Accounts Payable Manager

January 2020

FOR CONSIDERATION BY:

CONFIDENTIAL CLIENT
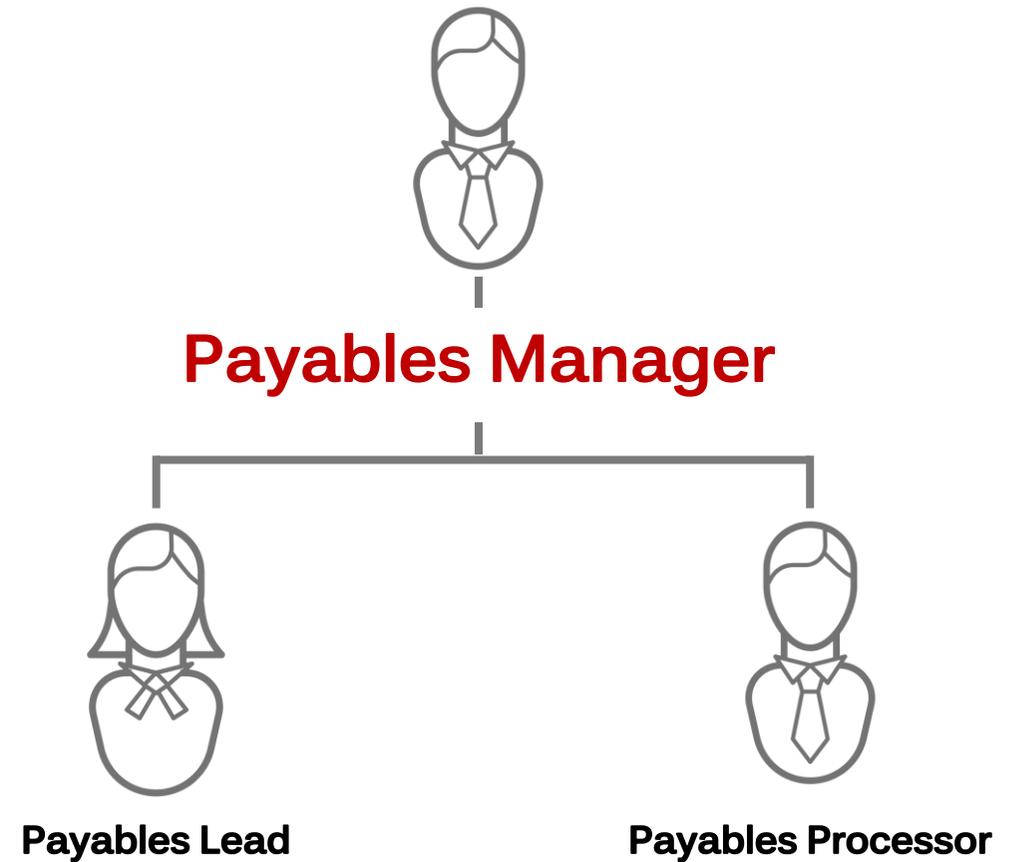
PREPARED BY:

JOEL AGUILAR
VIP SOLUTIONS GROUP

VIP

KEY ACCOUNTING FUNCTIONS:

Functional Objectives

- Control systems & processes of recording procurement and payments for procured goods.
- Accurate and timely processing of purchases and payments.

Payables Manager

Payables Lead

Payables Processor

ROLE:

COMPANY BACKGROUND		
Company Name: Confidential	**Division:** N/A	**Department:** Accounts Payable
Job Title: Accounts Payable Manager	**Reporting to:** Interim Controller	**Subordinates:** AP Lead & AP Processor
BACKGROUND REQUIREMENT		
Years of Experience: 4 to 5 years in AP Cycle	**Education:** College degree preferred but not required	**Industry Experience:** Retail preferred but not required
Software: JDE desirable but not required	**Minimum Skills / Mandatory Skills / Experience Needed for Hire:** • An Associate's degree in Accounting or equivalent from two-year College and/or 1 to 3 years related experience is preferable but not required for this position. • Previous leadership experience in A/P or A/R is preferred. • Experience with Microsoft applications preferred (i.e. Word, Excel, PowerPoint, Outlook). • Experience with inventory systems helpful (i.e. JDE). • Experience working in an office environment coordinating multiple tasks with high attention to detail and accuracy critical. • Able to utilize time, energy, and resources to manage priorities, stay on track, and achieve timely and accurate payment of invoices. • Manage multiple priorities and pay close attention to detail. • Complete tasks thoroughly, accurately, and in a timely manner.	

ROADMAP:

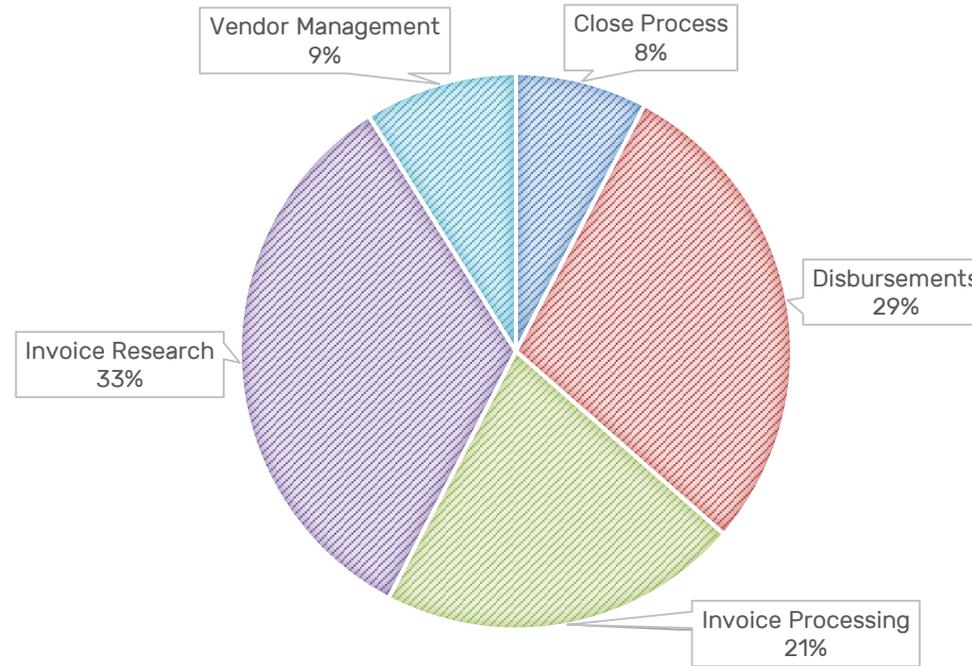| JOB DESCRIPTION |
|---|
| **Job Description:**
• Vendor maintenance
• 1099 process
• Ad-hoc reporting generation
• Supervision of data entry transactions
• Training and mentoring team members
• Problem resolution
• Streamline processes
• Month end accruals and reconciliations
• Respond to other special requirements. |
| **Brief Description of Role's Goals & Objectives:**
• Develop and maintain consistent practices to perform assigned responsibilities accurately and efficiently
• Consistently producing output at or above established standards
• Consistent follow through to track progress and ensure timely completion
• Self-managed including identifying methods for improving existing processes, practices, and procedures.
• Proficiently navigates technology systems, equipment, and computer applications needed to fulfill responsibilities. |

AREAS OF RESPONSIBILITY:

AREAS OF RESPONSIBILITY		
Disbursements	Preparation	The AP Manager prepares a weekly disbursements including check, wire, and ACH for vendors, intercompanies, customer refunds, and prepayments. Amounts determined to be disbursed are varied based on what is pulled as of the previous Friday.
	Release Payments	Processing of all payments for the week through various means (Wire, ACH, check, credit card). This task includes vendors, intercompanies, customer refunds and prepayments. Payments processed for Tucker Rocky are processed based on a special payment schedule. Payments may not interface properly with JDE if ACH information does not match if invoice was set up for check.
Vendor Management	New Vendor Set-Up	The AP Manager sets up vendors daily or as needed.
	Vendor Invoice Record Changes	As needed changes for due date, payment type or hold status are adjusted by the AP Manager.
	W9 & 1099 Processing and Submission	Accumulate W9 and deliver 1099s to IRS and vendors.
Invoice Processing	Pricing Adjustments	Confirm pricing adjustments are approved. The AP Processor (Chris Ramos) identifies variances exceeding 5% between the PO price and the Invoice price and sends it over to Purchasing and once Purchasing confirms or requests a change, they confirm to the AP Manager, who makes the corrections and processes the invoice, once the confirmation from Purchasing has been received of the pricing adjustment.
	Daily Batch Posting – Matched Vouchers	The AP Manager follows the batch process to create Invoices for POs that have been received.
	Daily Batch Posting - Invoices	Confirm batch process posting on a daily basis. Ensure batches are posted timely and accurately.
	Researching Invoice Items	The AP Manager performs a general research of older invoices that vendors are asking about to determine payment eligibility.
	Process Invoices for Prepayments	Post invoices for prepayments and tie out prepaid amounts to receipts.
		Review and process refunds to customers for items returned or not received upon approvals from Rider Service Center.
	Customer Refund Checks	Review and process refunds to customers for items returned or not received upon approvals from service center.
Close Process	Month End Process	Address all AP related matching activities in preparation for the month end close.

ANALYSIS:

CAPACITY CONSUMPTION

Pie chart showing capacity consumption:
- Vendor Management 9%
- Close Process 8%
- Disbursements 29%
- Invoice Processing 21%
- Invoice Research 33%

Key Takeaways
• 1/3 of this role is vendor invoice research

Recommendation
• Consider the issues which create the need for invoice research and review.
• Exceptions in this process consume an inordinate amount of this role's capacity.

TASKING:

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION	ANNUAL HOURS CONSUMED	RISK LEVEL	COMPLEXITY	FREQUENCY
Disbursements	Preparation	Identify invoices for payment	78.0	Medium	Low	Weekly
		Identify Intercompany invoices for payment	26.0	Low	Low	Weekly
		Identify invoices for payment and consider special invoice/vendor circumstances	16.0	Low	Low	Weekly
		Identify UPS invoices for payment	13.0	High	Low	Weekly
		Review invoices for payment	39.0	Medium	Medium	Weekly
		Review Pay Status Code of invoices for payment	13.0	Low	Low	Weekly
		Tie out proposed payment run to invoices for payment	13.0	Low	Low	Weekly
		Confirm completeness of invoices for payment with AP lead	13.0	Low	Low	Weekly
		Request Approval for Check Run	13.0	Low	Low	Weekly
	Release Payments	Create Wire Run	52.0	Medium	Medium	Weekly
		Create Check Run	52.0	Medium	Medium	Weekly
		Print vendor checks	52.0	Medium	Medium	Weekly
		Create ACH Run	52.0	Medium	Medium	Weekly
		Create Credit Card Run	52.0	Low	Low	Weekly
	Voiding Payments	Apply voided payment checks and invoices	52.0	Low	Low	Weekly

TASKING:

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION	ANNUAL HOURS CONSUMED	RISK LEVEL	COMPLEXITY	FREQUENCY
Vendor Management	New Vendor Set-Up	Confirm IRS verification	13.0	Low	Low	Weekly
		Enter new Vendor Information	13.0	Low	Low	Weekly
		Add to new Vendor to log	13.0	Low	Low	Weekly
		Save ACH form to ACH folder	13.0	Low	Low	Weekly
		Vendor Setup email confirmation	13.0	Low	Low	Weekly
		Corporate Vendor Prior Approval	13.0	Low	Low	Weekly
		Confirm Vendor Approval	13.0	Low	Low	Weekly
	Vendor Invoice Record Changes	Edit Invoice Info: Due date, payment type & Approve/Hold status under Global Updates	52.0	Low	Low	Weekly
	W9 & 1099 Processing and Submissions	Accumulate vendor W9s and submit 1099s to vendors and IRS	24.0	Medium	Low	Yearly
Invoice Processing	Pricing Adjustments	Research Invoice Pricing Adjustments	52.0	Medium	Low	Weekly
	Daily Batch Posting – Matched Vouchers	Create Invoice for POs that had been Received	52.0	Medium	Low	Weekly
	Daily Batch Posting - Invoices	Post Daily Batch - AP Module	55.0	Low	Low	Daily
		Post Daily Batch - GL Module	55.0	Low	Low	Daily
	Research Invoice Items	Research Outstanding Invoices	624.0	Low	Low	Weekly
	Process Invoices for Prepayments	Apply prepayments to Drop Ship Acct 8165	52.0	Medium	Low	Weekly
		Apply prepayments to WPS Acct 3555	52.0	Medium	Low	Weekly
		Apply prepayments to Vendor 3163	52.0	Medium	Low	Weekly
	Refund Checks	Apply customer refund checks	26.0	Medium	Low	Weekly
Month End Process	Month End Process	Reconcile unmatched receipts accrual	144.0	Low	Low	Monthly

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Disbursements	Identify Vendor Invoices for Payment	[Confidential] is a vendor with a unique terms agreement. The AP Manager reviews the Payables Aging of [Confidential]. [Confidential] Invoices are pulled Tuesday of each week. Vendor employee sends a weekly report that the AP Manager looks at on Mondays. There is a folder at the G: drive [Confidential] where the AP Manager saves and renames the file received to the date sent by Vendor Employee. [e.g. 012220 - Weekly Recon].
		The AP Manager runs the report "[Confidential] Status Change" in JDE to get the status of outstanding invoices. The AP Manager adds a column for Due Date +30 from invoice date and runs a total on what is due each week.
		Credits: Go to tab for Credits and subtract them to get the total due.
		If a vendor does not have pending credits the AP Manager matches them to what is in JDE vs the Excel report and verifies the dollar amounts. When he determines which invoices are not in the Excel file he sends the list to (AP Processor).
		Once they are determined he sends the list to (AP Processor) and asks him to obtain the remaining invoices.
		To verify that all the invoices are there the AP Manager pulls a JDE report into Excel and filters the entire report and filters by invoice number to make sure he has in JDE all that Vendor Employee reported in her Excel report [e.g. 012220 - Weekly Recon] He determines he does not have the invoices from Vendor Employee in the system and sends them to (AP Processor) as a Recon file.
		Creates a Prepay on all the invoices that were on in JDE that will no longer be paid next time, processed as a Zero check because they have been previously been paid as a net to Zero against the Prepays.

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Disbursements	Identify Intercompany Invoices for Payment	The Accounts Payable Manager must go to: G:/Accounting/AP/Intercomnany Statements/Payment Schedule. The payment schedule is based on due dates that they already have. This is submitted to (Director of FP&A) as an FYI and the AP Manager adds it to the check run. The AP Manager pulls the total for the corresponding tab of the Payment Schedule
		The new AP Manager must have access to the [SQL Server Reporting Services] tool to access the AP Extracts to identify the check run.
		He hits to export the entire file into Excel. He inserts 2 columns to move the Address Book Number and the Vendor Name to a more readable column as a cut and paste.
		The AP Manager puts commas on the Open Amount values. He moves the Invoice Date and Due Date to a more readable location. The AP Manager renames the AP Extract tab as Master and copies the tab to another tab [+ command] and deletes columns not needed. The AP Manager filters Address Book 200 and deletes everything else.
		The AP Manager leaves just one row for Address Book 200 (Vendor 200) for the totals and another row for vendor 3519 because these Vendor 3519's amounts need to be correct to be adjusted.
		Filter Due Date to the Friday of that week. (In this case 1/31/20).
		Intercompany Vendors only have 3 digits in the Vendor ID and we only process their invoices dated after 11/1/19 when we made the switch to pay them by intercompany wire. All intercompany vendor payments are processed as regular payments, except for the timeline of Vendor 200 schedule noted above.
		Intercompany vendors are: Vendor 200, vendor 410, vendor 430, vendor 450, vendor 470, and vendor 490. Do not pay anything less than 11/1/19 for Intercompanies. That is when the Intercompanies processed changed no longer netting out but paying them individually through wire transfers and ACH.
		In the case of Address Book 410, and for all Intercompany we do not want to process anything that is Invoice Date prior to 11/1/19.
		Intercompany Payments – Vendor 200 processed on separate special payment schedule

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Disbursements	Identify Intercompany Invoices for Payment	Vendor 4187 is not being paid until we receive insurance payment. (President of the Company) will determine payment date.
		Vendor 4333 is a rent related payment and needs to be eliminated because it was paid separately because there was a change in the rent.
		Vendor 4609 just switched to wire for this one payment so they do not need to be paid by check this time, only back to normal until next invoice, when necessary.
		Vendor 5097 pops up in the report but we confirm they are set as wire payments as we review all.
		The AP Manager reviews rent vendors and confirms they are on the list on the report because at the end of month they need to get paid.
		The AP Manager saves the file he has reviewed to a folder called G:/Accounting/AP/Check Run Spreadsheets/2020/0120 - January/012820 - AP Speed Status extract Tuesday January 28 2020 11_04_12AM.xlsx.
	Identify UPS invoices for payment	The AP Manager downloads from the UPS website the due invoices each week usually on Mondays. The AP Manager logs into the account. It gives a current balance and clicks on 'Pay Now'. It brings the 2 accounts that we have, he click selects both, clicks next, and clicks next on the Manage One-Time Account. The company always pays them on the Friday, since they are due on Saturday. The payment account is always [Company Name] and clicks on selected Friday date and clicks accept. Next prints the invoices. To do that View/Download as PDF data, submits, opens, right click always only on first 4 pages (summary). Cancel and go back to print screen to submit request for second invoices (since there are 2 accounts).
		The AP Manager gives the 2 hardcopies to the AP Lead to process the invoices for payment as a wire day draft to our accounts.
		The Director of Financial Planning and Analysis will handle the UPS password to the next designated person.
		UPS is the only vendor that draws directly from our account.

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Disbursements	Identify Intercompany Invoices for Payment	Vendor 4187 is not being paid until we receive insurance payment. (President of the Company) will determine payment date.
		Vendor 4333 is a rent related payment and needs to be eliminated because it was paid separately because there was a change in the rent.
		Vendor 4609 just switched to wire for this one payment so they do not need to be paid by check this time, only back to normal until next invoice, when necessary.
		Vendor 5097 pops up in the report but we confirm they are set as wire payments as we review all.
		The AP Manager reviews rent vendors and confirms they are on the list on the report because at the end of month they need to get paid.
		The AP Manager saves the file he has reviewed to a folder called G:/Accounting/AP/Check Run Spreadsheets/2020/0120 - January/012820 - AP Speed Status extract Tuesday January 28 2020 11_04_12AM.xlsx.
	Identify UPS invoices for payment	The AP Manager downloads from the UPS website the due invoices each week usually on Mondays. The AP Manager logs into the account. It gives a current balance and clicks on 'Pay Now'. It brings the 2 accounts that we have, he click selects both, clicks next, and clicks next on the Manage One-Time Account. The company always pays them on the Friday, since they are due on Saturday. The payment account is always [Company Name] and clicks on selected Friday date and clicks accept. Next prints the invoices. To do that View/Download as PDF data, submits, opens, right click always only on first 4 pages (summary). Cancel and go back to print screen to submit request for second invoices (since there are 2 accounts).
		The AP Manager gives the 2 hardcopies to the AP Lead to process the invoices for payment as a wire day draft to our accounts.
		The Director of Financial Planning and Analysis will handle the UPS password to the next designated person.
		UPS is the only vendor that draws directly from our account.

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Disbursements	Review Invoices for Payment	The AP Manager reviews for any remaining invoice and credits that may look odd. The AP Manager says: "If I can take the credits I take the credits but if all I have is the credits then I remove those lines." Delete them also whenever there is nothing but a credit.
		The payment terms are Net 60 for [Confidential Vendors].
		The payment terms are Net 45 for [Confidential Vendors].
		The payment terms are Net 30 for [Confidential Vendor].
		Vendor 3163 and 8165), and 3078 (paid with our credit card that they already have on file and we just need to clear from our system so we do not double pay).
		All of these are deleted from the AP Extract for the week.
	Review Pay Status Code of invoices for payment	The AP Manager reviews that the status is always 'A' for approved on all that remains left.
	Tie out proposed payment run to invoices for payment	The AP Manager runs an Excel sum as proposed total and matches it against the anticipated total.
	Confirm completeness of invoices for payment with AP lead	The AP Manager checks with the AP Lead to confirm there is nothing else to add.
	Request Approval for Check Run	The AP Manager sends file above with total proposed to (Director of FP&A), (Interim Controller) and (President of the Company) to make determination to approve the run or not.

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Disbursements	Release Payments	The AP Manager goes to 'Create Payment Group - Non Prepayment' module within AP- Automatic Payment Processing in JDE to see: checks, ACH and Wires. Clicks box for Data Selection and clicks submit. Note that to process a payment where an invoice or prepayment has been split, requires to delete the row for GL Posted Code (F0411) when it is equal to 'D'.
		Next, the AP Manager tells JDE to add Address Number Equal to Literal. In next screen chooses tab for Single Value, Range Value, or List of Values. Selects Literal Value '3163' and clicks Green Check Mark. With the filter click on Green Check Mark, put what date to pay through (click calendar to select date and click Green Check Mark again). Accept the dummy printer selection pop up and the screen disappears.
		The AP Manager goes to 'Work with Payment Groups module within AP- Automatic Payment Processing in JDE. Screen shows 'W' for wire ready to go. Related Prepayment and matching invoices shows a Zero balance meaning the entries are considered processed and paid. Select the row and click on Row and Write from Pull down. To write wire payments, always start with check number 200 and ACH always start with 100. Checks start with the next check number available in the check sequence spreadsheet log.
		After selecting Next Payment 200 click Green checkmark. Click 'Ok' on 'Work with Payment Groups - Check Number Sequencing' warning that pops up.
		Click Green Check Mark on dummy printer selection. Click on the actual row and hit the search on the Magnifying Glass. Then the Next Status changes from 'WRT' (Write) to 'UPD' (Update).
		Next click on the row and click on Row Update pull down and screen green check mark on dummy printer selection. The Recent Report will show the General Ledger Post of the payment register.
		The AP Manager goes to 'Generate Positive Pay Text File - module within AP- Automatic Payment Processing in JDE. Processing Options screen pops up to change the date's date to today's date and hit Green Check Mark. The AP Manager clicks on Green Dummy printer selection screen. Hits Refresh in Recent Reports and the newest report shows Generate Positive Pay Text File.
		The AP Manager goes to 'Positive Pay Text Processor - module within AP- Automatic Payment Processing in JDE. Finds the most current Unprocessed Text Batch and selects it. Clicks on Row and Process Batch pull down/Copy Text. Overwrite destination for Text File to export. Hit Green Check Mark. To validate, the newly processed batch shows as Status Description: 'Processed/Outbound'. Next click Red 'X' to exit screen.
		Positive Pay File from TXT to Excel to submit to (Senior Accountant)/ (Interim Controller)/ (Director of FP&A) for Bank upload: Go to Excel, open file and choose comma delimited conversion. To convert the information dump to decimal format enter a blank column in column F and at F2 type the formula '=E2/100' and copy down to the end of the file. Next Copy the values of the calculation to E2 and down to end of file to place the correct decimal point values for the positive pay file. Verify that the totals in column E equals the hash total at the end of column D. Save the Excel file as XLSX type and add the type of payment (e.g., Wire) after the file name adding '810' for the company ID. I.e.: Pos Pay 012920.1Wire 810.xlsx
		Submit the edited Excel file on Positive Pay and the ACH to (Senior Accountant)/ (Interim Controller)/ (Director of FP&A) for Positive Pay to the Bank. Note that wire run Positive Pay Excel files are not sent to (Senior Accountant)/ (Interim Controller)/ (Director of FP&A) for Positive Pay because they are processed directly through Treasury, outside of AP; they are still saved in the Finance folder ONLY for record keeping as is the normal process. E.g. file: [Pos Pay MMDDYY.1 Wire 810]. See tab for screen shot of Pos Pay file. Once confirmation that the AP Speed Status (Pre-Determination) report file matches the Disbursements report files, the AP Manager saves both reports and closes them and the check run process in question is complete.

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Disbursements	Check Run Creation (1 of 2)	Check Run - Including Deletion of Items: To determine the next check number available, in Excel open Check Sequence Totals.xlsx which the AP Manager updates every time he makes a check run with the information of the last sequence. The first tab of the file has a report with the log of: check number, company ID, beginning check number, beginning vendor, ending check number, last vendor, and total check run. The next tab '810' is copied from the positive pay file to insure integrity of check sequence numbering and lists: check number, vendor name, amount, CCY, and check date.
		With the Check Run when completed and ready to print the checks, in the drop down when you click the Refresh on the JDE Home screen - Reports, select the check for the respective run. Save the Check Run as a PDF under: Check Copies/2020.
		The AP Manager opens the Disbursements file side by side on the same screen with the Check Sequence Totals file for the last check number.
		As needed changes: If there are additional requests for payments that are made via wire or otherwise, the AP Manager adds them to the bottom of the file: DDMMYY - AP Speed Status extract Tuesday 28 2020 11_04_12_AM.xls. The additional entries/requests are added to the Proposed Total and submitted to (Director of FP&A), (President of the Company) and (Interim Controller) for final approval.
		On check run day, upon final approvals the AP Manager begins the process on JDE and goes through the steps of Create Prepayment Group - Non Prepayment module. Click on Data Selection, Submit, in the Data Selection screen hits green check mark. In Processing Options selects Pay Through Date of the Friday of that week, clicks Green check mark, green check mark on Dummy Printer Selection. After a few minutes at the home screen click Recent Report Refresh. When the Create Payment Control icon turns green after refreshing, the AP Manager proceeds to work with Payment Groups. Next the AP Manager goes to JDE AP - Work With Payment Groups module to see all the types of payment groups. Next, clicks on the first row to see a list of all the invoices that are ready to check. Next he checks on the box for any negative amounts, right clicks on any one of the rows check marked and click Undo from the pull down list and clicks Yes on the confirmation screen. This removes all the negative numbers. Now the AP Manager can work to match the invoices on the JDE report on the Write Status screen to the AP Speed Status extract Excel file. To match the two screens, he highlights the corresponding invoices on the Excel file to the proposed payments in the payment group in JDE - Write Status screen. If a vendor shows up in the Payment Group that is not on the detail Excel spreadsheet, we remove that vendor from the Payment Group to process that payment in a future run. The matching is done sequentially by Payee Number order on both views. If the amount on the Payment Group exceeds the amount on the payment sheet, the AP Manager drills down and determines the difference and removes any invoice or invoices from the Payment Group that are not in the proposed spreadsheet. If vendors are allowed for discounts based on timely payment, the AP Manager reduces the amount on the spreadsheet to equal the amount with the discount listed on the 'Discount' column in the Payment Group. Once verification is complete, the AP Manager clicks the Red 'X' and this amount in JDE - Work With Payment Groups becomes the amount that will be processed for checks. The AP Manager copies this amount from the Payment Group to the Disbursement Report under the proper date and the proper payment type (Check). The proposed totals from the file MMDDYY - AP Speed Status extract Day Month DD YYYY HH_MN_ SC AM.xlsx should match the Disbursements file for the run, file Disbursements.xlsx. See tab [Check Run Balance Verification]. The Disbursements report is monitored by the Director of FP&A on the shared drive. The AP Manager clicks on the box for the row and click on Row tab and select Write from the pull down. This shows the Payment GL Date and asks for the next check number. He types the next check number from the check sequence report and clicks the Green check mark. Clicks Ok on the Check Sequencing warning and on the Dummy Printer selection. On Recent Reports refreshes until Print Automatic Payments appears as an option (on green).

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Disbursements	Check Run Creation (2 of 2)	Check Run - Including Deletion of Items: To determine the next check number available, in Excel open /Check Sequence Totals.xlsx which the AP Manager updates every time he makes a check run with the information of the last sequence. The first tab of the file has a report with the log of: check number, company ID, beginning check number, beginning vendor, ending check number, last vendor, and total check run. The next tab '810' is copied from the positive pay file to ensure integrity of check sequence numbering and lists: check number, vendor name, amount, CCY, and check date.
		Check Run Print File Generation: The AP Manager clicks on the Print Automatic Payments and clicks on the PDF output at the bottom left to see the PDF check run and The AP Manager makes note of the first and last check number to save the PDF check copies file. He saves the PDF and renames it MMDDYY 810 BEGNR-LASTNR.pdf.
		Going back to JDE, the AP Manager clicks on the row box for the checks just printed, clicks Find and the Next Status changes from WRT (Write) to UPD (Update). The AP Manager clicks on the row box again and from the Row tab clicks Update from the pull down menu. He clicks on Printer selection green check mark and clicks again on the row check box and click on the Magnifying Glass and then the row disappears.
		The AP Manager loads the MICR INC printer with the check stock and goes to the PDF file, selects the MICR printer, selects Print All radio button and hits Print. The secure check stock is retrieved from the printer & stored in a safe location under key.
		The AP Manager prints the checks to one of the MICR INC printers (specialized bank ink reader so the checks do not bounce) from the PDF file. Check stock is locked in a secure location under key until the time of the print. Checks are signed by (Director of FP&A) up to $10,000. Checks above 10K are signed by: VP of Marketing, President of the Company or Senior Director of Product Management.
		(Director of FP&A) returns signed checks to the AP Manager and he gives them to Senior Accountant to determine if there are any special needs (e.g. check returned to the store, tax considerations, any special request) and she delivers them to (Receptionist) to post them and mail them out. She UPSs urgent requests upon request as needed.
		In JDE Generate Positive Pay Text File Module, Processing Options screen selects todays date and Green check mark. Default Printer Selection. Back at Home screen the AP Manager goes to Positive Pay Text Processor Module. The radio button for the Unprocessed batch is pre-highlighted and the AP Manager clicks Row tab Process Batch and Copy Text Pull Downs. He types the file path and clicks the Green check mark ('.1' indicates first run of the day, '.2' would be second run of the day and so forth. It does not matter if the runs are Check, ACH, etc. Back in Work in Text Batches screen the first row now shows as Processed/Outbound and it is complete so click Red 'X' .
		The AP Manager goes to: Network/magfs01/groups/e1/Finance/ and clicks on the text file at the top. Open it in Excel, making sure Delimited Radio button and Comma Delimited check boxes selected and click Finish box. Open the file and expand the columns B, C, D, G, insert a column at F, center columns C and G. On Column F2 he inserts formula: =E2/100 to insert the decimal point and he copies the formula down and he copies the row F and inserts the values of the column F into column E. He inserts the comma style in column E. He verifies that the total of column E matches the total for the hash total in column D. Next he removes column F and saves the file as an xlsx renaming it as[Pos Pay MMDDYY.1 Checks 810.xlsx]. The AP Manager emails the saved Excel file to (Senior Accountant), with copy to (Interim Controller) and (Director of FP&A).
		Update Check Sequence Totals: On tab Total Checks Run the AP Manager updates the first and last check sequences with the totals of the check run. On 810 tab he pastes the detail listing copied from Pos Pay Checks file. He saves both Excel files and the check run is done.

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Disbursements	Release Payments	The AP Manager must have the Direct Commerce suite installed and enabled in his laptop.
		When ready to print, use the set of checks that include two checks per page. Since the second check is not used in the current MICR printer, The AP Manager cuts the second set of checks and shreds them. Re-sort sequentially the check stock from smaller to higher. Next insert the check stock in the second MICR printer. The checks must be pushed way to the back and since the paper was cut at the second check a blinking error code may appear in the printer, if so, hit the 'Ok' key in the printer and the checks should print. If an error code pops up contact IT to make sure the printer is properly directed/configured. The AP Manager delivers the checks to (Director of FP&A) for signing and receives them signed and delivers them to Accounting Manager.
		Save the PDF file of the customer refund checks in Refund Checks/YYYY & file name MM.DD.YY.pdf.
		This is basically a Zero check run. But have to create for every invoice a separate Prepay for every one of those charges to the credit card (which could be including several invoices per charge).
	Voiding Payments	When any type of payment needs to be voided with reason, The AP Manager goes to JDE AP - Payment Review & Voids and in the Work With Payments pop up screen he types the payment number (check number or specific sequential number). The AP Manager hits Search with the Magnifying Glass and that pulls and radio button selects the check row for the corresponding payment. The AP Manager clicks on Row tab and selects Void Payment pull down. In the Void Payment screen, the Void GL Date auto populates today's date. (If needing to void the invoice AND the check he clicks on Void Vouchers check box and select click box for the actual invoice row). Next hit the green check mark. A Void confirmation screen appears to click green check mark. Back in the Work With Payment Screen, The AP Manager clicks on Search Magnifying Glass icon and the Payment Amount field becomes blank because the payment has been voided and the invoice is now reopened for processing. Click red 'X' to exit.
	Create ACH Run	Run very similar to the Wire Run. Here, after Positive Pay Text Processor, The AP Manager clicks on the Copy ACH File module. Click on the Search Magnifying Glass. From the pop up under Day Uploaded see today's date. Click on the actual row, Click Row on top and Diskette pull down selection. A file name will pop up to insert the date MMDDYY.2.TXT.
		The AP Manager goes back to Work With Payment Groups, double clicks on the next row box which stands for 'T' meaning ACH to open up all the vendors that are ready to be paid. He matches that Write Status window to the Predetermination Excel file (AP Speed Status extract). in JDE he clicks on the '>|' to go to end and show all vendors ready to process in ACH and the amounts for each of them. Again, remove any negative amounts (right click on any of the rows check marked and click Undo from the Pull Down menu, Yes confirm the Undo. Back at the Write Status screen, match the JDE Work With Payment Group - Write Status lines with the Excel AP Speed Status Report extract, Master tab or under a revised tab if exceptional changes need to be considered (previously created by the AP Manager and approved by (President of the Company) to make sure that only payments approved by (President of the Company) are processed. Often several rows in the Excel file are needed to be included to match to one record in JDE. Next The AP Manager adds the ACH disbursement amount to the Excel Disbursements file report (G:/Accounting AP/Disbursements.xlsx) in the corresponding type of column and the corresponding date for ACH. See Appendix - Check Run Verification tab.
		Color Highlights: Notice that all to be processed payments are highlighted in the AP Speed Status Report extract in a different color depending on the type payment they are: Yellow for Checks, Light Blue for ACH, Light Green for Wires. At the end, all rows should have a highlight color and they must match to the Disbursement Report.

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Disbursements	Create ACH Run (Cont.)	The AP Manager goes back to JDE - Work With Payment Groups, clicks on row check box, Row tab and selects Write from Pull Down menu, verifies GL Date to be Today's and in Next Payment field enters 100 for ACH. Next, clicks Green check mark, Clicks Ok on number sequence warning, and clicks Ok on Dummy Printer selection. Next, refreshes the Recent Reports in the Main JDE menu until Create AP Bank Tape – CTX Format once its icon is green, he goes back to Work With Payment Groups, clicks check box for the 'T' row and clicks on Magnifying Glass, next status changes from 'WRT' to 'UPD'. Clicks on row check box again and on Row tab clicks on Update Pull Down. Dummy Printer selection, clicks green check mark, clicks on the row's check box one more time, next clicks on Magnifying Glass and the row disappears.
		On the Main AP Module click on Generate Positive Pay Text File module. Under Processing Options select Through Date = Today's Date and hit Green check mark. Select green check mark on Dummy Printer selection. Next the AP Manager goes to the next module, Positive Pay Text Processor and once again it will show the preselected radio button of the row for 'Unprocessed' Status Description, to click on Row tab, drop down 'Process Batch' and 'Copy Text'. Type in Copy Text to File: \\magfs01\Groups\E1\Finance/Pos Pay MMDDYY.2.txt (sequence could run 1 to 15 runs in the day, assuming this is the second run of the day if Checks was the first one but it can vary depending on what is taking place). Hits green check mark and JDE bring you back to the Work With Text Batches screen and now the row shows as 'Processed/Outbound' and exit by hitting red 'X'.
		In Excel the AP Manager goes back to Network/magfs01/Groups/E1/Finance and opens the TXT file, radio button Delimiter, check box 'Comma' Delimited, clicks Next and Finish box. Opens the file and expand the columns B, C, D, G, insert a column at F, center columns C and G. On Column F2 he inserts formula: =E2/100 to insert the decimal point and he copies the formula down and he copies the row F and inserts the values of the column F into column E. He inserts the comma style in column E. He verifies that the total of column E matches the total for the hash total in column D. He removes column F and saves the file as an xlsx renaming it as [Pos Pay MMDDYY.2 ACH 810.xlsx]. The AP Manager emails the saved Excel file to Senior Accountant, with copy to Interim Controller and Director of FP&A.
		Next the AP Manager goes to JDE and clicks on Copy ACH File module and clicks on search function Magnifying Glass and looks for the date uploaded being today's date and searches for his User ID, usually the first row and clicks on the row the row box and the Row tab clicks on Diskette from the pull down menu. The Write Bank Diskette already has the save path and he edits it to add MMDDYY.2.txt and clicks the green check mark. When File Created Successfully screen pops up, click Ok and back in Work With Bank Type screen click on the Search Magnifying Glass and the column 'Date Copied' shows today's date to show that the ACH file processing is complete. Next click on red 'X' to get out of screen and goes back to Excel, Finance folder again: Groups/E1/Finance/ACH and highlight the file created today, right click and send to Senior Accountant, cc: Interim Controller and Director of FP&A. Note that this file cannot be altered from the banking format and the AP Manager just sends it as is in TXT format untouched. the AP Manager exits.
		Next, the AP Manager goes to Excel Finance folder and select All files, scroll to bottom and select ACH folder (In E1/Finance/ACH/ directory) and finds today's date file (e.g. ACH 012220.4.TXT and sends it to Senior Accountant/ Interim Controller/ Director of FP&A for submittal to the bank (BOA). Senior Accountant uploads the TXT file to BOA.

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Vendor Management	Confirm IRS Verification	The AP Manager goes to the IRS TIN verification web site where he logs in. (New person must setup their IRS account). Select how you are going into the web site: Through company and not as individual. Submit, accept matching terms of agreement and begin Interactive TIN Session. Select SSN or TIN, add and submit. Validate result code: Must be '0'. Anything different must be referred to the vendor to identify what the issue was to the IRS. Once it is '0' exit.
		The AP Manager goes to the JDE Address Book and goes to Address Number. If nothing pops up, he goes to Vendor Master 101519 in Groups/Accounting/AP/1099 - 2019.
		After opening Excel file, the AP Manager goes to the Alpha Name filter and if nothing comes out, he gets a new vendor number from the vendor log sequence available.
	Enter New Vendor Information	The AP Manager goes to JDE Address Book and adds the new Address Number. He enters the Alpha Name, in the Long Address Number enters as much of the long name as can fit and/or the DBA (doing business as) also following a '/', search type 'v' for suppliers. The business unit is always '810'.
		In the next screen enter ONLY Address Line 1 (do not use lines 2,3,4). Enter City, State, Zip. We MUST always have the Remit to Address and not necessarily the address from the W-9. If so there is another page with that complementary address information.
		If it is a corporation 'C', 'N' for non-corporate, 'P' is for individual. This is to determine the hyphen in the tax ID. This serves to determine who receives a 1099 or not per 1099 guidelines.
		Vendor class = 'S' for Supplier/Inventory, 1099 to be determined from choices AC, A1, A6, A7 options ONLY. And Check green check mark.
		For most vendors Payment Terms are Net 30 unless specified by requestor. It can even be Net0 = 'N00' (due on receipt).
		The AP Manager goes to Automation Role field and enters '02' always (part of the original set up in the system) and green check mark and the new vendor is set up.
	Add New Vendor to Log	The new active vendor is entered into the Vendor Master Excel log. If it is a 1099 based it is highlighted green, otherwise no highlight. Next available vendor numbers are highlighted in Tan color.
		In the Excel file Groups/Accounting/AP/Vendor W9/W9 Vendor List 101419.xlsx the AP Manager enters the new vendor in alphabetical order tabs.
	Save ACH Form to ACH Folder	Separate the ACH form from PDF Vendor Packet to save in General/Accounting/AP/ACH - Vendor and save the W9 to General/Accounting/AP/Vendor W9/ Name of the Vendor - DBA Name.pdf
		The AP Manager goes to JDE in Address Book - Work with Addresses and pulls down from Row > Bank Account and hits '+' then enters Routing Number under Transit Number, Bank Account, and the description is the name of the bank, hit green check mark, hit red 'X', the to validate hit magnifying glass to verify the information of the routing/account.
		Next go to Row, pull down on Who's Who, and select phone number or email, selection from pull down the type (e.g. email/Internet), select Messaging Indicator type '01' for Primary Email Address. The Electronic Address Category will always be 'AP'. Green check mark.
		Next right click on the vendor name on the Alpha Name, pull down select attachments, File and in pop up box drag and drop the PDF attachments.

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Disbursements	Vendor Setup Email	The AP Manager sends email confirmation of 'Vendor ID# Set up' to the Requestor (in field) with a copy to (Accounts Payable Lead). Delete the PDFs support from the desktop.
	Corporate Vendor Prior Approval	For Corporate vendor setup requests this process is submitted by the AP Manager to (Director of Merchandise Planning and Resourcing) for prior approval for subsequent setup.
	Confirm Vendor Approval	This task is followed whenever anyone needs a new vendor set up. New vendor requests from the field are set up directly without further approval. New vendors from Corporate need to be approved by (Director of Merchandise Planning and Resourcing) before set up can take place.
		A new vendor must have a New Vendor Packet with W-9, ACH (unless the vendor declines ACH).
	Edit Invoice Information	The AP Manager goes in JDE to Speed Status Change, types Vendor's name, JDE shows drop down to select the vendor that you want. Hit magnifying glass, it gives the invoices that are open and ready to pay. Put checkmark for selection and click on Global Update box. Global Update window.
		On Speed Status Change - Work with Speed Status Change screen, the AP Manager may edit Pay Status: 'A' for Approval and 'H' for hold, clicking the Update box on the right. To update the Due Date, the AP Manager changes it on and hits the Update Check Mark on the Box and hit the green Check Mark. To change payment type the AP Manager goes to Payment Instrument field and selects from the pull down the following choices: 'Blank Space' is for check, 'T' is for ACH, 'W' is for Wire, 'C' for Credit Card where vendor '3078' is the only credit card vendor who has our credit card number for payment. Always click on update to the right and when done click on green check mark. All changes made will show on 'Work with Speed Status Change' log below.
	Submit 1099 to Vendors	The AP Manager does a yearly 1099 review and reports according to IRS regulations. Those must be mailed to the vendors no later than January 31 of the next year. The 1096 and IRS 1099 copies must be submitted to the IRS no later than February 28.

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Invoice Processing	Pricing Adjustments	Price discrepancies beyond 5%: For invoices requiring pricing adjustments (e.g. PO variances greater than 5%) they must be adjusted by the AP Manager. The AP Manager confirms that the approval from Purchasing has been given to process the invoice.
		First (AP Processor) forwards email with snip of invoices exceeding 5% tolerance once approved by Purchasing for payment and with PDF file name. Then, in JDE go to AP Advanced Processes, go to SCANMAN Workbench - NO TOLERANCE CHECKING which allows only the AP Manager to look at this option because all others do not have access to the 5% tolerance. This option is used only if the invoices have been uploaded to ScanMan. Click on it and copy paste the filename from the email into ScanMan in Original File Name field and click on Drop Down to choose '-- Select One --' to view VERIFY details and status of the invoice. Sometimes (AP Processor) (the requestor) may not be able to send the file name of the Snip, in which case the AP Manager searches for the PDF by entering an asterisk before and after the invoice number to search for it as a wildcard. If it is not on VERFIFY it could be under another code. Typical Pull Downs are: VERIFY, IN MANUAL MATCH, WAITING, UNDER REVIEW or hit on '-- Select One --' to search everywhere.
		Next, the AP Manager clicks on Edit Data to view and verify all the header information including Company ID, Supplier, Invoice Number, Invoice Date, PO Number, and GL Date.
		The AP Manager next clicks on 'MVM' (Manual Voucher Match) box to allow the AP Manager to click on 'SAVE AND PROCESS VOUCHER' box. Next, NO TOLERANCE CHECKING - Voucher Match screen pos up and the AP Manager clicks on Form drop down 'Receipts To Match' selection. This gives all items that are ready to pay. The AP Manager selects all rows and clicks on green check mark. Next, the AP Manager is able to edit the prices and quantities as well as to remove items from the screen. To remove an entire row click the box to the far left, click the trash can and confirm deletion. In any event the 'Remaining' field should end up with 'Blanks' indicating zero balance remaining. Click green check mark to complete.
		Clicks on ScanMan magnifying glass to change from VERIFY to IN MANUAL MATCH, meaning the process is complete for payment.
		The AP Manager puts a green tick mark on the corresponding email in his 'Price Discrepancies' email folder to document that this item has been resolved.
	Daily Batch Posting - Matched Vouchers	Go to Voucher Matching under the Accounts Payable module. Click on the '+' symbol to create an invoice. The order type remains 'OP'. These are Pos created by Purchasing. The Supplier Number is 3163 Parts Unlimited. The Invoice number is different for these: 'Inv MMDDYY Match' because these we are matching POs that have been received and creating the invoice for them. Click on Form, receipts to Match. The screen Voucher Matching - Select Receipts to Match and click on Magnifying Glass. Click on Record 1 - 50 > clicking on arrow to scroll right as far as 'to 800' if it goes that far. This makes the selection to range from 1 - 800. Next, select all records by clicking top left select all box an click on green check mark. The process takes a short while during which you can see a blue scrolling bar. When completed click on Green check mark after Gross Amount appears. The Voucher Match appears & select again Receipts to Match. Arrow Scroll right (>) to 800 or less for the second round & click on Select All again,. Click on green check mark & wait a short while. Green check mark one last time. These are the POs created by the Stores.
		Next, choose the order number to '09' for the same supplier '3163'. In this case the 'Invoice Number' is set up to 'Inv MMDDYY-2 Match, or -3, or -4, etc., to continue with the sequence. Next click on Form, Receipt to Match, Magnifying Glass, Click on '>' '1 - 800' or less, select all, green arrow, wait a while. Exit & to review select by supplier & invoice date & all the batches processed for the day to pay the next day.
		For monthly close, this Voucher Matching for 'Parts Unlimited' report must be run on the first business day of the following month for lines pertaining only to the previous month & must have an Invoice Date & a G/L Date equal to the last day of the month. When processing do not include the next month's entries, just the month of process.

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Invoice Processing	Daily Batch Posting – Invoices	The AP Manager must ensure that all batches created by the AP Manager post each night. This should be an automatic process but sometimes it does not occur. At the end of each day, in the Accounts Payable Home screen, click on Review and Post Voucher Batches module. Work With Batches screen pops up. Radio button select 'Unposted Batches' & click on the Search Magnifying Glass icon. If your name shows up at the User ID column with a Batch Status of 'U' and Status Description of 'In Use', select the row check box & click on Row tab, select on the Revise pull down & change the Status from 'A' (for 'Approved') from the pull down selections. This will bring you back to the Work With Batches screen. Click on the row box again to select the row, select Row tab & select 'Post By Batch' option from the Pull Down menu. Back in the Work With Batches screen the previously selected row will have disappeared.
		Similarly, the AP Manager must ensure that all batches created by the AP Manager post each night. At the end of each day, in the General Ledger Home screen, click on Review and Post Voucher Batches module. Work With Batches screen pops up. Radio button select 'Unposted Batches' and click on the Search Magnifying Glass icon. If your name shows up at the User ID column with a Batch Status of 'U' and Status Description of 'In Use', select the row check box and click on Row tab, select on the Revise pull down and change the Status from 'A' (for 'Approved') from the pull down selections. This will bring you back to the Work With Batches screen. Click on the row box again to select the row, select Row tab & select 'Post By Batch' option from the Pull Down menu. Back in the Work With Batches screen the previously selected row will have disappeared.
	Research Outstanding Invoices	There are multiple ways to research for invoices: One way to look up for invoices waiting for payment is through Speed Status Change Outstanding. In the Address Number box, enter the Vendor ID number or the first few letters of the vendor name. Once you identify the vendor you are looking for, click on the vendor from the drop down list & click on the Search Magnifying Glass. The screen will populate with all outstanding invoices for the selected vendor. You may search by PO number, invoice date or invoice number or open amount (in the blank fields). You may re-sort columns by customizing the grid (See Customize Grid hyperlink on top right of screen). See Appendix - Work With Speed Status Change tab.
		To view paid or outstanding invoices, click on the Voucher Matching module from the Accounts Payable home screen. In the Supplier Number box, enter the Vendor ID number or the first few letters of the vendor name. Once you identify the vendor you are looking for, click on the vendor from the drop down list & click on the Search Magnifying Glass. The screen will populate with all invoices paid or outstanding for the selected vendor. You may filter by any column with the blank space above it. Re-sort columns by customizing the grid (See Customize Grid hyperlink on top right of screen).
		To view payments made to vendors click on Payment Review & Voids module. The Work With Payments screen pops up. You may search for payment by payment number or by payee number. You may also type partial name of vendor. Once you select the vendor name, click on search Magnifying Glass & all payments made will be listed. To view the details of a payment click on the payment number & all paid invoices will appear on the Manual Payment Entry screen.
		To determine a payment number for an invoice, click on Voucher Matching module, the Supplier Ledger Inquiry screen pops up, type any invoice number in the blank 'Invoice Number' search field. When the invoice pops up, click on the row, click on payment history. Next you can see the payment detail information, including payment number & payment date. See Appendix - Supplier Ledger Inquiry tab with invoice number highlighted & history detail.
		Prepayments for WPS 8165 are created based on the weekly spreadsheet the AP Manager receives from AR Manager from WP. See prepayment instruction to process prepayments described above.

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Invoice Processing	Process Invoices for Prepayment	WPS Drop Ship Acct 8165 Processing - The AP Manager keeps all email Excel attachments in G:/Accounting/AP/Wester Power Drop Ship # D2190744. The binder contains the payments for every week. These prepayments must match their statement. Once the prepayment has been created, The AP Manager opens the Excel file in a separate screen for that week. The AP Manager goes to JDE and opens Speed Status Change - Work With Speed Status Change screen. The AP Manager goes to the end clicking '>' and this will show all outstanding invoices for 8165. He exports this to Excel and matches up the invoice numbers from the WPS spreadsheet to our invoices in JDE per the exported file pulled by The AP Manager. As The AP Manager matches them up he highlights the Export reports with the invoice numbers and dollar amounts to WP's. Exception notice that these are auto processed invoices in JDE and if there are discrepancies The AP Manager inserts a column next to the 'Open Amount' to indicate the price amount that was paid showing the variance. The AP Manager notifies Analyst of the variance and awaits for her correction before the application of the payment is made. If everything is correct and everything matches the AP Manager flags all those invoices in JDE with the payment status of Approved, including the prepayment amount with a Zero net value and then The AP Manager processes the check run with a Zero check for the reconciled auto-processed items.
		WPS Acct 3555 Manual Processing - These are invoices processed manually by AP. Here again the AP Manager goes to JDE and opens Speed Status Change - Work With Speed Status Change screen. the AP Manager goes to the end clicking '>' and this will show all outstanding invoices for 3555. Next the AP Manager exports the contents to Excel to match against the oldest prepayment and makes any necessary 'Split' line adjustments (clicking on Split box) to make the invoices amounts equal to the oldest prepay amount. If there is remaining balance that is less than the next prepay amount, the prepayment amount will be split to match the total invoices due and the remaining unmatched balance will remain until the next run. All cleared items will be Zero check run with only actual prepayment balances remaining at that time. the AP Manager performs the next run(s) against the next aging prepayment(s) to Zero check remaining split balances. At the end there should be no invoices left but only Prepayment balance(s).
		Parts Unlimited Vendor 3163 Processing - the AP Manager goes to JDE and opens Speed Status Change - Work With Speed Status Change screen. the AP Manager goes to the end clicking '>' and this shows all outstanding invoices for 3163. Next the AP Manager exports the contents to Excel and highlights the Prepay amounts to identify them. He then changes the Pay Status to 'H' (Hold). This vendor (3163 Parts Unlimited) is handled like 3555 but here there is only matching of the invoice totals until they reach the total prepayment amount. Once matched, the AP Manager verifies Zero balance by running a pay status of 'A' for Approved for the matching sequential invoices. The last invoice to reach and exceed the Prepayment is split to exactly match the prepayment amount. Any remaining invoices and prepayments must be placed on 'H' Hold to achieve a Zero balance of payments vs. invoices matched. Next, the AP Manager repeats the process until there are no invoices remaining to processed for the week. If and when the Prepayment is greater than the amount of invoices, the prepayment is split and reduced to match the remaining balance of invoices. Next change the Payment Status of the remaining invoices from 'H' Hold to 'A' Approved and match to a Zero payment in JDE.
	Customer Refund Checks	The AP Manager receives a list of customer refunds via email from Staff Accountant (Francella Trujillo). The AP Manager opens the Direct Commerce (JDA Software DirCom) which lists a set of icons and clicks on System Manager icon. Next follow instructions prepared by Sam Smith (Business Analyst) available as [PDF MRG - Customer Refund Checks-290120-0747-8.pdf]. The Customer Refund Checks procedure is stored in Confluence (where all the P&Ps are stored) and the new AP Manager must have access to it. He clicks on the row boxes for the selections matching the totals of the email received from the Staff Accountant (Francella Trujillo). The selections will appear highlighted in light yellow in the App and will show an 'A'.

PROCESS NOTES

TASK CATEGORY	TASK SUBCATEGORY	TASK DESCRIPTION
Close Process	Reconcile Unmatched Receipts Accrual	Parts Unlimited Match – Vendor 3163 – Multiple Accounts: The AP Manager performs a voucher matching process for vendor 3163 (Parts Unlimited) through the last day of the month on the first day of the following month with a GL date of the last day of the month. As example you would run a voucher matching through 1/31 on 2/1 with GL date of 1/31. This is done for all OP and O9 vouchers. Once complete, all invoices are matched against all prepayments, resulting in zero invoices remaining. See Voucher Matching Process and Zero Payment Process to clear everything out.
		WPS Match Drop Ship – Vendor 8165 – Account 2190744 Western Power Supply – Drop Ship: Prepayments are made from a wire request earlier in the month and entered weekly from a wire request on account 3555. This amount is not created in JDE until all prepayments on account 8165 take place and remaining funds have been determined to add to account 3555. The AP Manager verifies that prepayments have been created for each week based on weekly invoice report received via email from (A/R Account Manager) from WPS through the last day of the month (AND not to go beyond the last day of the month). Once all prepayments have been created, matching of invoices to prepayments takes place resulting in a zero check for each week. Any remaining funds from the original wire request early in the month will be used to create a prepayment in that amount to account 3555 to remain fully accountable for the funds.
		WPS Match – Vendor 3555 – Account 2160644 Western Power Supply: The AP Manager matches all invoices with prepayments for a zero payment until all invoices have been processed. On the first day of each month, the ACCOUNT BALANCE must be pulled from the Western Power website (wpsorders.com/wpsonline/o2ACCOUNT.prg). The total amount of prepayments in JDE (Speed status) must be equal to the account balance and any outstanding invoices that cannot be processed in ScanMan. If the prepayment amount exceeds the outstanding and account balance, the difference must be determined. From the dealer website, the verification of invoices submitted must be matched to invoices processed in JDE. This requires exporting the invoices processed in Voucher Matching in JDE to compare against the invoice numbers in WPS. It is recommended to export the screens from the website to Excel, copy pasting the information of shipped orders for each screen onto one spreadsheet and cleaning up the formatting of the pasted information to be able to match the invoice numbers. Invoices that are listed on the website that have not been processed or held for issues, should make up for any differences and balance the account. Invoices should then be printed and forwarded to ScanMan for processing in the next monthly period. Once matched, the copy/paste Excel file created can be deleted, as it is only used for the match.
		Suite logon for WPS to Match: To log into the WPS suite website (wps-inc.com/data-depot/v4/front), click on Dealers on the right, and on the drop down menu click on WPSORDERS.COM. When the log on screen pops up, enter assigned user-ID and password, on next screen click on Dealer tab, select ACCOUNT from the pull down menu and this brings the ACCOUNT BALANCE that we are matching to the open invoices against prepayments. See WPS Account Balance screenshot tab. To see all invoices submitted click on Dealer tab, select Shipped Orders from pull down. Shipped orders show starting from most current as of day before and you scroll down for earlier ones. See Appendix – WPS Account Balance screenshot tab.