

## **SOP Payables**

### **Entering invoices with no PO-**

Payables

Vendor invoice data entry

Vendor code

Invoice number

ENTER 2X-

Invoice total \$

Invoice date

Std G/L Acct: (GL code)

ACCEPT

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### **If the invoice has two GL codes.**

Payables

Vendor invoice data entry

Vendor code

Invoice number

ENTER 2X-

Invoice total \$

Invoice date

G/L Distribution

Account (GL code)

Amount

OKAY

(DO THE SAME FOR THE REMAINDING AMT)

Accept

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### **Entering invoices with PO-**

Payables

Vendor invoice data entry

Vendor code

Invoice number

ENTER 2X.

Invoice total \$

Invoice date

PO MATCH

PO Number:

(Make sure PO matches invoice) if so.

DONE

ACCEPT

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### **Entering 2 invoices with 1 PO-**

Payables

Vendor invoice data entry

Vendor code

Invoice number of first invoice

ENTER 2X-

Invoice total \$

Invoice date

PO MATCH

PO Number:

You will Remove all items that are not on the first invoice by:

- Double click "invoiced "and 0.00 out / 0.00 qty

*(Should see the x box showing incomplete & unchecked)*

DONE

ACCEPT

**FOLLOW THE SAME STEPS FOR NEXT INVOICE**

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*(IF you have made a mistake before you have posted the final journal you can go back and  
**DELETE INVOICE)***

#### **How to delete invoice**

Payables

Vendor invoice Data entry

Query (next to vendor code)

***(Pulls up all invoices that you have entered)***

Double click the invoice you want to delete.

DELETE

#### **How to enter CREDIT invoice**

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Payables

Vendor invoice data entry

Vendor code

Invoice number

ENTER 2X-

Invoice total \$ with a ( - ) sign for credit

Invoice date

Std G/L Acct: (GL code)

ACCEPT

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**Posting the journal-**

**Always review journal on edit list before finalizing it**

Payables

Edit list/ final journal/updates.

Edit lists.

RUN

(If everything is correct to what you have in hand you may post the final journal following the same steps)

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**CHECK RUN-**

Payables

CHECK PROCESSING MENU

Invoice selection listing

Payment date

Pay date (should be the following Friday)

RUN (review to make sure you will be paying all invoices listed)

**To remove invoices, you will not be paying-**

Payables

CHECK PROCESSING MENU

Payment selection

Batch

Payment date (date of next Friday)

Select

Exit

Query

**(Will show you all invoices selected)**

Double click the ones you choose not to pay, move to invoices available for payment

A new vendor for the next selection if needed follow the same steps.

**Pre-check register**

(View edit journal before the final selection)

The check date should be the Friday of.

OK

**PRINT CHECKS**

(No alignment, just print the checks)

(Make sure the first check to print is the first check in hand)

OK PRINT

OK

Edit list, RUN

final journal RUN – FOR CHECK REPORT

**(Save check report on shared file and send over to Nancy on Teams.)**

**To get positive pay file-**

Payables

Check processing menu.

Generate Pos Pay file.

RUN

(You will find file on shared provisions pos pay folder)

Go into Bank to upload file.

<https://businessonlinebanking.cambridgesavings.com/dbiqp>

sign in.

**Customer ID- db1868**

**User ID-**

**Pass-**

Open navigation (3 lines on left)

other services

positive pay

login

continue

grey arrow

options (click little notebook under options)

upload items

bulk upload (choose file)

(Shared folder, Pos pays files, look for current pos pay)

select

open

upload bulk items

ok

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**To pull up excel file you will use for check dates.**

Payables

Accounts payables inquiries & reports

Check history report.

Select by check date.

Date – the date of the checks (Friday of the week)

Click on the green XLS icon above.

Save

Run

Ok

Copy paste and import into excel file to sort and arrange.

**Excel file for running total – outstanding.**

***Follow the same steps as the “Excel file for check dates.” Above***

Open excel to arrange and add to sheet.

Move date & price.

Use the paintbrush to copy format as previous.

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**Review past Vendor invoice history.**

Payables

Accounts payables inquiries & reports

Accounts payables inquiries

Vendor invoice history inquiry

Vendor number

Display

Clear for new search

Options of - (***Display payments/ AR offset***)

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**Review of open Vendor invoice history.**

Payables

Accounts payables inquiries & reports

Accounts payables inquiries

Vendor open invoice inquiry

Vendor number

Enter

Options of - (***Display payments/ open items / AR offset***)

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**Create a NEW vendor.**

Payables

Accounts payable maintenance menu

Vendor master

Create a vendor code.

Vendors Name

***(Address, city, state, zip code, country)***

Vendor status

Branch buyer

***-additional info***

Ship via code

FOB CODE

Freight terms

Write ***(to save)***

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#### **VOID A CHECK**

Payables

Check processing menu

Void check entry

Vendor code

Check number

Yes

Options- ***(reinstate invoices, new check, invoices not reinstated)***

Accept

***(Run journal update)***

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#### **Create a Manual Check**

- ***(If you are just entering the invoice follow the steps of invoice entry)***

Create check

***(Check off print now to print check)***

Okay



Make sure check printed correctly

Okay

**(Make sure to finalize journal and follow positive pay steps)**

**- (if you would like to pay an invoice that has already been entered into system)**

Payables

Check processing menu

Payment selection

Vendor code

Invoices available for payment

Select invoice

***(Double click or use blue arrow to move to invoices selected for payment)***

Create check

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### **Closing the month**

Payables

Accounts payables menu (cont.)

A/P month end close.

Yes

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## ACH payments needed for the following:

*“Bank payments “*

- DOT FOODS
- CREEKSTONE
- MEYER FOOD GROUP
- AMERICAN FOOD GROUP
- GREATER OMAHA
- RIGHT CORPRATION
- DIESEL DIRECT
- ARROW MUTUAL INSURANCE
- CINGA INSURANCE
- PRINCIPLE INSURANCE
- IFS
- SCOTT MONTHLY PAYMENT (EVERY 7<sup>TH</sup> OF THE MONTH) 20,487.51

## To set up ACH payment

*(If with PO make sure to match invoice prior to setting up ACH)*

Login to Cambridge Bank: <https://businessonlinebanking.cambridgesavings.com/dbiqp>

- Customer ID – **db1868**
- User ID
- Pass

Open navigation (3 lines under CSB logo)

- Payments & Transfers
- Payment center
- Payment temples (each vendor is already set up with their information you just must go in to enter invoice# and change invoice total)
- (Find the vendor you will be payment)
- Actions (...)
- Initiate
- Actions (...)
- Modify (to change)
- Skip all the way down until you get to:
- Addenda
- Input invoice number (ex: “invoice # 44125 “)
- Amount – (amount you will be paying)
- Save
- Go Transaction Date and set up payment date of invoice.
- Submit for Approval

(Take a screenshot of transactions and give to Rick for approval)

### **Entering ACH in provisions**

Enter as regular invoice.

**Make sure the posting date and receipt date are the date of the wire.**

Create check.

Check off wire at top. *(SAVE CHECK # SO YOU CAN ADD TO INVOICE AND TEAMS)*

Okay

YES

run edit list.

run final journal.

#### **MAKE SURE TO ADD TRANSACTION TO TEAMS SPREADSHEET**

- GO INTO TEAMS
- ACTIVE CHECK RUN
- MANUAL CHECKS
- ADD DATE, CHECK# VENDOR NAME AND TOTAL.

### **Checking for Wires** *(Cigna, Equitable, the Guardian)*

Login to Cambridge Bank: <https://businessonlinebanking.cambridgesavings.com/dbiqp>

- *Customer ID* – **db1868**
- *User ID*
- *Pass*

Open navigation (3 lines under CSB logo)

Reporting

Balance & Transactions

Operating

Review payments that have been withdrawn

Go into Provisions and post as a WIRE with withdrawn date.

## **MARKETING**

### TEAMS

### GENERAL VENDOR MARKETING AGREEMENTS

### MARKETING ALLOWANCE

ENTER ALL INVOICES FOR THE MONTH FOR EACH VENDOR THAT PARTICIPATES IN THE PROGRAM

DATE, PO #, INVOICE #, WEIGHT OR CASE COUNT

TOTAL FOR THE MONTH

ENTER ALLOWANCE IN SUMMARY

TAKE SCREENSHOT OF EACH VENDOR TOTALS PRINT OUT 2 COPIES

ENTER INTO UBS AS A CREDIT MEMO AND SEND A COPY OVER WITH CHECK.

### **When refunding sales/Vendors**

Use vendor#17876.

Go into Vendor master.

*(You will have to change information to the current info you received)*

- Name
- Address
- 3.accts payables info
- Name
- Address

WRITE

Enter as regular invoice and Create Check

Run Edit and Final journal.

**Credit back to customer GL: 30011**

**Credit back to sales GL: 11888**

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### **How to code and process PENSKE bill - VENDOR #19315**

**"Contract and Rental invoice" (40k & above)**

Review bill and break down by truck# with set Principal and interest.

**RENTAL UNITS**- GL: **60009***(On first sheet of invoice)*

**TOTAL INTEREST**-GL **85007** *(PUT DOWN ON EXTRA SHEET TO CACULATE)*

**TAXES**- GL **60016** *(REMAINING AMOUNT AFTER RENTAL/INTREST)*

**Truck#**

280-22113	288-22126			
281- 22114	289-22127			
282-22115	290-22128			
283-22116	291-22129			
284-22117	292-22130			
285-22123	303-22118			
286-22124	304-22119			
287-22125				

**"Special Invoice"**

Follow truck repair & maintenance list.

Review truck# on invoice and use codes on list.

