances (see “Recalculating Vendor Balances” on page 127 for more information.

In addition to the invoice totals due for each vendor, the report displays the individual debit and credit aging totals listed by each of the aging periods established by the AP Code.

To print this report, select **Reporting** > **Control Report** from the left navigation pane and enter the criteria for the report in the **AP Control Report** window and select **OK**.

AP Control Report
All Books Surplus (ALLBOO)

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AP / Vendor	Open Item Total	Master Total	Net Difference
Totals For AP Code P1 / Accts Payable	$8,201.70	$8,201.70	$0.00

Aging	1 - 30 91 - 120	31 - 60 121 - 150	61 - 90 151 & Over	Totals for Periods
Debit Total				$0.00
Credit Total	$6,766.70		$1,435.00	$8,201.70
			Total	$8,201.70

Totals For AP Code P2 / (WAMU) Payroll AP	$226.00	$226.00	$0.00

Aging	1 - 10 31 - 40	11 - 20 41 - 50	21 - 30 51 & Over	Totals for Periods
Debit Total				$0.00
Credit Total	$142.49		$83.51	$226.00
			Total	$226.00

Grand Totals	Current Period 3	Period 1 Period 4	Period 2 Period 5	Totals for Periods
Debit				

Figure 94: *AP Control Report*

Overdue Report

The Overdue Report provides you with a list of vendors to whom you are overdue with payment. You can sort or filter this report by vendor name, number, product type, AP Code, overdue date, or any additional filters you create (see “Using the User-Defined Fields After Setup” on page 43).

If you want to list each vendor on a separate page, select the **Page Break on Vendor Number** check box.

To print this report, select **Reporting** > **Overdue Report** from the left navigation pane and enter the criteria for the report in the **AP Overdue Report** window and select **OK**.

AP Overdue Report
All Books Surplus (ALLBOO)

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AP Code / Vendor Type / Invoice # / Description	Tran Date	GL Date	Due Date	Product Type Original Amount	1099 Type Days	Amt Remaining
P1 / JOY'S UNIQUE BOOK SUPPLIES / Joy Gepner						
Invoice 22334	09/08/2009	09/08/2009	09/08/2009	$1,435.00	339.00	$1,435.00
Total Overdue for Vendor	**JOY'S UNIQUE BOOK SUPPLIES / Joy Gepner**					**$1,435.00**
P1 / LITERARY CLASSICS / Literary Classics And More						
Invoice 1233445	08/12/2010	08/12/2010	08/12/2010	$50.00	1.00	$50.00
Total Overdue for Vendor	**LITERARY CLASSICS / Literary Classics And More**					**$50.00**
P1 / NOVEL ANTIQUES / Daniel Burt				INV		
Invoice AB11223	08/12/2010	08/12/2010	08/12/2010	$500.00	1.00	$500.00
Total Overdue for Vendor	**NOVEL ANTIQUES / Daniel Burt**					**$500.00**
P1 / SHADY LEAF DISCOVERIES / Nathaniel Matthews				INV		
Invoice 112345	08/12/2010	08/12/2010	08/12/2010	$1,000.00	1.00	$1,000.00
Invoice 11345	08/12/2010	08/12/2010	08/12/2010	$1,000.00	1.00	$1,000.00
Invoice 778993	08/12/2010	08/12/2010	08/12/2010	$459.90	1.00	$459.90
Total Overdue for Vendor	**SHADY LEAF DISCOVERIES / Nathaniel Matthews**					**$2,459.90**

Figure 95: *AP Overdue Report*

History Report

The History Report provides complete information on Accounts Payable history. You'll see all invoices for each vendor, including individual invoice line items, the invoice number, purchase order number, transaction date, GL Date, discount date, due date, expense date, stock number and description, discount amount, quantity, unit cost, extended cost amount, and the original amount.

The report also includes any user-defined fields you established and included (see "Using the User-Defined Fields After Setup" on page 43). You can also use Crystal Reports® to add fields to this report. Refer to your Crystal Reports documentation for instructions.

You can run this report as a History, Invoice to Payment, or Payment to Invoice report by selecting the appropriate radio button.

To print this report, select **Reporting** > **History Report** from the left navigation pane, enter the criteria for the report in the **AP History Report** window, and select **OK**.

AP History Report
All Books Surplus (ALLBOO)

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AP Code / Vendor Type / Invoice # / Description	Tran Date	GL Date	Product Type Dsc Date	Due Date	Disc/Ded Amount	Original Amount
P1 / JOY'S UNIQUE BOOK SUPPLIES / Joy Gepner						
Invoice - 22334 /	9/8/2009	9/8/2009	9/15/2009	9/8/2009	$0.00	$1,435.00

Line	Type	Dis	Stock/Desc/Cost Code	GL Expense Acct / Job - Phase	Exp Date	Quantity	Unit Cost	Ext. Cost
1	Inv		DICTIONARY #1	1205	9/8/2009	2.0000	130.0000	260.00
2	Inv		HISTORY TEXT # 1	1205	9/8/2009	5.0000	235.0000	1,175.00

Totals For Vendor		
P1 / JOY'S UNIQUE BOOK SUPPLIES / Joy Gepner	Net Adjustment	$1,435.00
	Invoice	$1,435.00

P1 / LITERARY CLASSICS / Literary Classics And More						
Invoice - 1233445	8/12/2010	8/12/2010	8/12/2010	8/12/2010	$0.00	$50.00

Line	Type	Dis	Stock/Desc/Cost Code	GL Expense Acct / Job - Phase	Exp Date	Quantity	Unit Cost	Ext. Cost
1	Dir Exp			6200	8/12/2010	1.0000	50.0000	50.00

Totals For Vendor		
P1 / LITERARY CLASSICS / Literary Classics And More	Net Adjustment	$50.00
	Invoice	$50.00

P1 / NOVEL ANTIQUES / Daniel Burt			INV			
Invoice - AB11223 /	8/12/2010	8/12/2010	8/12/2010	8/12/2010	$0.00	$500.00

Figure 96: *AP History Report*

Dated Invoice/Payment Report

The Dated Invoice/Payment Report shows the total amount due in Accounts Payable at any specific time for a specified range of vendors. You can also choose the amount of information displayed by selecting different Report Types (see "Options for Report Type" on page 105), as well as how many days back to display. You can sort or filter the report by AP Code, vendor number, and any additional filters you created (see "Using the User-Defined Fields After Setup" on page 43).

To print this report, select **Reporting** > **Dated Invoice/Payment Report** from the left navigation pane and enter the criteria for the report in the **AP Dated Invoice/Payment Report** window and select **OK**.

AP Dated Invoice/Payment Report
All Books Surplus (ALLBOO)
As of 08/13/2010

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AP Code All

Vendor Number	Vendor Name				
JOY'S UNIQUE BOOK SUPP	Joy Gepner				
Type	Tran Date	GL Date	Reference	Original Amount	Balance
			Balance As Of: 09/08/2009		$0.00
1	9/8/2009	9/8/2009	22334	1,435.00	$1,435.00
			Account Balance	08/13/2010	$1,435.00
LITERARY CLASSICS	Literary Classics And More				
Type	Tran Date	GL Date	Reference	Original Amount	Balance
			Balance As Of: 08/12/2010		$0.00
1	8/12/2010	8/12/2010	1233445	50.00	$50.00
			Account Balance	08/13/2010	$50.00
NOVEL ANTIQUES	Daniel Burt				
Type	Tran Date	GL Date	Reference	Original Amount	Balance

Figure 97: *AP Dated Invoice/Payment Report*

Expense Reports

These reports provide important information about expenses your organization is responsible for or currently owes to vendors. Review the options for each report carefully to ensure you get the information you want. These options allow you to tailor the report to meet your needs.

Debt Report

The Debt Report shows you a snapshot of your total liabilities. You can filter the report by date and vendor, and choose to run a detailed, condensed, or summary version.

If you want to list each vendor on a separate page, select the **Page Break on Vendor Number** check box.

To print this report, select **Reporting** > **Debt Report** from the left navigation pane. In the **AP Debt Report** window choose your report options and select **OK**.

AP Debt Report
All Books Surplus (ALLBOO)

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AP Code / Vendor **Product Type** **1099**

Type / Invoice # / Des	Inv Date	GL Date	Disc Date	Due Date	Orig Amount	Disc/Ded Amount	Amt Remaining
P1 / LITERARY CLASSICS / Literary Classics And More						Non 1099 Payments	
Invoice - 248445 / SUP 10:03:45 - PO	09/11/2017	09/11/2017	09/11/2017	09/11/2017	114.90		$114.90
Posting to AP							

Line	Type	Disc	GL Expense Acct	Exp Date	Quantity	Unit Cost	Landed Cost	Ext. Cost	Amt Remaining
	Stock/Description								
1	Inv	N	1202000	09/11/2017	3.00	5.00	0.00	15.00	15.00
	BINDER / PO 0000001484 - Loose Leaf Paper Binder								
2	Inv	N	1205000	09/11/2017	10.00	9.99	0.00	99.90	99.90
	BRAIN TEASERS / PO 0000001484 - Logic puzzles								

Invoice - 4564121	05/01/2017	05/01/2017	05/01/2017	05/01/2017	110.00		$110.00

Line	Type	Disc	GL Expense Acct	Exp Date	Quantity	Unit Cost	Landed Cost	Ext. Cost	Amt Remaining
	Stock/Description								
1	Inv	N	1205000	05/01/2017	1.00	55.00	0.00	55.00	55.00
	AUTHOR PRINT SERIAL / Author's Print Serialized								
2	Inv	N	1205000	05/01/2017	1.00	55.00	0.00	55.00	55.00
	AUTHOR PRINT SERIAL / Author's Print Serialized								

Invoice - 542458 / SUP 15:50:14 - PO	09/11/2017	09/11/2017	09/11/2017	09/11/2017	79.00		$79.00
Posting to AP							

Line	Type	Disc	GL Expense Acct	Exp Date	Quantity	Unit Cost	Landed Cost	Ext. Cost	Amt Remaining
	Stock/Description								
1	Inv	N	1205000	09/11/2017	2.00	7.00	0.00	14.00	14.00

Figure 98: *AP Debt Report*

Prepaid Report

A prepaid invoice or liability is a payment usually paid in one lump sum, but expensed in several periods. The Prepaid Report prints all the prepaid invoices entered into your system, including those not yet transferred to the corresponding expense account.

The Prepaid Report is sorted by vendor number, vendor name, invoice date, or expense date. For each invoice, it prints vendor number and name, invoice number, invoice or transaction date, due date, transaction type, discount allowed, stock description, GL expense account, expense date, quantity, cost per unit, extension of cost, amount left remaining to pay, and any Additional Filter you chose to use (see “Using the User-Defined Fields After Setup” on page 43).

To print this report, select **Reporting** > **Prepaid Report** from the left navigation pane and enter the criteria for the report in the **AP Prepaid Report** window and select **OK**.

AP Prepaid Report
All Books Surplus (ALLBOO)

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Reference / Description Line	Dis	Description	GL Expense Acct Exp Date	Inv Date Amount Remaining	Due Date Job/Fund/Prepd Quantity	Unit Cost	Extension
Transactions for Vendor: P1 NOVEL ANTIQUES / Daniel Burt							
				08/13/2010	08/13/2010		
1	Y	Old releases	1010 8/13/2010	780.00	1010 12.0000	65.00	780.00
Transactions for Vendor: P1 SHADY LEAF DISCOVERIES / Nathaniel Matthews							
				08/13/2010	08/13/2010		
1	N	Back 2 School Kit	1010 8/13/2010	1,599.20	1016 80.0000	19.99	1,599.20
Transactions for Vendor: P1 SOURCE TEXTS / Ashley Dawn							
				08/13/2010	08/13/2010		
1	Y	Text Updates	1010 8/13/2010	159.90	1026 10.0000	15.99	159.90

Grand Totals	Adjustments	Purchases
Not Yet Due to be Processed	$0.00	$0.00
Should be Processed	$0.00	$2,539.10
Already Processed	$0.00	$0.00

Figure 99: *AP Prepaid Report*

Future Liability Report

A future liability is a liability you know must be paid some time in the future. The Future Liability Report prints all future liability invoices that are due, including those that have not been expensed.

The Future Liability Report is sorted by vendor number, vendor name, vendor status, and expense date. For each invoice, it displays vendor number and name, invoice number, invoice or transaction date, due date, additional filter (User-Defined Field), transaction type, discount allowed, stock description, GL expense account, expense date, quantity, cost per unit, extension of cost, amount left to pay, and an additional filter you chose to use.

To print this report, select **Reporting** > **Future Liability Report** from the left navigation pane and enter the criteria for the report in the **AP Future Liability Report** window and select **OK**.

AP Future Liability Report
All Books Surplus (ALLBOO)

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Line	Dis	Reference / Description / Description	GL Expense Acct / Exp Date	Inv Date / Amount Remaining	Due Date / Job/Fund/Prepd / Quantity	Unit Cost	Extension
Transactions for Vendor: P1 NOVEL ANTIQUES / Daniel Burt							
				08/12/2010	08/12/2010		
1	N	Monthly Antique	1010 5/25/2013	500.00	1.0000	500.00	500.00
Transactions for Vendor: P1 SHADY LEAF DISCOVERIES / Nathaniel Matthews							
				08/12/2010	08/12/2010		
1	N	New Fantasy	1010 12/2/2012	459.90	10.0000	45.99	459.90
Transactions for Vendor: P1 SOURCE TEXTS / Ashley Dawn							
				08/12/2010	08/12/2010		
1	Y	HC News	1010 10/5/2010	269.82	18.0000	14.99	269.82

Grand Totals	Adjustments	Purchases
Not Yet Due to be Processed	$0.00	$1,229.72
Should be Processed	$0.00	$0.00
Already Processed	$0.00	$0.00

Figure 100: *AP Future Liability Report*

1099 Report

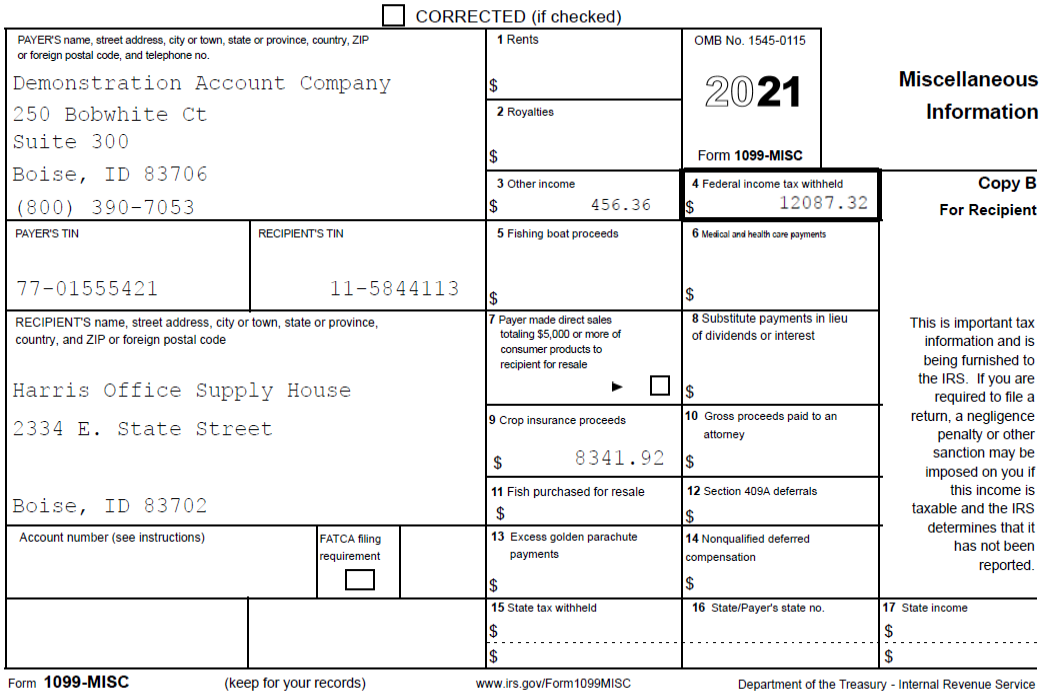
If you paid subcontractors during the year, the IRS requires you to submit 1099 Forms. This option prints the form information on preprinted 1099 forms or plain paper (if you use preprinted forms, you must use a laser printer). If you are sending a printed version of Copy A to the IRS, you must use the red preprinted form so it can be scanned.

To reconcile your vendor payments before you print the report, select the *1099 Summary* option from the **Report Type** drop-down list.

If you reset vendor totals before you generated 1099s for the year, you can select the **Use Last Year 1099 Amount** check box to use the information from the previous year stored in the Master Vendor file. You can see which year is the current year by selecting **Options** > **Set Up the Module Preferences**. The year in the **Current Year End** box is the current year.

The 1099 Report lets you print test copies to ensure the information is placed correctly on the form before you start to print the forms. It also lets you print more than one copy.

To print this report, select **Reporting** > **1099-MISC Report** or **Reporting** > **1099-NEC Report** from the left navigation pane. Choose the NEC option only if you are printing Non-Employee Compensation. In the AP 1099 window, enter the criteria you want to appear on the report and click **OK**.



CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.
Demonstration Account Company
250 Bobwhite Ct
Suite 300
Boise, ID 83706
(800) 390-7053

1 Rents $
2 Royalties $
3 Other income $ 456.36
OMB No. 1545-0115
2021
Form 1099-MISC
Miscellaneous Information
4 Federal income tax withheld $ 12087.32
Copy B For Recipient

PAYER'S TIN 77-01555421
RECIPIENT'S TIN 11-5844113
5 Fishing boat proceeds $
6 Medical and health care payments $

RECIPIENT'S name, street address, city or town, state or province, country, and ZIP or foreign postal code
Harris Office Supply House
2334 E. State Street
Boise, ID 83702

7 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale ▶
8 Substitute payments in lieu of dividends or interest $
9 Crop insurance proceeds $ 8341.92
10 Gross proceeds paid to an attorney $
11 Fish purchased for resale $
12 Section 409A deferrals $

This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

Account number (see instructions)
FATCA filing requirement
13 Excess golden parachute payments $
14 Nonqualified deferred compensation $

15 State tax withheld $ $
16 State/Payer's state no.
17 State income $ $

Form 1099-MISC (keep for your records) www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service

Figure 101: *AP 1099-MISC Report*

Electronic File 1099 Report

The Electronic File 1099 Report lets you report your 1099s to the IRS through an electronic file. The electronic 1099s do not need to be printed before you perform year-end closing in Accounts Payable.

To print this report, select **Reporting** > **Electronic 1099 Report** from the left navigation pane. In the **AP Electronic File 1099 Processing** window, enter your criteria and click **OK**.

If you reset vendor totals before you generated 1099s for the year, you can activate the **Use Last Year 1099 Amount** check box to use the information from the previous year stored in the Master Vendor file. You can see which year is the current year by selecting **Options** > **Set Up the Module Preferences**. The year in the **Current Year End** box is the current year.

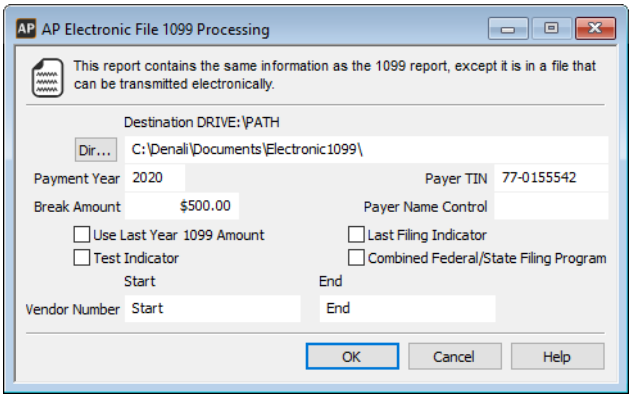


Figure 102: *AP Electronic File 1099 Processing window*

GL Expense Distribution Report

The GL Expense Distribution Report provides a detailed outline of AP transaction expenses that posted to General Ledger.

The expense entries are included until you purge open item transactions as part of period-end processing. This report is only available if Accounts Payable is integrated to General Ledger (see “Accounts Payable Relationship with Other Modules” on page 21).

To print this report, select **Reporting** > **GL Expense Distribution Report** from the left navigation pane, enter the criteria for the report in the **AP GL Expense Distribution Report** window, and select **OK**.

AP GL Exp Distribution Report
All Books Surplus (ALLBOO)

8/13/2010 11:07:12 AM **Page 1**

GL Expense Account / Vendor / Type / Type	Reference / Desc / Reference / Desc	Prepaid Acct	Inv Date	Due Date / Exp Date	Amount
GL Expense Account: 1010 / Cash in Bank - (Regular)					
Vendor	NOVEL ANTIQUES / Daniel Burt				
1			8/13/2010	8/13/2010	
		1010		8/13/2010	$780.00
Vendor	SHADY LEAF DISCOVERIES / Nathaniel Matthews				
1			8/12/2010	8/12/2010	
				8/12/2010	$1,000.00
1			8/13/2010	8/13/2010	
		1016		8/13/2010	$1,599.20
Vendor	SOURCE TEXTS / Ashley Dawn				
1			8/13/2010	8/13/2010	
		1026		8/13/2010	$159.90
Vendor	STATE SALES TAX / State Sales Tax				
1	OE7 / TX Tax Code-OE		6/8/2010	7/25/2010	
				6/8/2010	$1.20
				6/8/2010	$0.48
				6/8/2010	$0.12
				6/8/2010	$2.25
				6/8/2010	$0.90
				6/8/2010	$0.22
				6/8/2010	$32.50

Figure 103: *AP GL Exp Distribution Report*

Troubleshooting: Working with Reports in Accounts Payable

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I have several clerks that enter and pay bills. Is there a report available that shows a list of my vendors for my clerks to reference?	You can run the Quick Vendor List Report or the Master Vendor List depending on the information you want available to your clerks. See “Vendor Reports” on page 109 for information on these reports.

Chapter

7

Accounts Payable Period End and Maintenance

Accounts Payable Period End

Accounts Payable Maintenance

Troubleshooting: Accounts Payable Period End and Maintenance

DENALI

Most businesses need to perform year-end or periodic tasks. You might need to perform these tasks for tax, financial, or reporting reasons. You might also want to perform maintenance tasks to keep your system functioning well.

Accounts Payable Period End

Accounts Payable period-end tasks allows you to print reports that analyze and disclose the results of operations in the period that just ended, and then wipe the slate clean and begin to gather information for the new period.

You will typically need to clear your accumulated vendor totals to make sure the amounts are accurate for the coming year. You might also process expenses, purge open items, or remove temporary vendors.

If your fiscal calendar and the calendar year are the same, you will most likely perform all your year end at the same time. However, you will need to take care of some tasks related to taxes on January 1st to ensure the numbers are accurate. For example, you will need to accumulate 1099 information for tax purposes and this accumulator will need to be cleared on January 1st to make sure the amounts it shows are accurate. For additional information on fiscal and calendar years, refer to the Controller guide.

Preparing for Period End

In normal business operations, you might need to post transactions to the new period before you close the prior period. It is not necessary to stop operations at the end of a period to perform period-end processing. Continue to enter and post transactions in the new period, but make sure you enter the correct transaction date. Your system automatically posts the transactions to the correct period accumulator based on the transaction date.

It is important that you print time-sensitive reports, such as the Control Report (see “Control Report” on page 113), before you post to a new period. See the Getting Started guide for information on report printing.

CAUTION: ***Always back up your data tables before you begin any period-end procedures. Without a backup, you might need to retrieve transaction detail that is not recoverable. See “Backing Up, Restoring, and Deleting Data” in the Controller guide for information on backing up or restoring your data tables.***

Processing Prepaid Expenses and Future Liabilities

You can use the **AP Process Prepaids/Future Liabilities** window to expense a prepaid expense or future liability to General Ledger.

This utility selects all prepaid expenses and future liabilities that have reached their expense date, and transfers the expense from the holding account to the expense account.

To process prepaid expenses and/or future liabilities:

1. In Accounts Payable, select **Period End Tasks** > **Process Prepaids & Future Liabilities** from the left navigation pane. The **AP Process Prepaid/Future Liabilities** window will open.

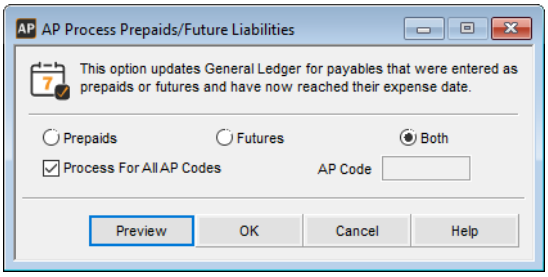


Figure 104: *AP Process Prepaids/Future Liabilities window*

2 Specify the types of transactions and AP Codes to process.

3 Select **OK** to proceed.

Purging Open Items

You can use the **AP Purge Open Items** window to remove all items with $0 remaining. For example, an invoice that was entered and subsequently paid has an amount remaining of $0. You can click the **Aging** tab on the **AP Vendors** window or run the Aging Report (see "Aging Report" on page 111) to review items with $0 remaining.

CAUTION: ***Back up your data before you purge open items. Once you purge this information, there is no way to retrieve it without a backup.***

To purge open items:

1 In Accounts Payable, select **Period End Tasks** > **Purge Open Vendor Items** from the left navigation pane. The **AP Purge Open Items** window opens.

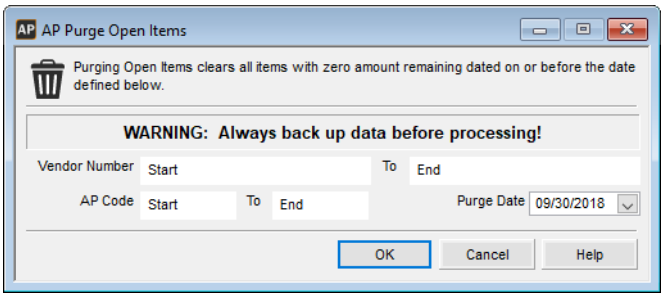


Figure 105: *AP Purge Open Items window*

2 Specify the date through which you want to purge, the vendor range, and the AP Code range.

3 Select **OK** to proceed.

Most businesses run this utility on the last day of the quarter, but you can use month-end, year-end, or any other date that is appropriate for your business.

Resetting YTD Vendor Totals

All of your vendors have accumulating year-to-date (YTD) amounts from posted activity. When the year-to-date amounts are reset, the last year amount is dropped, the current year amount becomes the last year amount, and any amounts in the next year become the current year.

CAUTION: Transaction information will not be purged. If you are resetting YTD vendor totals at a time other than the beginning of a new year, then the accumulator totals will not equal your transaction totals.

You can see the reset amounts in the **AP Vendors** window on the **Statistics** and **1099** tabs. The current year payment amount for each 1099 type is transferred to the corresponding Last Year box on the **1099** tab.

To reset vendor totals:

1 In Accounts Payable, select **Period End Tasks** > **Reset YTD Vendor Totals** from the left navigation pane. The **AP Rest YTD Vendor Totals** window opens.

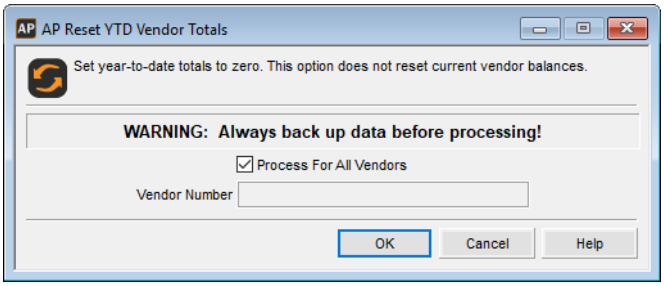


Figure 106: *AP Reset YTD Vendor Number Totals window*

2 Specify a single vendor to reset or select **Process For All Vendors**.

3 Select **OK** to proceed.

Removing Temporary Vendors

You can delete all vendors marked as temporary vendors with a balance of $0 to eliminate the clutter of vendors you only use once.

To remove temporary vendors:

1 In Accounts Payable, select **Period End Tasks** > **Remove Temporary Vendor Accounts** from the left navigation pane.

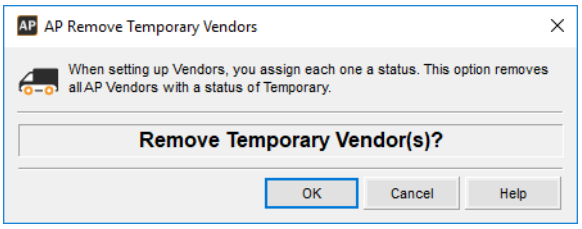


Figure 107: *AP Remove Temporary Vendors window*

2 Select **OK** to proceed.

Accounts Payable Maintenance

This section discusses some maintenance tasks that you might want to perform to ensure the software runs smoothly. For example, you might purge unwanted history, recalculate your vendor's balances, and adjust posted item information. Each of these tasks helps keep unwanted data that could slow certain processes, such as running reports, off of your system. If you purge unwanted data history, your system might process some reports faster.

Recalculating Vendor Balances

Use the Recalculate Vendor Balances option when you have problems with your master table. This option replaces the total due amount for each vendor with the calculated total due from associated open items.

CAUTION: ***Always back up your data tables and print the Accounts Payable Control Report before you recalculate the master table (see "Control Report" on page 113).***

To recalculate the master table:

1 In Accounts Payable, select **Resources and Tools** > **Recalculate Vendor's Balances** from the left navigation pane. The **AP Recalculate Master Table** window will open.

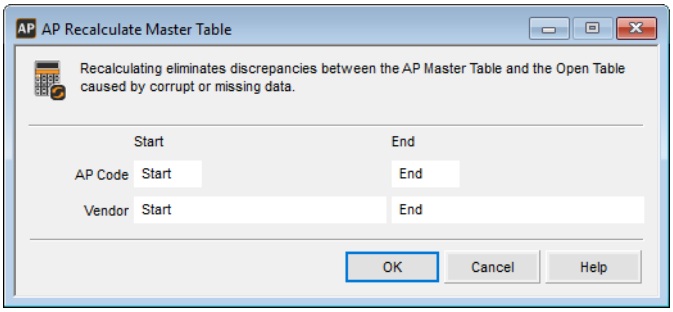


Figure 108: *AP Recalculate Master Table window*

2 Select the starting and ending AP Codes and vendors to recalculate. To recalculate for all, accept the defaults of *Start* and *End*.

3 Select **OK** to recalculate.

Viewing Table Information

The **AP Display Table Information** window allows you to view all the Accounts Payable data table information. The information includes the table name, number of records, and the date it was created or updated.

To view your data tables in the Accounts Payable module select **Resources and Tools** > **View Table Information** from the left navigation pane.

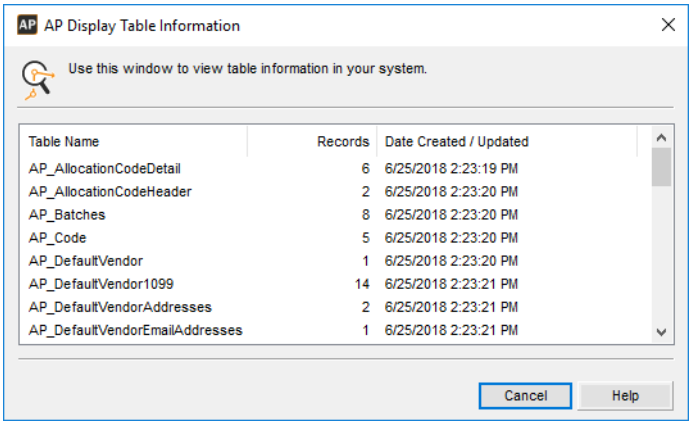


Figure 109: *AP Display Table Information window*

Purging History

If your files become too large, you can purge history to remove all history information through the specified date.

CAUTION: ***Back up your data before you purge history. Once you purge this information, there is no way to retrieve it without a backup.***

To purge history:

1 In Accounts Payable, select **Period End Tasks** > **Purge Vendor Activity History** from the left navigation pane. The **AP Purge History** window will open.

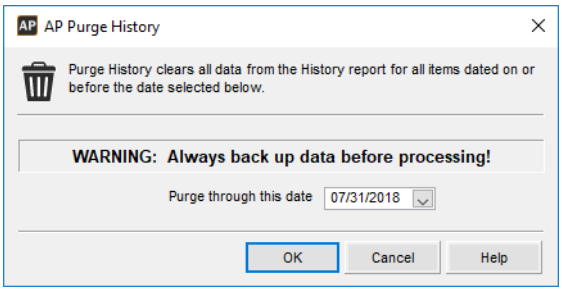


Figure 110: *AP Purge History window*

2 Select a cutoff date from the **Purge through this date** drop-down. All items up through and including the date you specify are purged.

3 Select **OK** to proceed.

Troubleshooting: Accounts Payable Period End and Maintenance

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I closed out the year and would like to start my vendors’ totals over at zero for next year. How can I do this?	You can reset vendor totals by selecting **Period End Tasks** > **Reset YTD Vendor Totals** from the left navigation pane.
I am trying to delete a temporary vendor who has a $0 balance but I can’t delete the vendor from the system.	Make sure the **Secure Vendor** check box is unchecked in the **AP Module Preferences** window.

Chapter

8

Additional Resources

AP Positive Pay File Formats

Formatting User-Defined Fields

Format Requirements for Importing Transactions

Format Requirements for the Import/Export Feature

Import Error Messages

DENALI

We provide additional resources in this chapter to better help you with issues that might occur in Denali. Refer to this chapter for import format requirements and error message explanations.

AP Positive Pay File Formats

Use these file format requirements to correctly format your positive pay file.

> ***NOTE:*** *You should check with your bank for the specific file structures they require.*

Bank of America II

These are the requirements for Bank of America and Fleet.

Position	Field Name	Comments
1-12	Account number	Integer
13	Void indicator	Default = space, V = void
14-23	Check number	Integer
24-35	Check amount	Decimal
36-43	Issue date	YYYYMMDD
44	Void indicator	Default = space, V = void
45-54	Payee number/memo	Character string
55-78	Company name	Character string
79-80	Filler	Blank

Example: 000123456789 00C-000505000000000611720170905 941 TAX DEState Taxes

BMO Capital Markets

These are the requirements for the Detail Layout for BMO Capital Markets.

Position	Field Name	Comments
1-2	Filler	00
3-9	Account number	Integer
10-19	Check number	Integer
20-21	Transaction type	Default = 20, Void = 21

Position	Field Name	Comments
22-31	Check amount	Decimal
32-37	Issue date	MMDDYY
38-40	Filler	000
41-90	Payee information	Character string
91-240	Filler	Blank

These are the requirements for the Total Layout for BMO Capital Markets.

Position	Field Name	Comments
1-2	Filler	Constant ‘00’
3-9	Account number	Integer
10-19	Filler	Constant ‘9999999999’
20-21	Total type	Default = 40, Void = 43
22-31	Total amount	Decimal
32-37	Total number of records	Integer
38-40	Filler	Constant ‘000’
41-240	Filler	Blank

Example:00345678900C-00050420000000061170905170 00StateTaxes
0034567899999999999400000061.17000001000
0034567899999999999430000000.00000000000

Chase II

These are the requirements for the Detail Layout for Chase.

Position	Field Name	Comments
1	Filler	Blank
2-12	Account number	Integer
13-15	Filler	Blank
16-25	Check number	Integer
26-37	Check amount	Decimal
38-43	Issue Date	MMDDYY
44-45	Void indicator	Default = blank, Void = 26

These are the requirements for the Total Layout for Chase.

Position	Field Name	Comments
1	Record ID	Constant ‘T’
2-25	Filler	Blank
26-37	Total amount	Decimal

These are the requirements for the Trailer Layout for Chase.

Position	Field Name	Comments
1-3	Filler	Constant ‘****’
4-6	Record EOF	Constant ‘EOF’
7-9	Filler	Constant ‘***’
10	Filler	Blank
11-20	Total number of records	Integer - total number of detail records plus 1 for the Total record
21-80	Filler	Blank

Example: 00123456789 00C-000506000000006117090517
T 000000061.17
EOF 0000000002

Citi

These are the requirements for the Header Layout for Citi.

Position	Field Name	Comments
1	Record ID	Constant ‘H’
2-31	Company name	Character string
32-39	File date	YYYYMMDD
40-80	Filler	Blank

These are the requirements for the Detail Layout for Citi.

Position	Field Name	Comments
1	Record ID	Constant ‘D’
2-4	Bank number	Character string
5-14	Account number	Integer

Position	Field Name	Comments
15-21	Filler	Blank
22	Void indicator	Default = space, Void = V
23-32	Check number	Integer
33-42	Check amount	Decimal
43-50	Issue date	YYYYMMDD
51-65	Additional data	Blank
66-80	Filler	Blank
81-160	Payee information	Character string

These are the requirements for the Total Layout for Citi.

Position	Field Name	Comments
1	Record ID	Constant ‘T’
2-4	Bank number	Character string
5-14	Account number	Integer
15-22	Filler	Blank
23-32	Total number of detail records	Integer
33-42	Total amount	Decimal
43-80	Filler	Blank

Example: HDemonstration Account Company 20180123
D 0123456789 00C-00050700000611720170905 State Taxes
T 0123456789 00000000010000061.17

FNB Gulf Coast

These are the requirements for the Detail Layout for FNB Gulf Coast.

Position	Field Name	Comments
1-12	Account number	Integer
13	Transaction indicator stop	Constant ‘0’
14	Transaction indicator void	Default = ‘0’, Void = ‘V’
15-24	Check number	Integer
25-34	Check amount	Decimal
35-40	Issue Date	MMDDYY

Position	Field Name	Comments
41-60	Payee information	Character string

Example: 0001234567890000C-0005080000006117090517State Taxes

iTreasury

These are the requirements for the Detail Layout (comma delimited) for iTreasury.

Item Number	Field Name	Comments	Max Length
1	Transaction Code	Default = ‘I’, Void = ‘V’	1
2	Account number	Character string	10
3	Check number	Character string	10
4	Check amount	Decimal	10
5	Issue date	MMDDYYYY	8
6	Payee info	Character string	40

Example: I,0123456789,C-000509,6117,09052017,State Taxes

The Bank of Tokyo - Mitsubishi UFJ, Ltd.

These are the requirements for the Detail Layout (comma delimited) for The Bank of Tokyo - Mitsubishi UFJ.

Item Number	Field Name	Comments	Max Length
1	Issue date	YYYYMMDD	8
2	Account number	Character string	10
3	Transaction type	Default = ‘A’, Void = ‘V’	1
4	Check number	Character string	10
5	Ending serial	Blank	10
6	Register	Blank	5
7	Check amount	Decimal	14
8	Payee	Blank	10
9	Payee line 1	Character string	60
10	Payee line 2	Blank	60

Example: 20170905,0123456789,A,C-000510,,,6117,,State Taxes,

US Bank

These are the requirements for the Detail Layout for US Bank.

Position	Field Name	Comments
1-2	Record ID	Constant '01'
3-14	Account number	Integer
15-24	Check number	Integer
25-36	Check amount	Decimal
37-44	Issue date	MMDDYYYY
45	Void Indicator	Default = blank, Void = 'V'
46-60	Filler	Blank
61-80	Filler	Blank

These are the requirements for the Total Layout for US Bank.

Position	Field Name	Comments
1-2	Record ID	Constant '02'
3-14	Account number	Integer
15-24	Total number of detail records	Integer
25-36	Total amount	Decimal
37-80	Filler	Blank

Example: 0100012345678900C-000511000000006117090520170200012345678900000000001000000061.17

Wells Fargo

These are the requirements for the Detail Layout (comma delimited) for Wells Fargo ARP version.

Item Number	Field Name	Comments	Max Length
1	Routing number	Integer	11
2	Account number	Character string	34
3	Check number	Character string	10
4	Issue date	MM-DD-YYYY	10

Item Number	Field Name	Comments	Max Length
5	Check amount	Decimal	11
6	Transaction type	Integer default = 320, Void = 370	3
7	Payee name	Character string	120

Example: ,0123456789,C-000512,09-05-2017,6117,320,State Taxes

Formatting User-Defined Fields

To change the default of how a user-defined field is going to appear in the entry screens, you need to format it. Numeric fields allow a maximum of 11 digits with 4 decimals. Text fields have a default of 50 characters (30 in Payroll), but can be modified by the number you enter in the **Size** field. Date fields allow caption entry only—the date format is already specified. The characters used to create user-defined formats are listed in the table provided here.

Formatting Character	Description	Results
. (period)	Decimal placeholder	Determines how many digits are displayed to the left and right of the decimal separator. The actual character used is the one specified as the decimal placeholder in the international settings in the Control Panel. This character is treated as a literal for masking purposes.
, (comma)	Thousand separator	Separates thousands from hundreds within a number that has four or more places to the left of the decimal separator. The actual character used is the one specified as the thousands separator in the international settings in the Control Panel. This character is treated as a literal for masking purposes.
: (colon)	Time separator	Separates time elements, such as hour:minute:second. The actual character used is the one specified as the time separator in the international settings in the Control Panel. This character is treated as a literal for masking purposes.
/ (slash)	Date separator	Separates date elements such as day/month/year. The actual character used is the one specified as the date separator in the international settings in the Control Panel. This character is treated as a literal for masking purposes.
#	Digit placeholder	Displays a digit (0-9). For example, ####.## accepts *1234.12*.
A	Alphanumeric placeholder	Displays an alphanumeric character (a-Z and 0-9) and is required.
?	Alphabetic placeholder	Displays an alphabetic character (a-Z) and is optional.

Formatting Character	Description	Results
>	Alphabetic placeholder, but forces uppercase characters (A-Z)	All characters are displayed in uppercase format.
<	Alphabetic placeholder, but forces lowercase characters (a-z)	All characters are displayed in lowercase format.
&	Character placeholder	Valid values are ANSI characters in the following ranges: 32-126 and 128-255 and is required.
\	Displays the next character in the format string	Many characters in the format expression have a special meaning and can't be displayed as literal characters unless they are preceded by a backslash. The backslash itself is not displayed. Note that two backslashes must be used in string literals to accommodate for the fact that this is also treated as an escape character for ANSI/ISO string formatting.

Format Requirements for Importing Transactions

When you import transactions from an external file, the information in the file being imported must be in the proper format. For example, fields need to be a certain length. Make sure that your formatting is correct to avoid possible errors. Information on the various format requirements is contained in this section; be sure to review all the information to help ensure you successfully import your external file.

Certain information, like dates, is required to post, but is not necessary to import transactions. Be sure to print an edit report and review it carefully before you post imported transactions (see "Printing the Enter Bills Edit Report" on page 71).

If you are importing non-transaction data using the Import/Export window, see "Format Requirements for the Import/Export Feature" on page 145 for the file format requirements and other important information.

File Formats Supported by Denali for Importing Transactions

The format requirements for a successful import are covered in this section. The file imported will contain multiple records, each having a CR/LF (carriage return/line feed) at the end and an "H" or "D" as the first character. Records with an "H" at the beginning are header or master records, and subsequent records with a "D" at the beginning are the detail lines (sometimes referred to as "child lines") for that header record.

You can name the file anything you want, but the file extension must be .txt or the six character Denali company code, for example, GLXFER.TXT or Income.DMOACT.

The external text file must be in one of the formats supported by Denali:

- **Column Position File (fixed length)**: Each field in the text file starts at a specific position and contains a fixed number of characters. This file type is sometimes referred to as “fixed length”.
- **Tab Delimited File**: The fields in the file to be imported are separated by tabs.
- **Semi-Colon Delimited File**: The fields in the file to be imported are separated by semi-colons.

The file format sample contained in this section is for reference purposes only and might not reflect the same type of information as your text file(s).

Refer to “Accounts Payable File Format Requirements” on page 140 for a list of the required fields and the order of the fields.

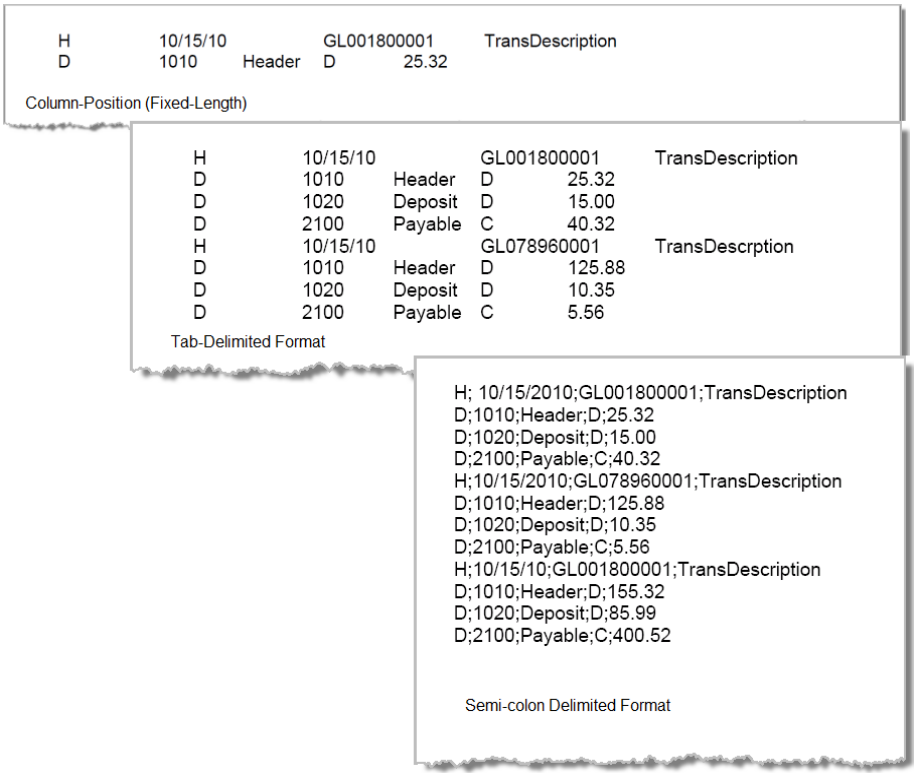


Figure 111: *External File Formats Supported by Denali*

Importing Quotation Marks in CSV Files

If you import csv (comma-separated values) data files that contain quotation marks, it is important to understand how Denali handles quotation marks during the import process.

Quotation Mark Rule	Example
Single quotation marks at the start of data in a field are removed. If you want Denali to keep quotation marks at the start of data, you need to add two more sets of quotation marks.	“““these quotation marks should remain””” = “these quotation marks should remain”

Quotation Mark Rule	Example
Quotation marks keep items that are separated by commas together as a group. If you have quotation marks at the start of a data field because information inside the quotes is separated by commas, but you want it to remain in one field, leave the quotes as is.	“quotation marks, keep, things, together” = quotation marks, keep, things, together
Quotation marks in the middle of a data string remain just as you typed them.	middle quotation marks “are not” affected = middle quotation marks “are not” affected

Accounts Payable File Format Requirements

Before you begin the import process, you need to make sure the text file is in the proper format and that all required fields have entries. If the external file is properly formatted, it will help eliminate the possibility of errors.

If errors occur, an Import Error Report will be automatically generated and errors on the report will indicate which transaction has the problem. This will help you to quickly identify errors for correction. See “Determine and Correct Errors in Imported Transactions Before Posting” on page 68 for more information.

After you import the transactions from your external file, you can view the transactions in the window. The reference fields shown in the header table appear in the header section of this window and the reference fields shown in the detail table appear in the detail grid.

Together, the figure on page 139, Table 1 on page 140 and Table 2 on page 143 provide the requirements for the external file that is used to import Accounts Payable transactions, as well as where you can find the transactions after the import process is complete.

Required fields are noted with an asterisk (*).

Table 1: Accounts Payable External File Format Requirements for the Transaction Header

Field Order[a]	Field Description	Maximum Field Length[b]	Character Position (Fixed Length Format)[c]	Data Type
1	* Header Identifier (H)	1	1	Char-Caps
2	* Vendor Number[d]	50	2	Char-Caps
3	* Invoice Number	20	52	Char-Caps

Table 1: Accounts Payable External File Format Requirements for the Transaction Header (Continued)				
Field Order[a]	**Field Description**	**Maximum Field Length[b]**	**Character Position (Fixed Length Format)[c]**	**Data Type**
4	Check Number[e]	20	72	Char-Caps
5	Description	50	92	Character
6	PO Number	20	142	Char-Caps
7	Address Line One	35	162	Character
8	Address Line Two	35	197	Character
9	Address Line Three	35	232	Character
10	Address Line Four	35	267	Character
11	Address Line Five	35	302	Character
12	Paid Out Flag (1=Yes, 0=No)[f]	1	337	Numeric
13	Immediate Check Flag (1=Yes, 0=No)[e]	1	338	Numeric
14	Electronic (EFT) Flag (1=Yes, 0=No)[e,g]	1	339	Numeric
15	* Invoice Date[h]	10	340	Date
16	* Due Date	10	350	Date
17	* Discount Due Date	10	360	Date
18	Check Date	10	370	Date
19	* GL Date	10	380	Date
20	Discount Dollar/Percent Flag (0=Dollar, 1=Percentage)	1	390	Numeric

Table 1: Accounts Payable External File Format Requirements for the Transaction Header (Continued)				
Field Order[a]	**Field Description**	**Maximum Field Length[b]**	**Character Position (Fixed Length Format)[c]**	**Data Type**
21	Discount Rate	17	391	Numeric
22	Bank Account Code	6	408	Char-Caps
23	GL Cash Account	50	414	Char-Caps
24	1099 Applicable Flag (0=False, 1=True)	1	464	Numeric
25	Unique Check Comments	50	465	Character
26	Unique Check Comments Flag (0=False, 1=True)	1	515	Numeric
	* End of Record	2	516	

a. This number is for reference purposes only and will not appear in the actual text file.
b. If the file format is tab or semi-colon delimited, any characters over the specified length will be cut off at the length limit.
If the file format is fixed length (column position) each field must be the exact length shown in the Maximum Field Length column. It cannot be longer or shorter.
c. If the field doesn't start in the character position specified, it will create an error and potentially prohibit the transaction from being imported.
d. The vendor number is not required if the paid out flag is set to Yes (1). Otherwise, the number is required.
e. The check number is not required at import, but is when you post.
f. A blank entry will be treated the same as "0" or No.
g. If AP is not integrated to BR, the Bank Account Code field in the import file will be the 3-character EFT Account Code.
h. If the Invoice Date is invalid, an error will be printed on the Import Error Report. If the Invoice Date is blank, it will be imported as is.

Required fields are noted with an asterisk (*).

Table 2: Accounts Payable External File Format Requirements for the Transaction Detail				
Field Order[a]	**Field Description**	**Maximum Field Length[b]**	**Character Position (Fixed Length Format)[c]**	**Data Type**
27	* Detail Identifier (D)	1	1	Char-Caps
28	* Line Type 01 Direct Expense 02 Prepaid Expense 03 Future Liability 04 Inventory 05 Landing 07 Allocation 17 Allocation Adjustment	2	2	Numeric
29	Description/Stock/Allocation[d]	50	4	Char-Caps
30	Expense Account[e]	50	54	Char-Caps
31	Prepaid Account[f]	50	104	Char-Caps
32	Discount Flag (1=Yes, 0=No)[g]	1	154	Numeric
33	Discount Amount	16	155	Numeric
34	Serialized Inv Flag (0=False, 1=True)[r]	1	171	Numeric
35	* Serial Number (required for serialized inventory only)	50	172	Char-Caps
36	* Expense Date	10	222	Date
37	Quantity[h]	15	232	Numeric

Table 2: Accounts Payable External File Format Requirements for the Transaction Detail (Continued)				
Field Order[a]	**Field Description**	**Maximum Field Length[b]**	**Character Position (Fixed Length Format)[c]**	**Data Type**
38	Cost Per Unit	14	247	Numeric
39	Cost Per Unit Percent	8	261	Numeric
40	1099 Type 00 Non 1099 Payments 01 1099 1 - Rents 02 1099 2 - Royalties 03 1099 3 - Other Income 04 1099 4 - Federal Income Tax Withheld 05 1099 5 - Fishing Boat Proceeds 06 1099 6 - Medical/Health Payments 07 1099 7 - Non-Employee Compensation 08 1099 8 - Substitute Payments 09 1099 A - Crop Insurance Proceeds 10 1099 B - Excess Golden Parachute 11 1099 C - Gross Proceeds to Attorney 12 1099 D - Section 409A Deferrals 13 1099 E - Nonqualified Deferred Compensation 14 1099 F - Fish Purchased for Resale	2	269	Numeric
41	* Inventory Location (MLI Only)	50	271	Char-Caps
	* End of Record (EOR)	2	321	

a. This number is for reference purposes only and will not appear in the actual text file.
b. If the file format is tab or semi-colon delimited, any characters over the specified length will be cut off at the length limit. If the file format is fixed length (column position) each field must be the exact length shown in the Maximum Field Length column. It cannot be longer or shorter.
c. If the field doesn't start in the character position specified, it will create an error and potentially prohibit the transaction from being imported.
d. This field is required for line types 4, 7, and 17. Otherwise, the information is optional.
e. This is required for line types 1, 2, and 3. Otherwise, the information is optional.
f. This number is required for line type 2. Otherwise, the information is optional.
g. A blank entry in this field will be treated the same as a "0" (No).
h. If you're importing line type 7 or 17 (Allocations), this field must be 0 or blank. If you're importing an Immediate transaction type, an amount is required.

Use Table 1 on page 140, Table 2 on page 143, and this figure together for a better understanding of the import process.

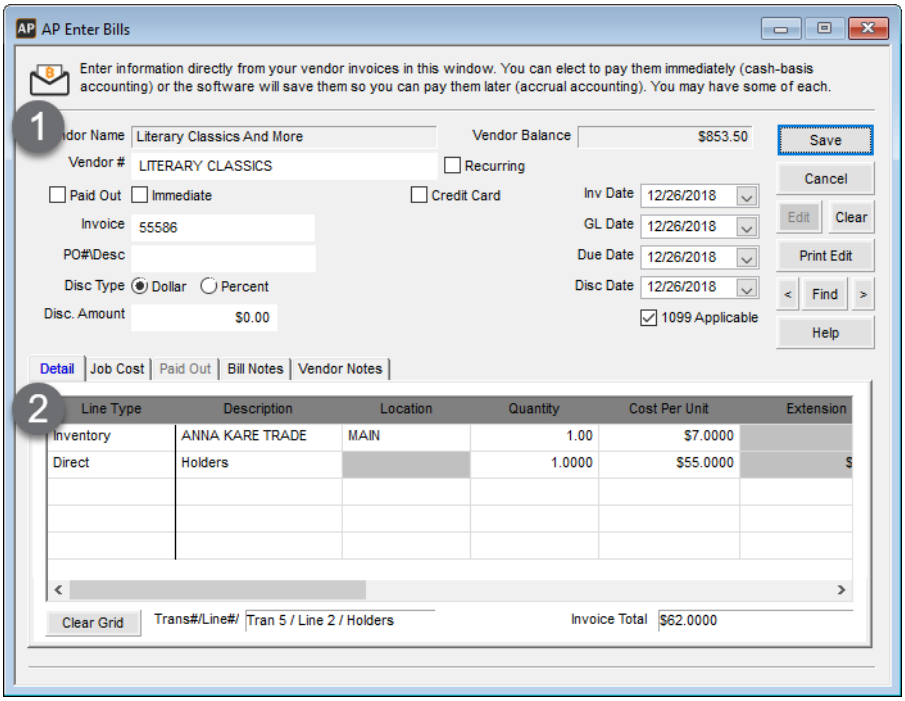


Figure 112: *AP Enter Bills window*

Format Requirements for the Import/Export Feature

When you import information from an external file, the information in the file being imported must be in the proper format. For example, fields might need to be a certain length. Make sure that your formatting is correct to avoid possible errors. This section contains information on the various format requirements; be sure to review all the information to help ensure you successfully import your external file.

We provide tables in the following sections that indicate the file format requirements to use in the Import/Export window. Note that for fields that indicate “Char-Caps”, the import file can have lowercase characters; the system converts the characters to uppercase during the import process.

This section covers only file format requirements when you import data using the Import/Export window. If you are importing transactions, refer to “Format Requirements for Importing Transactions” on page 138.

File Formats Supported by Denali for Importing Data

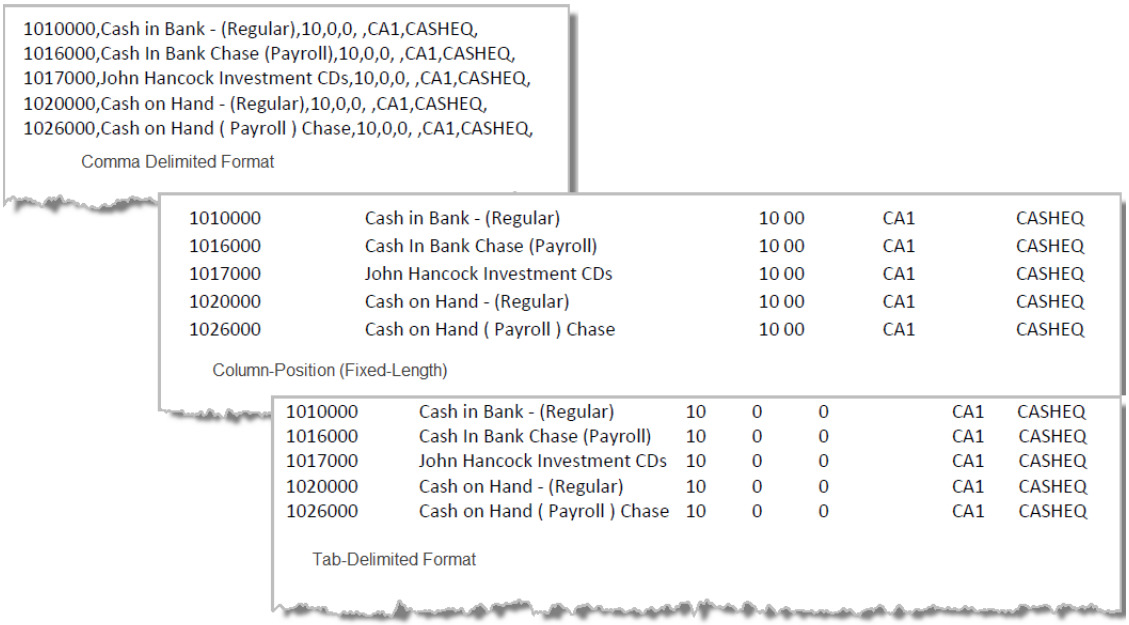
You can name the file to best meets your needs, but there are other requirements for the format which are covered in this section. The file you import will contain multiple records, each having a CR/LF (carriage return/line feed) at the end and an “H” or “D” as the first character. Records with an “H” at the beginning are header or master records, and subsequent records with a “D” at the beginning are the detail lines (sometimes referred to as “child lines”) for that header record.

The external text file must be in one of the formats supported by Denali:

- **Column Position File (fixed length)**: Each field in the text file starts at a specific position and contains a fixed number of characters. This file type is sometimes referred to as “fixed length”.
- **Tab Delimited File**: The fields in the file to be imported are separated by tabs.
- **Comma Delimited File**: The fields in the file to be imported are separated by commas.
- **Semi-Colon Delimited File**: The fields in the file to be imported are separated by semi-colons.

Any dates in the external file that you want to import must be in a specific format that uses a separator to distinguish the day, month, and year. With the exception of colons and semi-colons, you can use any symbol such as a forward slash or an asterisk as the separator. For example, if you want to import the date February 19, 2012, you could format it as 02/19/2012.

The file format sample contained in this section is for reference purposes only and might not reflect the same type of information as your text file(s). Refer to “Accounts Payable Format Requirements for Importing Data” on page 147 for a list of the required fields and the order of the fields.



```
1010000,Cash in Bank - (Regular),10,0,0, ,CA1,CASHEQ,
1016000,Cash In Bank Chase (Payroll),10,0,0, ,CA1,CASHEQ,
1017000,John Hancock Investment CDs,10,0,0, ,CA1,CASHEQ,
1020000,Cash on Hand - (Regular),10,0,0, ,CA1,CASHEQ,
1026000,Cash on Hand ( Payroll ) Chase,10,0,0, ,CA1,CASHEQ,
```

Comma Delimited Format

1010000	Cash in Bank - (Regular)	10 00	CA1	CASHEQ
1016000	Cash In Bank Chase (Payroll)	10 00	CA1	CASHEQ
1017000	John Hancock Investment CDs	10 00	CA1	CASHEQ
1020000	Cash on Hand - (Regular)	10 00	CA1	CASHEQ
1026000	Cash on Hand (Payroll) Chase	10 00	CA1	CASHEQ

Column-Position (Fixed-Length)

1010000	Cash in Bank - (Regular)	10	0	0	CA1	CASHEQ
1016000	Cash In Bank Chase (Payroll)	10	0	0	CA1	CASHEQ
1017000	John Hancock Investment CDs	10	0	0	CA1	CASHEQ
1020000	Cash on Hand - (Regular)	10	0	0	CA1	CASHEQ
1026000	Cash on Hand (Payroll) Chase	10	0	0	CA1	CASHEQ

Tab-Delimited Format

Figure 113: *External File Formats Supported by Denali*

To view the requirements for your file format before importing transactions, refer to “Use the Export Feature to View File Formats” on page 146.

Use the Export Feature to View File Formats

One way we suggest you verify the correct format you need to import an external file is to first export. This will allow you to see what is required for the type of file you will import. To verify the requirements for your external file format, you need to have at least one record (e.g., stock item, customer, or account) in your system, and then run the export feature.

To verify required file formats:

1 In the Accounts Payable module, select the export option from the left navigation pane.

The Import/Export window appears.

2 From the drop-down menu, select *Export* as the type of transfer.

3 Select the type of file that is like the type you want to import, the method, and the format of the file you will also use for the import process.

4 Type the path to the file or use the ellipsis button to browse for the output file name and path for this test export.

5 Once you enter the information for this transfer, select the **Begin Export** button.

When the process is complete, you will have a reference of what is required for the transfer options you selected. You can then use this export file as a guide to set up the file format for the data you will import (see “Accounts Payable File Format Requirements” on page 140).

Accounts Payable Format Requirements for Importing Data

Before you begin to import data, you need to make sure the text file is in the proper format and that all required fields have entries. If the external file is properly formatted, it will help eliminate the possibility of errors.

Required fields are noted with an asterisk (*).

Table 3: Accounts Payable External File Format Requirements

Field Order[a]	Field Description	Maximum Length	Character Position (Fixed-Length Format)	Data Type
1	* Vendor Number	50	1	Char-Caps
2	* AP Code	6	51	Char-Caps
3	* Vendor Name	50	57	Character
4	Vendor Address Contact	35	107	Character
5	Vendor Address Line 1	35	142	Character
6	Vendor Address Line 2	35	177	Character
7	Vendor City	35	212	Character
8	Vendor State/Province	35	247	Char-Caps
9	Vendor Postal Code	35	282	Character
10	Vendor Country	35	317	Character
11	Vendor Phone Number 1	20	352	Character
12	Vendor Phone Number Ext. 1	5	372	Character
13	Vendor Phone Number 2	20	377	Character
14	Vendor Phone Number Ext. 2	5	397	Character

Table 3: Accounts Payable External File Format Requirements				
Field Order[a]	**Field Description**	**Maximum Length**	**Character Position (Fixed-Length Format)**	**Data Type**
15	Vendor Phone Description	50	402	Character
16	Vendor Phone Contact	35	452	Character
17	Vendor Fax	20	487	Character
18	Email Contact	35	507	Character
19	Email Address	50	542	Character
20	Federal ID # (or SS # for 1099)	50	592	Character
21	Product Type	50	642	Character
22	* Due Date Control	1	692	
23	* Discount Type 0 Days from Invoice Date 1 Days of the Month 2 Days Before End of Month 3 Days After End of Month	1	693	
24	* Due Date Days	2	694	Character
25	* Discount Days	2	696	Character
26	* Discount Percentage	8	698	
27	* Status 0=Active 1=Inactive 2=Temporary	1	706	
28	* Remit To Vendor	1	707	
29	Creation Date (Import date is used if field is blank)	10	708	Date
30	Default GL Expense Account	50	718	Numeric
31	Customer #	50	768	Numeric
32	1099 Flag 0=EIN 1=SSN	1	818	
33	* Recurring Type Vendor Flag 0=No 1=Yes	1	819	

Table 3: Accounts Payable External File Format Requirements				
Field Order[a]	**Field Description**	**Maximum Length**	**Character Position (Fixed-Length Format)**	**Data Type**
34	* Vendor Posted Flag 0=No 1=Yes	1	820	
35	2nd TIN	1	821	
36	Internet Address	80	822	Character
37	* 1099 Pay Type (default is 5) 00 Non 1099 Payments 01 1099 1 - Rents 02 1099 2 - Royalties 03 1099 3 - Other Income 04 1099 4 - Federal Income Tax Withheld 05 1099 5 - Fishing Boat Proceeds 06 1099 6 - Medical/Health Payments 07 1099 7 - Non-Employee Compensation 08 1099 8 - Substitute Payments 09 1099 A - Crop Insurance Proceeds 10 1099 B - Excess Golden Parachute 11 1099 C - Gross Proceeds to Attorney 12 1099 D - Section 409A Deferrals 13 1099 E - Nonqualified Deferred Compensation 14 1099 F - Fish Purchased for Resale	2	902	
38	* Federal Tax Withheld Last Year	16	904	
39	* State Tax Withheld Last Year	16	920	
40	* Use EFT for this vendor 0=No 1=Yes	1	936	
41	EFT Bank Account Code	3	937	Character
42	EFT Client Bank Account Number[b]	17	940	Numeric
43	EFT Client Bank Routing Number[2]	9	957	Numeric

Table 3: Accounts Payable External File Format Requirements				
Field Order[a]	**Field Description**	**Maximum Length**	**Character Position (Fixed-Length Format)**	**Data Type**
44	* EFT Account Type 0=Checking 1=Savings	1	966	
45	* Print Customer Number on Checks 0=No 1=Yes	1	967	
46	* 1099 Applicable Flag 0=No 1=Yes	1	968	
47	* Print Customer Number on POs 0=No 1=Yes	1	969	
48	UDF 1	6	970	Character
49	UDF 2	6	976	Character
50	UDF 3	10	982	Character
51	UDF 4	10	992	Character
52	UDF 5	10	1002	Date
53	UDF 6	10	1012	Date
54	* UDF 7	17	1022	Numeric
55	* UDF 8	17	1039	Numeric
56	UDF 9	50	1056	Character
57	UDF 10	50	1106	Character
58	Balance Forward[c]	17	1156	Character

a. This number is for reference purposes only and will not appear in the actual text file.
b. This field will only import or export information if the Import And Export Bank Information check box is selected in Module Preferences.
c. This field is only used if balance forwards are included in the file.

Import Error Messages

This table provides a basic explanation of the various error messages you might receive during the import process and suggestions to correct any problems. If you complete the suggested fix and still receive the error, contact Customer Support at (800) 390-7053.

If this message appears	It means	Try this to fix it
“Maximum number of transactions reached. The import file is not allowed to have more than 9999 transactions, the remaining transactions will be skipped.”	This means that you have over 9999 transactions in the external file and have exceeded the maximum allowed by Denali.	You could break the external file into two files to decrease the number of transactions and retry the import again for those transactions that were skipped.
“Tran # xxxxx - Tran Date xx/xx/xxxx is not within fiscal calendar.”	This means that the indicated transaction you have tried to import is not within the fiscal calendar in which you are currently working.	You can change the transaction date in the external file to correspond with the fiscal calendar you are working in, or you might need to modify your organization’s fiscal calendar to accept the transaction. To modify your fiscal calendar, refer to the Controller guide.
“Tran # xxxxx - Tran Date xx/xx/xxxx is less than Block Date.”	This means that the indicated transaction date precedes the date you have determined as the Date Block Period for accepting transactions in the system.	You can either change the date in the external file to a date after the Date Block Period, or modify the Date Block Period in Denali. To change the Date Block Period, refer to the Controller guide.
“Invalid date detected. xx/xx/xxxx is an invalid date.”	You will receive this error message when the date is outside of the allowable date range. For instance, if the date is accidentally entered as 02/04/1007, you will receive this error message.	Check the transaction dates in your external file and retry the import process.
“Invalid date format. xxx is an invalid format length.”	This means that the date is not in the required format of MM/DD/YYYY.	Revise the date format in the external file to match the required format of MM/DD/YYYY. For additional information, see “File Formats Supported by Denali for Importing Transactions” on page 138.

If this message appears	It means	Try this to fix it
“Record xxx in the import file is the wrong length. Record skipped. The record is x characters too short (too long).”	The import file must be in the proper format to be imported. If a transaction contains too few, or too many characters, it cannot be imported.	You will need to adjust your external file to meet the file format requirements for importing into Denali. Refer to “Format Requirements for Importing Transactions” on page 138 for the specific requirements.
“Record xxxxx in the import file is not correctly delimited with tabs. Record skipped.”	There are specific requirements when you import a tab-delimited file, and this indicates that there is an error in the file format.	Refer to “Format Requirements for Importing Transactions” on page 138 for the correct format and make necessary changes to your external file. Then you can retry the import process.
“Record xxx in the import file is not correctly delimited with semi-colons. Record skipped.”	There are specific requirements when you import a semi-colon delimited file, and this indicates that there is an error in the file format.	Refer to “Format Requirements for Importing Transactions” on page 138 for the correct format and make necessary changes to your external file. Then you can retry the import process.
“The import file exceeds the maximum number of 32767 records. Please fix the file and try again.”	This means that you have exceeded the maximum allowance of records that can be imported at one time by Denali and the import process was cancelled and no transactions were imported.	You could break the external file into separate files to decrease the number of records and retry the import process.
“Unable to open the file xxx. Please make sure no program is using this file and try again.”	The file you are attempting to import is open by you or another user and Denali cannot open it.	You will need to close the file and/or program using the external file and retry the import process.
“An unexpected error has occurred. The error number is xxx at record xxxxx with message x.”	Due to the complexity of this error, we recommend contacting Customer Support for assistance at (800) 390-7053.	

A

Accounting Period The period of time covered by an income statement. One year is often the accounting period for financial reporting, but financial statements are also prepared by most organizations for each quarter and each month.

Accrual Basis of Accounting The practice of recording revenue in the period in which it is earned and recording expenses in the period in which they are incurred. The effect on the business is recognized as goods or services are rendered or consumed, rather than when cash is received or paid.

Applied Credit In Accounts Receivable, a credit memo that reduces the amount remaining to be paid on a specific debit item, instead of merely reducing the total amount owed on the account.

Applied Debit In Accounts Payable, a debit memo that reduces the amount remaining to be paid on a specific credit item, instead of merely reducing the total amount owed on the account.

Applied Payment In Accounts Receivable or Sales modules, a payment that reduces the amount remaining to be paid on a specific debit item, instead of merely reducing the total amount owed on the account.

AP Code A six-character alphanumeric code attached to vendor master records that directs how transactions are posted to General Ledger accounts and also how they are aged.

AR Code A six-character alphanumeric code attached to customer master records and used to categorize customers. The AR Code is also used to specify a GL Accounts Receivable account.

Assets The economic resources owned by a business for the purpose of conducting business operations.

Audit Trail The documentation of transactions for use by consumers and auditors of financial statements to substantiate the authenticity and accuracy of the financial statements. Also, a report available in the General Ledger module that provides a chronological listing by account of the entries posted to each account.

B

Backups Periodically updated copies of computer data that ensure against total loss of data from a catastrophic event. Backups can be automatic or manual.

Balance Forward An AR customer type specified by the AR Code in which all open invoices are compacted into a single monthly balance at the end of each month. *See also* Open Item.

Bank Reconciliation A report, or the process of preparing it, that lists the outstanding items comprising the difference between the bank statement balance and the organization checkbook balance.

Batch Processing A transaction processing method that allows for multiple transactions to be entered and edited prior to posting. You can also choose to use one or multiple batches.

Batch Status The activity status associated with each batch of transactions. The status is viewable through the Batch Status Report for modules set up for multiple batch processing. You can access a batch until it is posted.

Batch Type Batch types are identified in the Batch Status Reports, with each type of batch containing different transaction types. The different modules have different batch types.

Benefit Benefit earned by employee such as vacation leave, sick leave, insurance, bonus, etc. Benefits do not increase the amount of the employee's paycheck.

c

CMS Date The CMS Date (or system date) is the date that all modules and software use by default. This date is set each time the software is opened.

Cash Basis of Accounting The practice of recording revenue when received in cash and recording expenses when they are paid in cash.

Cash Flow Statement A statement of sources of cash receipts and purpose of cash disbursements used to explain the change in the Cash account balance.

Cash Key An indicator that identifies a transaction as a cash transaction and determines which General Ledger Cash account is affected.

Chart of Accounts A list of the general ledger accounts and corresponding account numbers used to record the events of a business.

Committed In Inventory, the process of deducting the quantity of stock items that have been included in a transaction that has been saved but not posted from the available quantity of that stock item. Once the sales transaction has been posted, the committed quantity is subtracted from the on-hand quantity, the on-hand quantity is updated, and the committed quantity is reset to zero. For example, if there are 20 widgets in stock and the clerk sells 4 over the course of the day, then the on-hand quantity of the item will still reflect 20, but the Available quantity (which is what appears when you open the stock item lookup when selling an item) will reflect 16, since 4 have been committed. Once the transactions for the day have been posted, the committed quantity is reset to zero, and the on-hand quantity is adjusted to 16, which will match the Available Quantity until more transactions which include that stock item are saved.

Consolidated Financial Statements Financial statements presenting the combined financial position and operating results of affiliated organizations.

Context-Sensitive Help Help that is relevant to the current active window. It includes information about all the options in the window. A **Help** button is available in some windows and the default Help key is F1. (See also the *Task-based Help* definition).

Contra Account A ledger account which is deducted from a related account.

Contra-Asset Account An account with a credit balance that offsets an asset account to reflect the appropriate balance sheet value for the asset.

Contra-Liability Account An account with a debit balance that offsets a liability account to reflect the appropriate balance sheet value for the asset.

Cost Activity In Job Cost, you enter cost activity to keep track of the progression of your jobs. Activity posts to all affected modules.

Cost Code In Job Cost, Cost Codes allow you to track activity and cost for specific parts of your jobs. They help you maintain accurate budgets, effective planning, and stay up-to-date on your projects.

Credit An amount entered in the right-hand column of a ledger account. A credit decreases an asset or expense account balance, and increases a liability, equity, or income account balance.

Credit Memo A document issued that reduces the amount of a receivable or increases the amount of a payable. These are used to record returned goods, defective goods or services, miscellaneous charges or credits, and error corrections.

D

Database For Denali, the database refers to the SQL server that stores the software tables. The tables store all of your organization data.

Debit A debit increases an asset or expense account balance, and decreases a liability, equity, or income account balance.

Deduction Amount deducted from pre-tax or after-tax wages.

Default A value automatically placed in a data entry field that is saved unless it's overridden to a different value.

Department Code A Code that defines the departments within an organization. Department Codes determine which general ledger income accounts are affected by transactions.

Detail Line Type The type of transaction item entered on a particular line of a transaction document.

Discount Code A two-part code established in the Sales module which specifies a discount percentage by inventory item and customer. One half of the code is entered on the customer master record and the other half is entered as part of each Inventory master record.

Double-Entry Accounting System A system in which the total dollar amount of debits must equal the total dollar amount of credits.

Due From An asset account that indicates the amount of deposits held in another account.

Due To A liability account that indicates the amount payable to another account.

E

Earnings Wages, salary, or other compensation.

Edit Report A listing of entered but not posted transactions for checking the accuracy of the data entry work.

EFT Electronic Funds Transfer. The electronic transfer of funds from one bank account to another in an encrypted format. Charges are made automatically through the Federal Reserve's automated Clearing House (ACH).

EFTPS Electronic Federal Tax Payment System; must be used to make electronic tax payments to the IRS.

EIN Employer Identification Number; This number is distributed by the IRS and is your business identity; also called Tax Identification Number.

Electronic Constants Method of saving data in a report format to submit the report electronically, rather than on paper.

Encumber Setting aside an amount as a planned expense or obligation.

Equity See *Owner's Equity*.

Expense The cost of goods or services used for the purpose of generating revenue.

Expense Allocation The process of allocating indirect expenses of a business among departments.

Extended Price The result when the quantity invoiced is multiplied by the price per unit. The total for a detail line on an invoice.

F

FICA Federal Insurance Contributions Act. The tax paid equally by employee and employer, commonly known as Social Security Tax.

FIFO Also known as "first in, first out", this is an inventory valuation method based on the assumption that the first item acquired is the first item sold, and that the remaining items are the most recently acquired.

Finished Good A product that is created by combining other items. In Inventory, this is called a Kit. The Finished Good has completed the manufacturing and/or assembly process and is ready for sale.

Form 940 Employer's Annual Federal Unemployment (FUTA) Tax Return.

Form 941 Employer's Quarterly Federal Tax Return.

FUTA Federal Unemployment Tax *(See Form 940).*

G

GL Key Six-character alphanumeric entries found in various codes throughout the accounting modules that are used in the Interface Table to specify an associated general ledger account.

H

Hold Invoice A sales invoice that is retained in the batch for further action. A hold transaction remains in the hold batch and does not post until it is retrieved and changed to an invoice.

History Transactions that were posted in any module.

I

IN Code A six-character alphanumeric code attached to IN Stock master records that directs how transactions are posted to General Ledger accounts and the inventory valuation method.

Income Revenue resulting from the operations of a business.

Interface Code It specifies which general ledger accounts are affected by a transaction.

Interface Key Often used interchangeably with GL Key. See *GL Key*.

Interface Table A cumulative table of Interface Codes that directs posting of transactions from the Sales and Accounts Receivable modules to the appropriate general ledger accounts. It is similar to a Lookup table that contains every possible set of transaction circumstances and the accounts affected by transactions conducted under each set of circumstances.

Integration Indicators set within the Module Preferences window of each module that specifies communication of posted information between modules.

Invoice Only Transaction A Purchase Order transaction that invoices items that were previously received into Inventory but not invoiced.

Invoice An itemized statement of goods or services sold that shows quantities, prices, total charges, payment terms, and sales tax. An invoice might also include many other items of information such as item description. The invoice serves as the original evidence of ownership transfer for both the buyer and seller.

J

Journal Entry This is a transaction created in General Ledger that adjusts particular accounts in your chart of accounts.

K

Kits This refers to a method of selling a group of inventory items for one price. For example you could create a pizza kit that might include the dough, sauce, and grated cheese. A kit is a group of stock items sold together as a single item.

L

Landing Cost The costs of acquiring inventory besides the purchase cost. Sales tax and freight charges can be landing costs. Discounts can also be considered landing costs depending on your business.

Liabilities The claims against the assets of a business. The debts or financial obligations of a business.

LIFO Also known as “last in, first out” and is an inventory valuation method based on the assumption that the last item acquired is the first item sold, and that the remaining items are the first acquired.

Line Item Types The different types of transactions that can be documented on a detail line of an invoice.

M

Master Tables The tables that hold the records containing general information about the participants or objects of transactions within a module. In General Ledger the master table contains the account names, numbers, and balances. In Accounts Receivable the master table contains the customer names, numbers, balances, and other general information. In Inventory the master table contains the inventory item descriptions, stock numbers, and cost and quantity information.

Module One of the functional applications of Denali. The modules are Controller, General Ledger, Accounts Receivable, Accounts Payable, Sales (Order Entry/Point of Sale), Inventory, Job Cost, Payroll, Purchase Order, and Bank Reconciliation.

N

Nested Tax Codes A set of Sales Tax Codes that are set up to charge tax on a sale for more than one taxing agency. The total for all agencies is assessed on the sale, and the amounts for the individual agencies are recorded separately.

Non-Inventory Code A code that defines product categories that are not inventory items.

O

Open Item A line item from a receivable or payable transaction that has an amount remaining to be paid or applied.

Other Time In Payroll, units worked at other than the regular pay rate, such as overtime units.

Outstanding Checks Checks issued on a bank account that have not been presented to the bank for payment.

Owner's Equity The resources invested in a business by the owner plus profits retained in the business. The amount by which the assets of an organization exceed liabilities.

P

Paid Out In Accounts Payable, an invoice paid to a vendor that does not have a vendor record established in the AP module. In Purchase Order, an order made out to a vendor that does not have a vendor record established in the AP module. In the Sales module, a paid out transaction is one in which cash is removed from the drawer to fund a miscellaneous purchase.

Periodic Occurring at regular time intervals.

Phase In Job Cost, phases are groups of Cost Codes that make up different parts of your jobs. As you complete phases, you enter cost activity.

Posting The process of recording the effects of transactions to other integrated modules and General Ledger. Posting creates a history of your transactions.

Prepaid Expenses Expenses, such as rent and insurance, which are paid in advance. The unused portion of prepaid expenses are a balance sheet asset.

Profit The amount by which the revenue from business operations exceeds the cost of operations.

R

Recurring Batch A transaction batch that holds template invoices that can be generated repeatedly. It is used for periodically recurring transactions without having to retype the information each time.

Retained Earnings The portion of owner or stockholder equity that is a result of profit earned by the business.

Revenue (Operating Credit) Income that a business receives from its business operations.

S

SQL Structured Query Language. This is the type of database Denali uses.

Standard Cost An Inventory valuation method by which the cost assigned to an Inventory item at the time of sale is a predetermined estimate. When the actual cost is recognized, any variance between standard and actual costs is posted to an inventory variance account and an expense adjustment account.

T

Tax Number Also known as Tax Identification Number or EIN, this is the number assigned to your business by the IRS.

Terms Code A code in Accounts Receivable that outlines terms for early payment discounts and finance charges. When a Terms Code is attached to a transaction, the terms specified in the code apply to the transaction.

Transaction Batch A group of transactions that will be posted together.

Transactions Business events which can be measured in money.

U

Unapplied Credit A credit in Accounts Receivable or the Sales module that reduces the total amount owed by the customer, but does not reduce the amount remaining to be paid on a specific debit item. The unapplied item is an open item until the full amount is applied.

Unapplied Debit A debit in Accounts Payable that reduces the amount owed a vendor, but does not reduce the amount remaining to paid on a specific credit item. The unapplied item is an open item until the full amount is applied.

Unapplied Payment A payment in Accounts Receivable or the Sales module that reduces the total amount owed by the customer, but does not reduce the amount remaining to be paid on a specific debit item. The unapplied item is an open item until the full amount is applied.

Units The number by which the pay rate is multiplied to calculate gross pay. The most commonly used units in Payroll calculations are hours, but other measures of time or production can be used.

Universal Bridge The Denali feature that imports unposted transactions from an external file. Modules that support this feature are General Ledger, Accounts Receivable, Accounts Payable, Inventory, Sales, Payroll, and Bank Reconciliation.

User Interface The means by which a computer user exchanges information with the computer. The menu and data entry screens are good examples of user interface.

V

Valuation Method The practice used to assign costs to inventory items sold.

W

W-2 Employee wage and tax statement, provided by the employer to the employee.

W-3 Transmittal of Wage and Tax Statements. Information filed with the Social Security Administration by the employer.

Weighted Average Cost Method This method of inventory valuation divides the total cost of stock items available to sell by the number of units available.

Window-Specific Help Help that is relevant to the current window. It includes information about all the options in the window. A **Help** button is available in some windows and the default Help key is F1.

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