Chapter 7

Vendor Entries

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Vendor Entries at the Organization and Territory Level

Vendor disbursements and receipts may be entered at the Organization or the Territory level. It is most common for accounting entries to be entered at the Territory level as accounts receivable and carrier payable transactions are accessed there. Accordingly, the instructions in this chapter are oriented to the Territory level.

- Entries at the Organization level will only affect the Organization and Region levels.

- Entries at the Territory level will affect the territory and can affect the Branch, Department, and Units.

Note: DO NOT post to any of the mandatory general ledger accounts unless directed by XDimensional Technologies' Nexsure workflows. This can cause books to be out of balance as these accounts are used by Nexsure for automatic postings.

Vendor Entity Definition

A vendor is an outside entity that supplies goods or services relating to operating expenses such as office supplies, telephone, advertising, computers, etc.

For instructions on how to enter a vendor refer to Chapter 5, "Entity Setup" in this manual.

Disbursement to Vendors

Recurring entries and **General Ledger Allocations** are available through **Journal Entries** and **Accounts Payable**.

Items must be entered through Accounts Payable to display on a Vendor 1099 report. Refer to Chapter 8, "Accounts Payable Entries" in this manual for details.

Adding a Vendor Disbursement

Click the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab to display the list of existing territories. Click the **Details** icon on the far left side of the desired territory. Click the **accounting** tab. This displays a second row of tabs. Click the **transactions** tab on the second row of tabs.

This displays a third row of tabs:
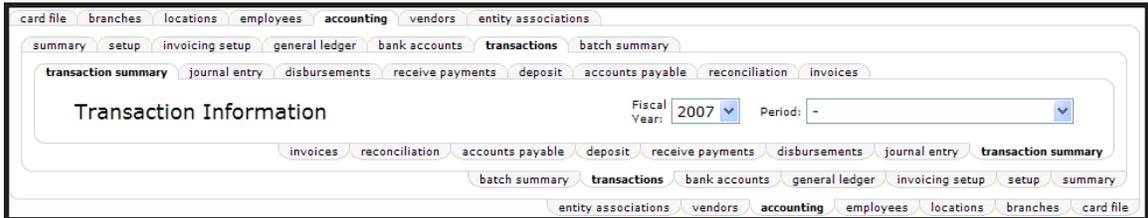
Click the **disbursements** tab on the third row of tabs.

Nexsure will display the **Select Bank Account** drop-down box:
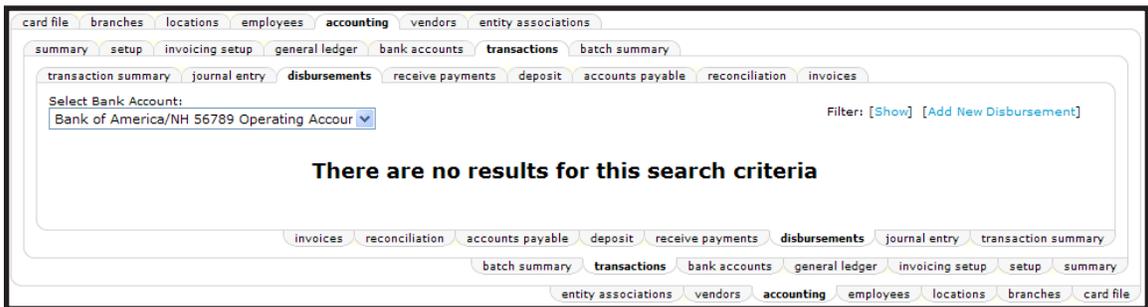
From the **Select Bank Account** drop-down box select the operating account desired from which to draw funds. Note that the first bank account that was added to the territory will always be the default.

Note: Click the **[Show]** link to search the list for previously entered disbursements.

Click the [**Add New Disbursement**] link to begin a new entry.

Nexsure will display the **Disbursement Select Entry** pop-up window:

Select **Vendor** from the **Entity Type** drop-down box. Enter at least 3 characters of the vendor name in the open field and click the **Search** button. Select the desired vendor from the list of search results. Select the desired address to appear on checks from the **Address** drop-down box. Click **OK**.

Nexsure will present the **Disbursements** tab:

The Disbursements tab includes three sections:

- **Disbursement Header** (Top left)

- **Quick Navigation** links (Top right)

- **Input Field** section (Lower left)

The **Disbursement Header** is populated automatically as information is added or updated on the disbursement. It summarizes the entire disbursement with the following information:

Title	Description
Disbursement ID:	Nexsure-assigned disbursement record number. Note when an entry has been reversed, this will display the original number with the reversal number, separated by a slash.
Posted:	Nexsure generated checkmark and date when the disbursement was posted.
Cleared:	Nexsure generated checkmark and date when the disbursement cleared the bank.

Title	Description
Date Booked:	Reflects data from the Date Booked input field.
Date Created:	The disbursement creation date (As stamped by Nexsure)
Created By:	Pulled from the user login ID at the time the disbursement was created.
Entity Type:	Type of entity the disbursement is paid to.
Payee:	Name of entity receiving the disbursement.
Bank Name:	Name of the bank associated with the selected account.
Bank Account #:	Bank account number
GL Account:	General Ledger account associated with selected bank account.
Balance:	Bank account balance before disbursement
Disbursement Amount:	Disbursement total; accrues as items are added
Estimated Balance:	Bank account balance after applying disbursement (Balance - Disbursement Amount)
Check #:	Check number used for the disbursement; will remain blank until printed unless manually entered in the Check # input field
Description:	Reflects entry in the Description Input field

The **Quick Navigation** links are located along the right side of the tab and control the contents of the Input Field section. The individual links lead to items that are in various stages of the accounting process. This gives the user the flexibility to pull the necessary items into the current disbursement.

Depending on the selected Quick Navigation link, the appropriate Navigation toolbar options display at the top of the Input Field section. This is the Navigation toolbar for the Disbursement Header:

Input Fields are located at the bottom left portion of the tab. The displayed input fields change depending on which Quick Navigation link is selected. The following are the input fields for the **Disbursement Header** link:

- **Date Booked:** Defaults to the current date. The disbursement will post to the general ledger on this date. This date can be changed back or forward, however, the date booked can not be posted to a locked month unless the user has the security rights to override a locked month. The date booked can never be posted to a closed month.

■ **Disbursement Method:** Disbursements in Nexsure may be by **Check**, **EFT** (Electronic Funds Transfer), **ACH** (Automated Clearing House) or a **Disbursement** (an automatic bank withdrawal; i.e. bank service charge or carrier sweep). Bank accounts must be set up prior to entering disbursements.

■ **Check #:** If left blank, Nexsure will automatically assign the next available check number. A check number may be manually entered, but note that skipping check numbers is not advised and may result in one check number assigned to two different checks. If a check number is skipped, change the next available check number on the **bank accounts** tab before printing the next check.

■ **Description:** The description entered here populates the description field in the **Quick Navigation > General Ledger** link and is also on the general ledger reports. The description field can be used when searching for a particular disbursement in the disbursement summary view.

■ **Internal Note:** Enter miscellaneous notes for future reference. This field is for internal purposes only and does not print on the check. This field is not required.

Click the **Quick Navigation > General Ledger** link to add general ledger entries that will be included in the current disbursement.

This will save the Disbursement Header information and change the Input Field section as shown below:

Note: Clicking Save on the Navigation toolbar or clicking the General Ledger link in the Quick Navigation links will save the Disbursement Header information.

■ The selected bank account is pulled over as the default GL account in the first line of the journal entry. The amount for the bank account will prefill as other line items are filled out.

Click the **Add Row** link on the Navigation toolbar to distribute general ledger activity.

Nexsure will add an additional line for the offsetting entry:

Click the first **Ellipsis** [...] button on the new row just added to search for the account number for the offsetting entry.

Nexsure will display the **Search – Nexsure Accounting** pop-up window:

Use the first section of the pop-up window to select the desired organization entity level. Use the middle section to search by the account **Classification**, **Group**, and **Type**. Use the bottom section to search by the general ledger account **Name** or **General Ledger Number**. All three sections may be used simultaneously.

Note: When allocating to specific profit centers select Branch, Department and Unit prior to searching for an account. This allows Nexsure to determine the appropriate routing number.

Click the **Search** button to see the results. Select the appropriate general ledger account number from the list and click the **OK** button.

Nexsure will fill the **Account Number** field as shown below:

Account Number	Description	Debit	Credit	1099	LID #	Remove
70.001.0000.000.00.100500 Operating Account	October 2007 Statement					
70.001.0000.000.00.641000 - Ger [...]	October 2007 Stater	0.00	0.00	☐ [...]	0	🗑
	Totals:	$0.00	$0.00			

- **Description:** Pulls data from the Description input field of the **Quick Navigation > Disbursement Header** link and may be edited if desired. This description will display on the General Ledger Detail report.

- **1099:** The 1099 box is checked by default if the selected vendor is on a 1099 status with your agency and the 1099 box on vendor setup is checked at the organization and associated territory level.

- **LID #:** The LID # is available to distribute line items among employees. See "Line Item Distribution" in this chapter.

- The row may be removed by clicking **Remove** 🗑 icon until the Disbursement is posted.

Tab to the **Debit** field to enter the offsetting entry amount. To add additional offsetting entries press the **Enter** key or click the **Add Row** link on the Navigation toolbar. Click the **Save** link on the Navigation toolbar to save the entry.

Nexsure will display the **Totals** as shown below:

Account Number	Description	Debit	Credit	1099	LID #	Remove
70.001.0000.000.00.100500 Operating Account	October 2007 Statement		$500.00			
70.001.0000.000.00.641000 Gene [...]	October 2007 Stater	500.00	0.00	☐ [...]	0	🗑
	Totals:	$500.00	$500.00			

The credit amount for the default bank account will automatically adjust to correspond with the offsetting entries.

Click the **Quick Navigation > Accounts Payable** link to bring up any posted Accounts Payable items that were previously entered and may relate to this disbursement. This might be a credit memo or an additional invoice previously entered into Accounts Payable. For further details, refer to **Manual Disbursement** in the **Accounts Payable** chapter. Click the **Quick Navigation > Disbursement Posting** link to display the entire general ledger posting:

After verifying that the entry is complete; click the **Post** link on the Navigation toolbar.

- Once the disbursement has been posted, only the 1099 check boxes are editable. If it is necessary to update a 1099 selection, make the new selection and click **[Update 1099]**.

Nexsure will display the confirmation pop-up window which indicates if the entry is in balance:
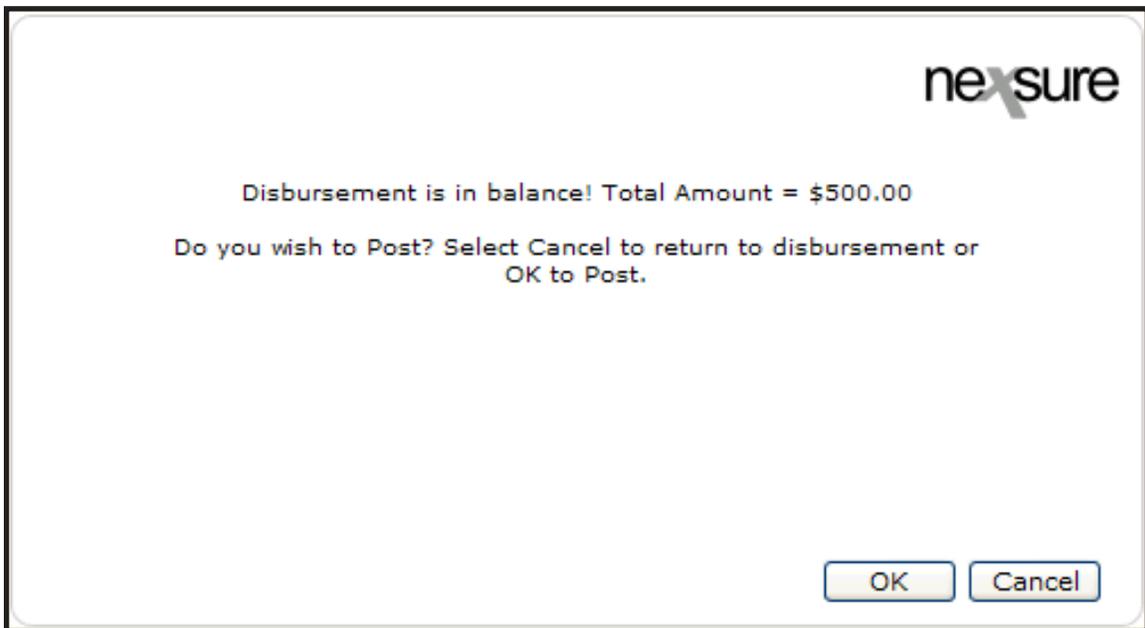
Click **OK** to Post the entry to the general ledger. Posting makes the entry permanent and allows a check to be printed. If an entry is posted in error, it must be reversed and re-entered as a new item. If the entry is not in balance click **Cancel** and make the necessary changes. Click **Disbursement Summary** on the Navigation toolbar to exit and return to the list of disbursements.

Printing a Single Check

Printing a single check can be done from the disbursement detail. To print multiple checks refer to the **Batch Printing** chapter of this manual. Disbursements must be posted prior to printing.

Navigate to the check by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab then click the **Details** [icon] icon for the desired territory. Click the **accounting** tab. Click the **transactions** tab on the second row of tabs. Click the **disbursements** tab on the third row of tabs. Select the appropriate bank account from the **Select Bank Account** drop-down box. Use the **Show** link to search for the desired disbursement if needed. Click the **Details** [icon] icon of the disbursement that is to be printed. Click the **Print** link on the Navigation toolbar. Nexsure will bring up the **Print Disbursement Selection** pop-up window.

Select the desired check format from the drop-down box:
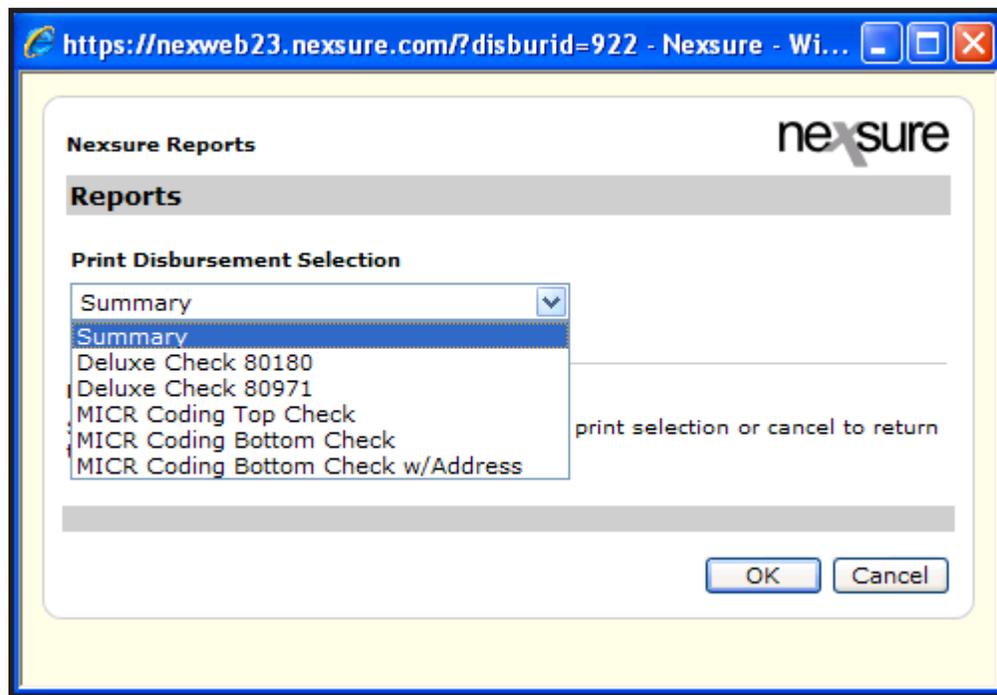
Note: Selecting Summary will display details of the entry made to the general ledger.

Note: Deluxe Checks should be printed on checks ordered from Deluxe. MICR coding requires a printer with a magnetic ink cartridge and check stock paper.

After making a check selection, click the **OK** button.

Nexsure will display the Check Number pop-up window:
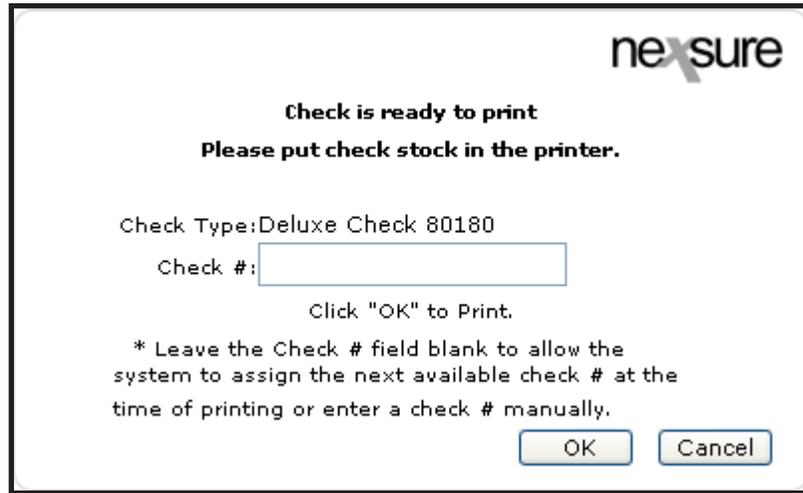
The **Check #** input box can be left blank to allow the system to assign the next available check number or a check number can be entered manually.

> **Note:** Skipping check numbers is not advised and may result in one check number assigned to two different checks. If a check number is skipped, change the next available check number on the **bank accounts** tab before printing the next check.

Click the **OK** button.

Nexsure will print the check to Adobe PDF format in the lower panel:

> **Note:** PDF files may be secured to control who prints disbursement checks. Security may or may not require use of a password. Any PDFs generated under a set password will always require that password whether or not the password for disbursements is changed in the future.
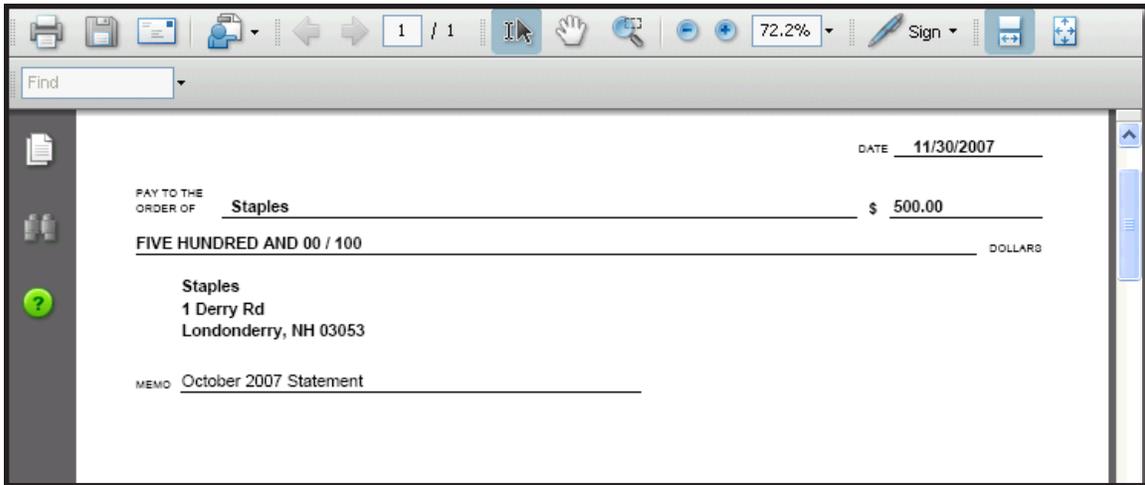
Insert a check in the printer. Click the **Adobe® Reader® printer** icon to send the check to the printer. Click the **Disbursement Summary** link on the Navigation toolbar to exit.

Checks that require a password will display in the **Adobe Reader** pop-up window. In the **File** menu, select **Print** to print the check and select **Exit** to close the **Adobe Reader** pop-up window after printing. The check will not display under the disbursement header. Click the **Disbursement Summary** link on the navigation toolbar to exit after closing the **Adobe Reader** pop-up window.
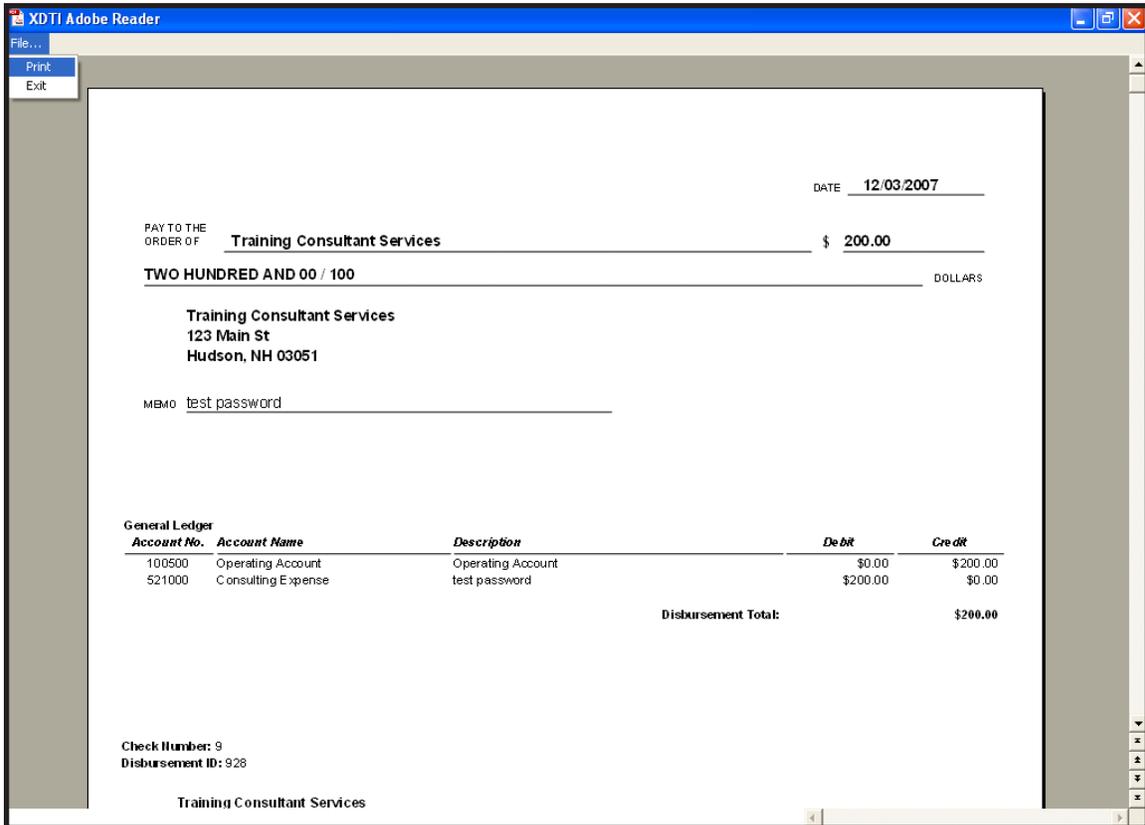
Line Item Distribution

Line Item Distribution is used to track employee's expenses that do not need to display on the general ledger. These expenses may be deductions from a commission check or expenses an employee is expected to pay back. Line Item Distribution is created through the use of the **General Ledger** link on disbursements, receipts, deposits and reconciliations. The distributions can be viewed in an employee's record (accessible from the **organization** tab).

Adding a Line Item Distribution

Navigate to **disbursements** by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab then click the **Details** icon for the desired territory. Click the **accounting** tab. Click the **transactions** tab on the second row of tabs. Click the **disbursements** tab on the third row of tabs. Click the [Add New Disbursement] link to begin a new entry. Fill out the **Disbursement Header** and click the **General Ledger** link. Complete the offsetting entries as needed. Click the second **Ellipsis** button (under the heading LID #) for the line item you wish to break out for employee distribution.

Nexsure will display the Line Item Distribution under the offsetting entries list:

Click the [Add] link on the right side of the Line Item Distribution. Nexsure will display the employee distribution pop-up window:

Enter at least 2 characters and click the **Search** button to locate the desired employee. Select the employee from the list and enter the amount to be distributed to this employee. Click **OK** to save this item.

Continue adding all employee distributions for this line item:

Click the **Save** link on the Navigation toolbar.

The total number of line item distributions display to the right of the ellipses:

If desired, click the LID **Ellipsis** [...] button for the second line item and enter more employee distributions. Click **Save** on the Navigation toolbar.

Now both offsetting entries will display line item distributions:

Click **Post** when the entry is complete and click **Disbursement Summary** to exit.

Viewing Line Item Distributions from the Employee record

The Line Item Distribution accounting transactions can be viewed from the employee record at the Organization, Region, Territory and Branch entity levels.

Navigate to the employee record by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **employee** tab then click the **Details** [icon] icon for the desired employee and click the **accounting transactions** tab. Use the **[Show]** link to search for the desired transactions.

Nexsure will display the **Search Criteria** screen:

Accounting transactions display for posted and unposted entries.

To display only posted entries, select **Posted** from the **Posting Status** drop-down menu. Enter the dates desired and then click the **Search** Button. Click the blue links to either **[Print]**_or **[Export]** the list for distribution.

Notes

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Receiving a Payment for a Vendor Refund

If a vendor check is received for an overpayment or refund the **receive payments** tab will be used to post it to the general ledger. Payments received are held temporarily in the **Undeposited Funds** account until a deposit is prepared.

The Receive Payments function allows employees without bank account access to enter and print receipts.

When creating a deposit, a bank account is selected and all previously recorded receipts are available for inclusion. When the deposit is posted the payments will automatically transfer from the Undeposited Funds account to the selected bank account. Undeposited funds should be cleared with a deposit on a timely basis.

Adding a Receive Payment

Navigate to the **receive payments** tab by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab then click the **Details** icon for the desired territory. Click the **accounting** tab. Click the **transactions** tab on the second row of tabs. Click the **receive payments** tab on the third row of tabs.

Nexsure will display the following screen:
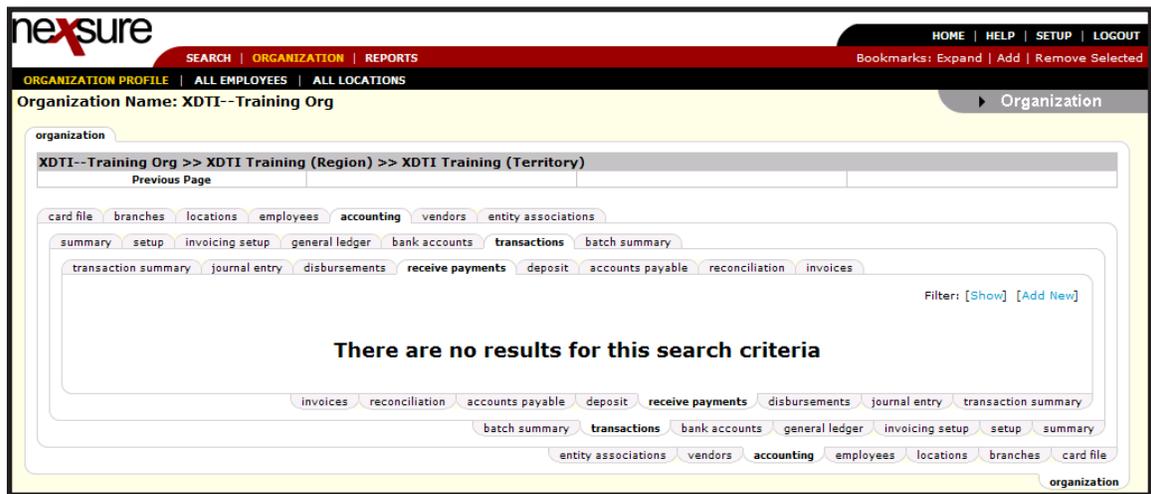
Click the [Add New] link on the right side of the screen. The **Select Entity** pop-up window is displayed:

Click the drop-down arrow and change the **Entity Type** to **Vendor**. Enter a few characters of the vendor's name in the field under the Entity Type and click the **Search** button. Click to highlight the correct vendor name in the **Select Name** list. Click the **Select Address** drop-down arrow to select the correct address and click **OK** to continue.

Nexsure will display the Payments Received tab:

The **Payments Received** tab has three sections:

- **Payments Received** (Top left)

- **Quick Navigation** links (Top right)

- **Input Field** section (Lower)

The **Payment Header** is populated automatically as information is added or updated on the payment. It summarizes the entire payment with the following information:

Title	Description
Payment ID:	Nexsure-assigned payment record number. Note that when an entry has been reversed, this will display the original number with the reversal number, separated by a slash.
Posted:	Nexsure generated checkmark indicating that payment has been posted.
Processed:	(Not in use at this time)
Date Booked:	Reflects the date from the header input field .
Date Created:	The disbursement creation date (As stamped by Nexsure)
Created By:	Pulled from the user login ID at the time the disbursement was created.

Title	Description
Reference #:	Reflects the check number or transaction number from the header input field.
Description:	Reflects entry in the Description header input field.
Entity Type:	Type of entity from which payment is received.
Name:	Name of the entity from which payment is received.
Payment Type:	Reflects the type of payment received from the header input field: Credit Card, EFT, ACH or Debit Card
Payment Amount:	Pulls the amount of payment received from the input field entered by user.

Quick Navigation links are located along the right side of the tab and control the contents of the Input Field section. The individual links lead to items that are in various stages of the accounting process. This gives the user the flexibility to pull the necessary items into the current receipt.

Depending on the selected Quick Navigation link, the appropriate Navigation toolbar options display at the top of the Input Field section. This is the Navigation toolbar for the Payment Header:

Payment Summary	Pay All Selected	Print	Post	Abort	Save	Add Row

Input Fields are located at the bottom portion of the tab. The displayed input fields change depending on which Quick Navigation link is selected. Following are the input fields for the **Payment Header** link:

- **Date Booked:** Defaults to the current date. The payment receipt will post to the general ledger on this date. This date can be changed back or forward, however, the date booked can not be posted to a locked month unless the user has the security rights to override a locked month. The date booked can never be posted to a closed month.

- **Payment Type:** Select one of the following methods for the payment received from the drop-down box: **Cash**, **Check**, **Credit Card**, **EFT** (Electronic Funds Transfer), **ACH** (Automated Clearing House) or **Debit Card**.

- **Reference #:** Enter a check number or a transaction number (if one is available) for other types of payments.

- **Payment Amount:** Enter the amount of the payment received. This is a required field.

- **Description:** The description entered here populates the description field under **Quick Navigation > General Ledger** and is also on the general ledger reports. The description field can be used when searching for a particular receipt in the payment summary view.

Click **Save** on the Navigation toolbar to save the payment header information.

Nexsure will update the **Payments Received** header as shown below:

Click the **Quick Navigation > General Ledger** link to enter a journal entry that will be included in the current receipt. This will save the payment header information and change the content of the Input Field section.

> **Note:** Clicking Save on the Navigation toolbar or clicking the Quick Navigation > General Ledger link will save the Payment Header information.

Click the **Add Row** link on the Navigation toolbar.

Nexsure will add an additional line for the offsetting entry:

The Undeposited Funds account defaults as the first line in the entry and the amount will automatically adjust based on the offsetting entries.

Click the first **Ellipsis** [...] button on the new row just added to search for the account number for the offsetting entry.

Nexsure will display the **Search – Nexsure Accounting** pop-up window:

Use the first section of the pop-up window to select the desired organization entity level. Use the middle section to search by the account classification, group, and type. Use the bottom section to search by the general ledger account **Name** or **General Ledger Number**. All three sections may be used simultaneously.

> **Note:** When allocating to specific profit centers select Branch, Department and Unit prior to searching for an account. This allows Nexsure to determine the appropriate routing number.

Click the **Search** button to see the results. Select the appropriate general ledger account number from the list and click the **OK** button.

Nexsure will fill the **Account Number** field as shown below:

Description: Pulls data from the Description input field of **Quick Navigation > Payment Header** and may be edited if desired.

This description will display on the General Ledger Detail report.

Tab to the **Credit** field to enter the offsetting entry amount. To add additional offsetting rows entries press the **Enter** key or click the **Add Row** link on the Navigation toolbar. Click the **Save** link on the Navigation toolbar to save the entry.

Nexsure will display the Totals as shown below:

The amount for the undeposited funds account will automatically adjust based on the offsetting entries.

Click the **Quick Navigation > Accounts Payable** link to bring up any posted accounts payable items that were previously entered and may relate to this disbursement. This might be a credit memo or an additional invoice previously entered into accounts payable. For further details, refer to section "Manual Process Accounts Payable" in Chapter 8, "Accounts Payable Entries" of this manual . Click the **Quick Navigation > Receive Payment Posting** link to display the entire general ledger posting:

After verifying that the entry is complete, click the **Post** link on the Navigation toolbar.

Nexsure will display the confirmation pop-up window that indicates if the entry is in balance:

Click **OK** to post the entry to the general ledger. Posting makes the entry permanent and allows printing a **Proof of Payment**. If an entry is posted in error, it must be reversed and re-entered as a new item. If the entry is not in balance click **Cancel** and make the necessary changes. Click the **Payment Summary** link on the Navigation toolbar to exit and return to the list of payments received.

Printing a Proof of Payment

Navigate to the **receive payments** tab by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab then click the **Details** icon for the desired territory. Click the **accounting** tab. Click the **transactions** tab on the second row of tabs. Click the **receive payments** tab on the third row of tabs. Click the **Details** icon for the desired Receive Payment entry.

Nexsure will display the following screen:

Click **Print** on the Navigation toolbar. Nexsure will display the **Print Selection** pop-up window:
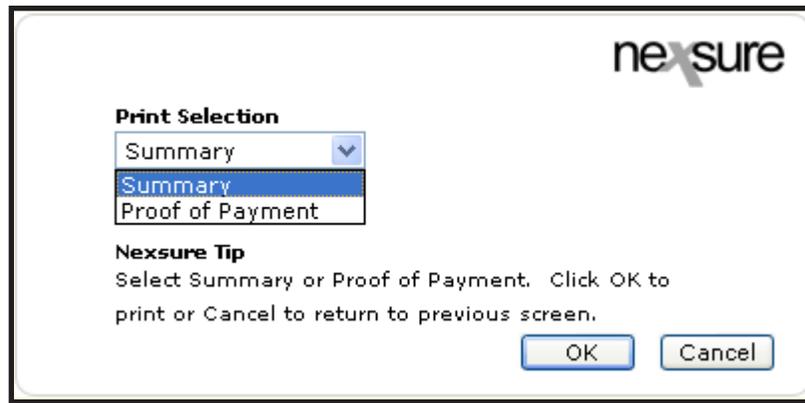
Select **Proof of Payment** from the drop-down box and click **OK**.

The Proof of Payment will display in Adobe Reader format:
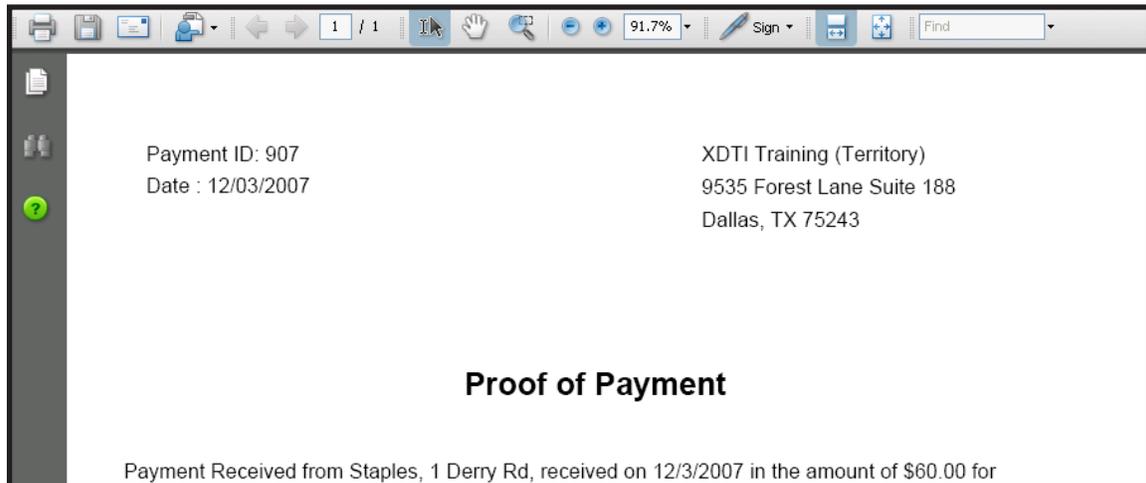
Click the **Adobe Reader printer** ⌨ icon on top of the Proof of Payment to send to the printer. Click the **Payment Summary** link on the Navigation toolbar to exit and return to the list of Payments Received.

Reversing, Aborting and Removing Accounting Entries

Please refer to Chapter 6, "Reversing, Aborting, and Removing Accounting Entries" in this manual.

Notes