



Invoice Checks-Payments to Vendors

Property Management Solutions for Over 30 Years

Overview

Invoices can be entered as received. When they are due they can be paid using <<AP, Scheduled Payables, Invoices>>. You can consolidate an unlimited number of invoices on a single check, or print one check per invoice. That choice is made in the VENDOR PROFILE, [Check Limit] field.

Multiple Invoices on 1 Check

Invoices, when printed for a payee, will consolidate onto one or more checks if the Separate Checks check box is not marked. Up to ten checks will be consolidated on a single check unless a Check Limit is specified in the Vendor Profile. This is the maximum number of lines available on the stub to identify the invoices being consolidated.

If the check limit is set to 1 it is the same as setting Separate Checks on the invoice entry screen. If the Check Limit is set to a number greater than 10 the first nine will be listed on the stub while the tenth line will indicate the number of additional line items and their dollar amount. Complete line item details can be viewed in Check History.

Single Checks

Up to ten line items can be listed on the check stub when you print a check through the Single Check function. If there are more than ten, the first nine will be listed and the tenant line will indicate the additional number of line items and the associated amount. Each line item can have a memo that will print on the check stub.

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Entering the Invoice Information

1. Go to <<AP, Invoices>>
2. Enter an [Invoice Number].
3. Select the [Payee] from the drop down list
4. Enter a [Due Date] if different from the invoice date
5. Select the [Bill To] (the unit, owner or partnership) and the Bill Code
6. Enter the [Amount]
7. Enter a [Memo] if applicable
8. Put in additional line items by clicking in the open area below the previous line item.

The screenshot shows the 'Invoice' entry form. At the top, there are checkboxes for 'Hold', 'Separate Check', and 'Copy Information'. Below these are fields for 'Invoice #', 'Payee' (with a dropdown menu), 'Invoice Date' (1/30/2019), 'Due Date', 'Discount (%)', 'Discount (\$)', 'Last Day', 'One Time Payee', 'Memo', 'Priority' (Normal), and 'Work Order'. The form is divided into two tabs: '1. Invoice' and '2. Payee Address & Comments'. The '1. Invoice' tab is active, showing fields for 'Bill To' (dropdown), 'Bill Code' (dropdown), 'Amount', and 'Memo'. There is a checkbox for 'Split Charge with Owner'. At the bottom, there are three summary fields: 'Undiscounted Total', 'Total Discount', and 'Discounted Total', each with a corresponding cyan-colored input field.

[Invoice Discount]: The discount amount is deducted from the payment if paid prior to the Last Day field. When writing checks the invoices with missed discounts can be viewed separately. The check will be written for the discounted amount and the owner ledger will be debited the full invoice amount, unless the owner is set to receive invoice discounts (this is determined by the management fee assigned to the unit).

- a. If you choose to pay only part of the invoice the discount will be lost.
- b. The management group must use the same posting table as the owner/property.
- c. If you enter a multiple line invoice with a discount, and one of those line items cannot be paid, the discount will not be taken on the line items that are paid.
- d. Discount %: The percentage entered here is used to calculate the discount amount in Total Discount. Discounts are prorated among all the line items.
- e. Discount \$: The dollar amount entered here is subtracted from the total amount of the invoice shown in Undiscounted Total. Discounts are prorated among all the line items.

[Work Order]: Information from work orders can be pulled into fields on the invoice form. Pressing the down arrow key or clicking the flashlight button will display a Find List of completed work orders. Selecting one will fill in the invoice fields. When the invoice is posted, the status of the work order is changed to Invoiced.

- a. Marking the Show All checkbox will display all invoices with the completed ones highlighted. Selecting a work order will fill the invoice in with whatever fields are available. Upon posting the invoice, the work order status is changed to Invoiced. If there is significant information that hasn't been entered in the work order, edit it and enter that data after selecting and before posting.
- b. Once you have selected a work order, double clicking on the work order label will fill the Work Order number into the Invoice number field.

Invoice

Invoice # 070610UHK Hold Separate Check Copy Information

Payee Vendor

Invoice Date 1/30/2019

Due Date

Discount (%) 1.5

Discount (\$)

Last Day

One Time Payee

Memo

Priority Normal

Work Order 290129IZPL: FAIR436 - Flooding

1. Invoice 2. Payee Address & Comments

Bill To FAIR436: 436 Fairway Drive [Unit]

Bill Code PLUMBING: Plumbing

Amount \$56.00 Split Charge with Owner

Memo flooded basement

Undiscounted Total \$56.00 Total Discount \$0.84 Discounted Total \$55.16

[Split Charge with Owner]: If the Bill To is a tenant, then marking the checkbox will invoke the breakdown parameters defined under Invoicing in the Tenant Profile, tab 3. If no parameters are defined there, the split will be 50/50. If this checkbox is not marked, the tenant will be charged the entire amount.

- The effect of using this feature is to allow you to charge the tenant for part of a charge to the owner. The owner still pays the entire amount to the Vendor but is reimbursed by the tenant for the appropriate percentage up to the Split Maximum defined in the Tenant Profile.
- Tenant Open Credits will not be used to automatically pay off a charge posted in this way.
- The tenant charge is posted when the invoice is paid, not when it is posted. If you want to charge the tenant before the invoice is paid, make the Bill To the unit and click the charge tenant button to enter the charge amount.

The screenshot displays the 'Invoice' form and a 'Tenant Profile' pop-up window. The 'Invoice' form includes fields for Invoice # (NOVEMBER 28, 2018), Payee (GARCIA: Victor Garcia [Vendor]), Invoice Date (11/28/2018), Due Date, Discount (%), Discount (\$), Last Day, One Time Payee, Memo, Priority (Normal), and Work Order. The 'Bill To' field is set to 'BRUNO: Joseph P. Bruno [Current Tenant]' with a 'Tenant' dropdown. The 'Bill Code' is 'PLUMBING: Plumbing' and the 'Amount' is '\$56.00'. A checkbox for 'Split Charge with Owner' is checked. The 'Undiscounted Total' is '\$56.00'.

The 'Tenant Profile' pop-up window shows the tenant's ID (BRUNO) and name (Joseph P. Bruno). It includes a 'Status' dropdown set to 'Current' and an 'Upload Manager' button. The 'Rent Changes' section shows a table with two entries:

Effective	Amount
7/1/2018	\$1,157.00
12/1/2018	\$1,170.00

The 'Tax Information' section contains a 'Click To Display' button. The 'Invoicing' section has 'Split Percentage' set to 100 and 'Split Maximum' set to \$25.00. The 'Statements' section shows 'BASIC: Basic Statement' and 'Publishing' set to 'Do Not Publish'. There are checkboxes for 'No Paper Statements' (unchecked) and 'No Internet Statements' (checked). The bottom navigation bar includes tabs for '1. Tenant', '2. Lease', '3. Rent Changes', '4. Recurring Charges', '5. Categories', and '6. Documentation'.

Payee Address & Comments Tab

The screenshot shows a software interface for entering payee information. It features a 'Payee Address' section with a text field, a 'ZIP...' button, and a 'Foreign' checkbox. A 'Comments' section is provided for additional notes. A 'Create Statement Note' button is located below the comments field. The interface includes a blue header and a tabbed bottom with '1. Invoice' and '2. Payee Address & Comments'.

Address

Use this address group box to enter the address of a one-time payee. The name is copied from the One-time Payee field. If an existing vendor, owner, or tenant profile was selected as payee, the profile name and address information will fill in this box automatically.

Comments

A freeform field for comments.

Create Statement Note

Clicking this button will bring up a Note screen marked Append to Statement. It will include the unit address and vendor, along with the contents of the comment field.

Duplicate Invoices

When posting an invoice the application checks to see if the invoice # was used previously for the same payee in the past 90 days. If an exact match is found a warning screen explaining the situation will display.

Click <Cancel> if you want to change the Invoice # or <OK> to ignore the warning and post with the duplicate invoice number.

Paying the Invoices

1. Go to <<AP Scheduled Payables>>
2. Click the <Invoices> radio button.
3. Set the [Date] through which you want to pay invoices.
4. Click <Compile>
- a. A list of invoice check candidates will display. Those that are due but can't be paid because the owner doesn't have enough money will be marked Skip.
5. Review the invoices and make appropriate changes.
6. Click <Post>.
7. Click <Yes> to print the checks now or <No> to print them later through <<AP, Print Check>> function.

There are fields at the top of the compile screen that show information about the compiled invoices.

Selected Payables – the total amount of the unskipped payables and the count

Selected Discounts – the discount total for the selected payables and the count

Loaded Payables – the total amount of all loaded payables and the count

Available Credit Memos – the total amount of the available credit memos and the count. To see the credit memos click on the Invoice History button on the left and then on the Credit Memo tab.

If there is more than one invoice to be paid for an owner the highest priority / oldest will be paid first. When there is not enough money to pay a higher priority invoice, the lower priority invoices will not be paid off.

When compiling invoices, you can restrict to a specific payee or payer. If you want to see all due invoices, do not restrict to anything, just hit compile. Each line item contains invoice candidates meeting the selection criteria will be listed on the display in the view mode. Each line item contains Due Date, Payer, Payee, Amount and a Skip checkbox. They are displayed in Payer sequence and printed in Payee sequence.

Each line item on the screen represents a payable item. A payable item corresponds to an invoice line item. The payables that are not skipped will be consolidated onto checks based on the rules in the vendor profile, the banks used by the payers, and the state of the separate check field at the time the invoice was posted. Payables for one-time payees always print on a separate check.

A check may be skipped because it will draw the owner's balance below his Base Reserve as established in the Owner Profile, or because it will draw his balance below the Minimum Base Reserve as established in Setup, Processing Defaults.

If you wish to skip the payable altogether, mark the Skip checkbox. The payable will not be posted and will appear on the Skipped Payables tab and on the report as skipped. Skipped payables will not be deleted from unpaid payables and will continue to come up as candidates the next time scheduled payables are compiled.

Check and Stub

		C175LYN 1748
RE: bill #12345	January 30, 2019	\$*****74.00
Seventy Four and 00/100 Dollars		
Hero Electric 218 Main Street Faifax, VA 21015		
1 Training		
Reference	Description	Amount
JANUARY 30, 2019	327 Cedar Lane Electric Bill bill #12345	\$25.00
JANUARY 30, 2019	436 Fairway Drive Electric Bill bill #45678	\$35.00
JANUARY 30, 2019	2118 Oak Street Electric Bill bill #4712	\$14.00
Payee: Hero Electric		Date: 1/30/2019
Memo: bill #12345		Amount: \$74.00
Bank: CHECKING: Bank Account Checking		Control: C175LYN 1748

See check stub details on the next page.

Check Stub Details

The check stub details depend on the number of line items on the check. Every line item posts as a separate payable, which can be individually skipped or partially paid off when compiled in Scheduled Checks, Invoice Checks.

Up to 10 entries (lines) will be listed separately on the check stub. If the invoices contain fewer than ten line items they will all be listed. If there are more than 10, the first line will have the invoice number and description of the first line item and say "and X more items"

- Single invoice - fewer than 11 line items - 1 check - all listed
- Single invoice - more than 10 line items - 1 check – first listed, plus X other items

- Multiple invoices can be included on a single check. You can limit the number of invoices that will be included on a check in the Vendor Profile using the Check Limit field. Up to 10 invoices will be listed separately on the check stub. If there are more than that, the following rules apply.
- Multiple invoices - fewer than 11 line items - 1 check - all line items listed
- Multiple invoices - more than 10 line items - 1 check (for example, 2 invoices, 1 with 4 line items, one with 7 line items):
 - 1st line on stub - 1st line item from 1st invoice plus 3 other items
 - 2nd line on stub - 1st line item from 2nd invoice plus 6 other items
- Multiple invoices – more than 10 invoices – check limit field blank
 - they are sequenced by number of line items per invoice
 - it will put up to 10 invoices on each check. If the # of line items on the check exceeds 10 then each multi line invoice will list the first line item and then say "plus x more"
 - for example: 7 one line invoices and 6 two-line invoices
 - check #1 will have the 7 one line and 3 two line, each with the first line item and "plus 1 more".
 - check #2 will list the 8 line items.
- Multiple invoices – more than 10 invoices – check limit field set at more than 10
 - It will list the first 9 invoices and then say "plus X more totaling \$XXX"