Chapter 8

Accounts Payable Entries

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Accounts Payable Definition

Accounts Payable: Amounts owing on open accounts to creditors for goods and services. These transactions are called a purchase *on account* and the liability created is termed an account payable. The accounts payable general ledger account holds the funds temporarily until the entry is processed at which time the funds automatically transfer from the accounts payable account to the selected bank account.

Accounts Payable allows expenses to be offset by the date they are received rather than the date they are disbursed for accrual accounting. Using the accounts payable function allows for easier determination of cash flow.

Accounts Payable Overview

Accounts payable entries in Nexsure can be set up for daily, weekly, monthly or yearly recurrence. General Ledger Allocations can be used in Accounts Payable to automatically allocate offsetting entries to multiple organization entities such as Region, Territory, Branch, Department or Units.

Accounts payable entries can be made at the Organization level if necessary but are more typically made at the Territory level. Most agencies enter accounting transactions at the Territory level as this is the level where client receivables and carrier payables reside. All instructions in this chapter are oriented to the Territory.

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.

Adding Accounts Payable

Navigate to accounts payable 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 **accounts payable** tab on the third row of tabs.

Nexsure will display the following screen:

file branches locations employees accounting vendors entity associations	
ımmary setup invoicing setup general ledger bank accounts transactions batch summary	
transaction summary journal entry disbursements receive payments deposit accounts payable reconci	liation invoices
🕅 📢 Showing page 1 of 3 🕨 🅅 🔒 🚺	[Export] [Print] Filter: [Show] [Add New]
	[Add Recurring] [Auto Process Accounts Payable]

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

Nexsure will display the Entity Search pop-up window:

Nexsure Accounting	ne sure
Entity Search	-
Entity Type: Vendor	~
Enter at least 2 characters of the na search.	me and click
train	Search
Select Name:	
Select Address:	
123 Main St	*
Click OK to confirm selection or click to the previous screen.	Cancel to return
0	K Cancel

Select **Vendor** from the **Entity Type** drop-down box. Enter at least 2 characters of the vendor name and click the **Search** button to return the results of the search. Select the vendor from the list of search results. Select the address to appear on the check from the **Select Address** drop-down box. Click the **OK** button on the bottom of the pop-up window.

Accounts Payable ID: Posted:	662			Payee:	Training Consultan 123 Main St Hudson, NH 03051	t Services
Processed:		_				
Date Booked:	12/17/2007	0		Recurring:	Set Propertie	5]
Date Due:	12/31/2007			Frequency:		
Date Created:	12/17/2007 1:5	5:18 PM		Start Date:		
Created By:	Betsy Cormier			Expiration:		
				Auto Post:		
				Reference:	Education	
				Description:	In-House Training	
Transaction Print Summary	p	ost	Abort	Save	Add Allocation	Add Row
Nexsure Accounting						
Accounts Payable Entry						
Account Number		Descrip	tion	Debit	Credit 1099	LID # Remove
70.001.0000.000.00.220000 - Acc	ounts Paya					••• •

Nexsure will display the Accounts Payable screen displayed below:

The Accounts Payable window includes three sections:

- Accounts Payable header (Top)
- Navigation toolbar (Middle)
- Accounts Payable Entry section (Bottom)

The Accounts Payable header includes user Input Fields combined with fields that reflect settings made in Set Properties and fields automatically assigned by Nexsure. The Accounts Payable header summarizes the entire entry with the following information:

Title	Description
Accounts Payable 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.
Processed:	Nexsure-generated checkmark appears when entry has been processed (Meaning a disbursement has been created that reverses the entry to the accounts payable account and offsets the selected bank account).
Date Booked:	Defaults to the current date. The accounts payable entry will post to the general ledger on this date. This date can be changed back or forward, however, the date booked cannot 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.
Date Due:	Enter the date the payable item is due to be paid. If preferred, click the calendar icon rather than typing in the date.
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.



Title	Description
Payee:	Name of entity receiving the disbursement.
Recurring:	When checked the entry becomes a template for new entries and the Post link will be disabled. Since this entry will not post it can be edited or removed at any time. The template will be available for manual selection whenever desired and can also be used by Nexsure to automatically create entries.
Set Properties:	The [Set Properties] link is used in conjunction with the Recurring check box to set up an automatic Daily, Weekly, Monthly or Yearly recurrence schedule for the Accounts Payable entry. For more details refer to the Set Properties for Recurring Accounts Payable section in this chapter.
Frequency:	Reflects how often a recurring entry occurs: Daily, Weekly, Monthly, Yearly (controlled through the [Set Properties] link).
Start Date:	Reflects start date for recurring entry (controlled through the [Set Properties] link).
Expiration:	Reflects stop date of recurring entry (controlled through the [Set Properties] link).
Auto Post:	Reflects setting of Auto Post function for recurring entry (controlled through the [Set Properties] link).
Reference:	Enter a short reference, for example PR for payroll.
Description:	The description entered will be reflected in the accounts payable entry line item description and will display on general ledger reports.

Tab to the **Accounts Payable Entry** section in the lower section of the window to access the journal entry line items as displayed below:

Accounts Payable ID Posted	662		Payee:	Training Consultant Services 123 Main St Hudson, NH 03051
Processed				
Date Booked	12/17/2007		Recurring:	[Set Properties]
Date Due	12/31/2007		Frequency:	
Date Created	12/17/2007 1:55:18 PM		Start Date:	
Created By	Betsy Cormier		Expiration:	
			Auto Post:	
			Reference:	Education
			Description:	In-House Training
Transaction Print Summary	Post	Abort	Save	Add Allocation Add Row
Nexsure Accounting				
Accounts Payable Entry				
Account Number		Description	Debit	Credit 1099 LID # Remove
70.001.0000.000.00.220000 - Acc	ounts Paya In-Hous	e Training		🗖 🗔 o 🖂

Note: The Account Number field defaults to the Accounts Payable account automatically because it is the temporary holding account for money due. When an accounts payable entry is processed a disbursement is created and posted that automatically reverses the entry to the accounts payable account and offsets the selected bank account.

• The **Description** field defaults to the description entered in the header, but may be edited.

Enter the amount to be paid in the **Credit** field. Do not use a minus sign (-).

If an offsetting line item does not exist, press the enter key or click the **Add Row** link from the Navigation toolbar.

Nexsure will display an additional line item as shown below:

Accounts Payable Entry						
Account Number	Description	Debit	Credit	1099	LID #	Remove
70.001.0000.000.00.220000 - Accounts Paya	In-House Training		200.00		o	
	 In-House Training				o	B

If a default general ledger number has been assigned to the vendor that number will default to the second line item.

If the field is empty or needs to be edited click the **Ellipsis** ... button on the new row just added.

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

Nexsure Ac	counting			
Region:	B C Region	~	Branch:	B C Insurance Agency 🗸
Territory:	B C Territory	~	Department:	Commercial Departm 🔽
			Unit:	~
Classification:	Expense	~		
Group:	All	*		
Type:		~		
edu Select the gene	<u>Name</u> eral ledger number:]	Gener	al Ledger Number Search
70.001.0001.	001.00.802010 - Co	orporate E	Education	
70.001.0001.1	001.00.802099 - Co	ontinuing	Education	OK Cancel

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. Nexsure will present a list of the search 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:

Accounts Payable Entry						- 1
Account Number	Description	Debit	Credit	1099	LID #	Remove
70.001.0000.000.00.220000 - Accounts Paya	In-House Training		200.00		0	
70.001.0001.001.00.802010 - Corporate Edu	In-House Training			~	0	En l

Tab to the **Debit** box and enter the amount for the offsetting account.

The 1099 box will default checked if the vendor is associated at the organization level and the 1099 check box remains checked at the associated level. If unchecked at the territory (associated) level, the general ledger 1099 line item default will be unchecked. Select the **1099** check box if the line items subsequent to the accounts payable line item are 1099 reportable.

Click the **Ellipsis** button in the **LID#** column to add a general ledger line item distribution for an employee. Line item distribution (LID) is used to track employee's expenses that do not need to display on the general ledger.

If additional line items are required, 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:

Accoun	ts Payable ID: Posted:	662			Pay	ee: Training Co 123 Main S Hudson, NH	nsultan t 1 03051	t Services		
	Processed:									_ 1
	Date Booked:	12/17/2007	Q		Recurr	ing: 📃 [Set Pi	opertie	s]		- 1
	Date Due:	12/31/2007	c		Freque	ncy:				_ 1
	Date Created:	12/17/2007 1:	55:18 PM		Start D	ate:				_ 1
	Created By:	Betsy Cormier			Expirat	ion:				_ 1
					Auto P	ost:				_ 1
					Refere	nce: Education				- 1
					Descript	tion: In-House	Fraining			- 1
Transaction Summary	Print	F	ost	Abort	Save	Add Allocatio	n	Add R	low	
Nexsure Accounting										_ 1
Accounts Payable En	try									_ 1
Acco	unt Number		D	escription	Debit	Credit	1099	LID #	Remove	e
70.001.0000.000.00	.220000 - Acco	unts Paya	In-House 1	Training		200.00		0		~
70.001.0001.001.00	.802010 - Corp	orate Edu …	In-House 1	Training	200.00			0	E	- 1
							. —		-	- 1
										- 1
										- 1
										~
<									>	
				Totals	200	0.00	200.	00		
				Out of Balance		0.00	0.0	00		- 1
										_ 1

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 the accounts payable entry to be processed. If the entry is not in balance click **Cancel** and make the necessary changes. Once the transaction 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 the **[Update 1099]** link.



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Note: Only a staff member with **Accounts Payable > Modify** rights can change 1099 selections. Changes to locked or closed months can only be made by a staff member with **Accounts Payable > Post Locked** rights.

Transaction Summary Print	R	everse	Abort	Save				Add I	Row
Nexsure Accounting									
Accounts Payable Entry								[Upd	ate 1099]
Account Number		De	scription	Debit	Cre	dit	1099	LID #	Remove
70.001.0000.000.00.220000 Accounts Pay	ab	In-House Tr	aining	0.0	0	200.00		0	
70.001.0001.001.00.802010 Corporate Ed	luci	In-House Tr	aining	200.0	0	0.00	~	0	

If an entry is posted in error, it must be reversed and re-entered as a new item.

Click **Transaction Summary** on the Navigation toolbar to exit and return to the list of Accounts Payable entries.

Notes

Setting up Automatic Recurring Entries

The [Set Properties] link, enabled by selecting the **Recurring** check box, allows the user to set up automatic daily, weekly, monthly or yearly recurrence schedules for recurring accounts payable entries.

Click the [Set Properties] link.

Nexsure will display the Accounts Payable Recurring Properties pop-up window:

Recurrence Schedule:	💿 Daily	Every days
	🔘 Weekly	
	O Monthly	
	🔿 Yearly	
Recurrence Range:		
Start:	11/17/2005	 Continuous
		Occurrences
		O End By:
Automatically Post:		

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Recurrence Schedule

If **Daily** is selected, Nexsure will present the **Every** (#) **days** field, as shown above. Entering 1 will create an entry every day; entering 8 will create an entry every 8 days.

If Weekly is selected, Nexsure will present fields for weekly options:

Recurrence Schedule:	O Daily	💿 Every 📃 Week(s) on
	 Weekly Monthly Yearly 	Monday Tuesday Wednesday Thursday	☐ Friday ☐ Saturday ☐ Sunday

Enter the number of weeks between each account payable entry creation.

Select the day(s) of the week to create the entry on. Nexsure will create an entry on the day(s) designated. For example, every 1 week on Tuesday will create the entry every Tuesday; every 2 weeks on Tuesday will create the entry every other Tuesday.

If **Monthly** is selected, Nexsure will present fields for monthly options:

Recurrence Schedule:	O Daily	Day of every	month(s)
	🔿 Weekly		
	 Monthly 		
	🔘 Yearly		

Enter a specific day of the month every how many month(s). For example, Day 15 of every 1 month will create the entry on the 15th of each month; Day 15 of every 3 months will create the entry on the 15th of every 3rd month.

If Yearly is selected, Nexsure will present controls for Yearly options:

Recurrence Schedule:	O Daily	Occurs	
	🔿 Weekly		
	O Monthly		
	💿 Yearly		

Enter the date to create the entry by clicking on the calendar to select the day or entering a full date formatted as in **12/31/2006**.

Recurrence Range

Recurrence Range:	
Start: 12/15/2005	Ontinuous
	Occurrences
	O End By:

The **Start** date defaults to the date booked (from the accounts payable header) plus one day and is the date of the first occurrence. Accept the default or edit to desired start date.

Select one of the three termination conditions for the recurring entry:

- Choose **Continuous** to create the recurring entry indefinitely.
- Choose Continue For (# of) Occurrences to enter the exact number of times the accounts payable entry is to be created.
- Choose **End by:** to select or enter the date the automatic entry should stop recurring.

Automatically Post

Automatically Post:			

If checked, Nexsure will automatically post the entry during a night process (approximately 12:40 AM). If left unchecked, the entry will be created but will not post. This allows the entry to be edited before a manual post.



Notes

Using General Ledger Allocation Plans

Creating a general ledger allocation plan provides a template for easily dividing expenses within the organization. Refer to **Chapter 4 - General Ledger Setup** of the **Nexsure Accounting Training Manual** for general ledger allocation setup instructions.

Navigate to accounts payable 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 **accounts payable** tab on the third row of tabs.

Nexsure will display the following screen:

ard file branches locations employees accounting vendors entity associations	
summary setup invoicing setup general ledger bank accounts transactions batch summary	
transaction summary journal entry disbursements receive payments deposit accounts payable reconciliati	n invoices
🛛 🗹 Showing page 1 of 3 🕨 🗍 🔽	[Export] [Print] Filter: [Show] [Add New]
	[Add Recurring] [Auto Process Accounts Payable]

Click the [Add New] link to begin a new entry. Search for the entity to be paid using the Search Entity popup window and click the OK button. Fill out the Accounts Payable header information and complete the line item information for the Accounts Payable account. Refer to the Adding Accounts Payable section of this chapter for detailed instructions on filling out the header and completing line items.

Accounts Payable Pos	ID: 666				Pay	yee:	NH TelCom, 46 Maple St Manchester,	Inc. reet NH 031	108	
Proces	sed:									
Date Boo	ked: 12/	18/2007	o		Recur	ring:	Set Pro	operties	5]	
Date	Due: 12/3	31/2007	0		Freque	ency:				
Date Crea	ted: 12/1	8/2007 6:3	32:38 AM		Start D	Date:				
Created	By: Bets	y Cormier			Expira	tion:				
					Auto F	Post:				
					Refere	ence:	Telephone			
					Descrip	tion:	Telephone	12/200	7 mo	
Transaction Summary	Print	р	ost	Abort	Save	A	dd Allocatior	1	Add R	low
Nexsure Accounting										
Accounts Payable Entry										
Account Numb	er		0	escription	Debit	C	redit	1099	LID #	Remove
70.001.0000.000.00.220000 -	Accounts F	Paya	Telephone	12/2007 mo stateme	nt		1,200.00		0	<u>~</u>
										\checkmark
<										>
				Totals		0.00		1,200.0	0	
				Out of Balance	-1,20	0.00		1,200.0	0	

The accounts payable window will be filled out as shown:

After completing the first line item for the accounts payable account click the **Add Allocation** link on the Navigation toolbar.

Add GL Allocati	on	nevsure
GL Allocation	Internetting Department	
Name:		
Number:		
Description:	Use for interroffice allocations	<
Type:	Debit 🗸	
Amount:	1,200.00	
		OK Cancel

Nexsure will display the **Select GL Allocation Plan** pop-up window:

Select the desired template from the **GL Allocation Name** drop-down box. Click the **Ellipsis** button to the right of the **GL Account Number** field.

Nexsure will display the **Search GL Allocation Number** pop-up window:

https://nexweb24.nexsure.co	om/?glAllocationPlanID=62&NameField=txtGLAcco 🔳 🔲 🔀
Nexsure Accounting	
Classification: Group: Type:	Expense V All V
Filter part of the general ledger r tele	Number or name or both and click "Search". Name General Ledger Number Search ar:
70.001.0000.000.00.710000 - T	Telephone-Cell
	OK Cancel

The accounts available for selection depend on the choices made when the allocation template was originally setup. Select the appropriate **Classification** from the drop-down box. Selection of **Group** and **Type** are optional.

Enter the **Name** or **General Ledger Number** of the desired account and click the **Search** button. Select the account from the list of displayed results. Click **OK** to accept the selected account.

Nexsure will return to the **GL Allocation** pop-up window:

Add GL Allocati	on	ne sure
GL Allocation Name:	Interroffice Department	
GL Account	70.001.0000.000.00.710000 - Telephon	e-Cell 🛄
Description:	Use for interroffice allocations	<u>^</u>
Туре:	Debit 🔽	<u>×</u>
Amount:	1,200.00	

The Description will default from the original template but may be edited. Nexsure will use this description for each entity allocation line item.

Make a selection in the **Type** drop-down box to indicate whether the allocations for this general ledger account should be **Debit** or **Credit**. Enter the total **Amount** to be allocated for this general ledger account and click the **OK** button to accept the allocation.

Transaction Summary	Print	Post		Abort		Save	Add Allocation	ı	Add	Row	٦
Nexsure Accounting											- 1
Accounts Payable Ent	ry										- 1
Accou	int Number			escription		Debit	Credit	1099	LID #	Remove	•
70.001.0000.000.00.2	220000 Accounts Paya	ab	Telephone	12/2007 Monthly St	ater	0.00	1,200.00		0		^
70.001.0001.002.00.7	710000 Telephone-Ce	II	Telephone	12/2007 Monthly St	ater	222.24	0.00		0		
70.002.0001.001.00.7	710000 Telephone-Ce	II	Telephone	12/2007 Monthly St	ater	266.64	0.00		0		
70.002.0001.002.00.7	10000 Telephone-Ce	II	Telephone	12/2007 Monthly St	ater	325.92	0.00		0		
70.001.0001.001.00.7	10000 Telephone-Ce	II	Telephone	12/2007 Monthly St	ater	385.20	0.00		0		
70.001.0000.000.00.1	10990 Intra-Office Pi	rin …	Telephone	12/2007 Monthly St	ater	592.56	0.00		0		
70.002.0000.000.00.2	220990 Intra-Office S	ec	Telephone	12/2007 Monthly St	ater	0.00	592.56		0		~
<										>	
				Total	ls:	1,792	2.56	1,792.5	6		- 1
				Out of Balanc	e:	(.00	0.0	0		

Nexsure will return to the Accounts Payable window and display the allocation breakdown:

Note: The two Intra-Office accounts at the bottom of the entry. If multiple territories were selected in the original template, two mandatory accounts are used to keep all the territories in balance.

- The Intra-Office Primary Offset creates a receivable for the territory the accounts payable entry was initiated.
- The Intra-Office Secondary Offset creates a payable for all other territories included in this allocation.

Checks would be written out of the secondary territories to pay the primary, clearing the receivable and payable. If the organization does not intend for the secondary territories to pay the primary a cross-territory journal entry can be done to clear the receivable and payable.

Click the **Save** link on the Navigation toolbar to save the entry. Nexsure will display the Totals. 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:

🖉 https://nexweb24.nexsure.com/?JID=2090 + &ACTION=1&D 🔳 🗖 🔀
ne sure
Accounts Payable is in balance! Total debits = \$1,792.56
Do you wish to post? Select Cancel to return to Accounts Payable or OK to post.
OK Cancel

Click **OK** to Post the entry to the general ledger. Posting makes the entry permanent and allows the accounts payable entry to be processed. 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 **Transaction Summary** on the Navigation toolbar to exit and return to the list of accounts payable entries.

Notes	

Manually Adding Recurring Accounts Payable

Any entry designated as recurring may be used as a template for new entries.

Navigate to Accounts Payable 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 **accounts payable** tab on the third row of tabs.

Nexsure will display the following screen:

ard file 🍸 br	anches γ	locations Y empl	oyees account	ing vendors	entity associati	ions		
summary	setup	invoicing setup	general ledger	bank accounts	transactions	batch summary		
transactio	on summai	ry 💙 journal entry	disbursements	receive paym	ents Y deposit	accounts payable	reconciliation	invoices
				K -	Showing pag	e 1 of 3 🕨 🕺 🔤		[Export] [Print] Filter: [Show] [Add New]
							Ľ	Add Recurring] [Auto Process Accounts Payable]

Click the [Add Recurring] link to begin a new entry.

Nexsure will display the **Recurring Accounts Payable** pop-up window:

🦉 https://nexweb24.nexsure.co 🔳 🗖 🗙									
Journal Entry	ne sure								
Select Accounts	Payable:								
Public Service Stmt 🗸									
	OK Cancel								

Click the **Select Accounts Payable** drop-down box and select the desired recurring entry from the list:

🖉 https://n	iexweb24.ne	xsure.co	
Journal E	intry	ne	sure
Select	Accounts I	Payable:	
	Public Servi Public Servi American E	ice Stmt 👻 ce Stmt kpress OK	Cancel

Click the **OK** button to accept the entry.

Nexsure will display the entry as it was originally setup:

🏉 https://nexweb24.nexsure.c	om/?Actio	on=R≷	JournalEnt	tryID=2092 -	Accounts	Payable -	Window	rs Internet Expl								
Accounts Payable II Posted): 1: 🗌						Paye	e: American Ex PO Box 650 Dallas, TX 7	press 448 5265-0	448		~				
Processer	l:															
Date Booke	Date Booked: 12/18/2007								Recurring: Set Properties]							
Date Du	: 12/18/	/2007	¢.				Frequence	cy:								
Date Create	12/18/	2007 6:5	57:07 AM			Start Date:										
Created B	Created By: Betsy Cormier							on:								
							Auto Po:	st:								
							Referenc	e: AmEx								
						I	Descriptio	on: American E	xpress							
Transaction Prin Summary	t	P	ost	Abort	:	Save		Add Allocation	1	Add	Row					
Nexsure Accounting																
Accounts Payable Entry																
Account Number			0	escription		Debit		Credit	1099	LID #	# Remov	ve				
70.001.0000.000.00.220000 Acco	unts Paya	Ы	American Express				0.00	500.00		(0	~				
70.001.0000.000.00.641000 Gen	eral Office	E	American	Express			100.00	0.00	0.00	() 🖶					
70.001.0000.000.00.644000 Com	puter Sup	р	American	Express			100.00	0.00		() 🖶					
70.001.0000.000.00.500100 Pror	notional		American	Express			100.00	0.00		(
70.001.0000.000.00.520000 Post	age		American	Express			100.00	0.00		() 🖶					
70.001.0000.000.00.540100 Veh	cles-Gas a	in	American	Express			100.00	0.00		() 🖶					
												~				
												>				
					Totals:	500.00 500.00				0						
				Out of	Balance:		0.	00	0.0	0						

Change the **Date Booked** and **Date Due** to reflect the new dates. Edit the header and line items as needed. Click the **Remove** icon on the right of any line item no longer needed. Clicking the **Save** link on the Navigation toolbar will display the **Totals**. **Note:** Clicking the Save link enables all the links in the header and on the Navigation toolbar.

	Date Booked: 12/1 Date Due: 12/3 Date Created: 12/1 Created By: Bets	8/2007 1/2007 8/2007 7: 7 Cormier	Recurri Frequer Start Da Expirati Auto Po Referen Descripti	ng: [Set Pr ncy: ate: on: ost: ace: AmEx on: American B	opertie Express	5]			
Transaction Summary	Print	F	Post	Abort	Save	Add Allocatio	n	Add Row	
Nexsure Accounting									
Accounts Payable Ent	try								
Acco	unt Number		D	escription	Debit	Credit	1099	LID #	Remove
70.001.0000.000.00.	220000 Accounts Pa	/ab	American	Express	0.00	2,756.36		0	8
70.001.0000.000.00.	641000 General Offi	ce E 🛄	American	Express	35.50	0.00		0	B
70.001.0000.000.00.	644000 Computer S	uppi 🛄	American	Express	970.00	0.00		0	B
70.001.0000.000.00.	520000 Postage		American	Express	500.00	0.00		0	B
70.001.0000.000.00.	540100 Vehicles-Gas	an	American	Express	1,250.86	0.00		0	Ē.

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:

🏉 https://nexweb24.nexsure.com/?JID=2093 + &ACTION=1&D 🔳 🔲 🗙
nevsure
Accounts Payable is in balance! Total debits = \$2,756.36 Do you wish to post? Select Cancel to return to Accounts Payable or OK to post.
OK Cancel

Click **OK** to Post the entry to the general ledger. Posting makes the entry permanent and allows the accounts payable entry to be processed. 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 **Transaction Summary** on the Navigation toolbar to exit and return to the list of accounts payable entries.

Credit Memos for Anticipated Refunds

An agency expecting a return from a vendor can enter the return as an accounts payable entry so it will be accounted for and not forgotten. Follow the instructions in this chapter for **Adding Accounts Payable** with the following exceptions:

Enter the amount on account expected from the vendor in the **Debit** field next to the account payable account. Click the **[Add Row]** link to enter a new line item. Click the **Ellipsis** ... button to search for the offsetting general ledger account. Enter the amount of the offset in the **Credit** field. Enter the amount in the credit column without a minus sign (-).

The line items for an anticipated refund will display as follows:

Transaction Summary	saction Print Po omary P			Abort	Save	Add Allocation	n	Add Row			
Nexsure Accounting											
Accounts Payable Entry											
Account Number			D	escription	Debit	Credit	1099	LID #	Remove		
70.001.0000.000.00.	220000 - Accounts Pa	iya	Refund Du	e	65.00			o			
70.001.0001.000.00.	641000 - General Off	ice …	Refund Du	e		65.00		0	B		

Notes

Auto Process Accounts Payable

Auto Process Accounts Payable functionality allows automatic creation and posting of disbursements for multiple accounts payable entries, eliminating the need to manually create a new disbursement for each entry.

Posted, unprocessed accounts payable entries are available for selection to auto process with the exception of anticipated refunds.

For instructions on how to process refunds or how to combine multiple accounts payable entries into one check refer to **Manual Process Accounts Payable** in this chapter.

Navigate to accounts payable 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 **accounts payable** tab on the third row of tabs.

Nexsure will display the following screen:

card f	file) bran nmary) s ransaction	setup invo	ations Y employ oicing setup	yees accounting vendo general ledger bank accound disbursements receive	nts transa	ssociation ctions b deposit	s batch summary accounts paya	y able reconc	iliation inv	voices				
			,,		🛛 🖣 Showin	ig Page 1	of2▶∦	1 🗸	[Add F	[Expo	ort] [Print] ng] [Auto P	Filter: [S	how] [ounts:	Add New] Payable]
	Details	Payee	Reference AP ID	Description	Amount	Created By	Date Created	Date Booked	Date Due	Posted	Processed	Recurring	Auto Post	Remove
	P	Verizon	681	Bill's Phone	\$285.17	Betsy Cormier	12/18/2007	12/18/2007	12/31/2007	\checkmark				
	>	Verizon	680	Mike's Phone	\$156.70	Betsy Cormier	12/18/2007	12/18/2007	12/31/2007	×				

Click the [Auto Process Accounts Payable] link on the far right.

Nexsure will display a list of posted, unprocessed accounts payable entries:

rd file 🍸 br	ranches	location	ns 🍸 emplo	oyees a	ccountin	g vende	ors enti	ty associa	ations								
summary	setup	invoicin	g setup 🍸	general le	dger b	ank acco	unts tra	ansactions	ba	tch summar	/						
transacti	on summ	ary jou	rnal entry	disburs	ements	receive	payments	deposi	it a	ccounts paya	able reco	nciliation	invoices				
Select B	ank Acco	ount:			_								[Day	ant [Drint]	Ciltare	[chaul]	odd New
Plea	ise Selec	ct		1	*		Sho	owing Pa	ge 1 o	†2 ▶ ∦	1 💌		[EX]	iong (Phing	Filters	[Show]	Add Net
Plea	All] [De	ct select All] [Proces	s Account	r s Payab	le]	4 Sho	owing Pa	ge 1 o	f2 M			[Ad	d Recurring] [Stand	lard Sea	rch Mode
Plea [Select Details	se Selec All] [De Select	ct select All Payee] [Proces Referen AP ID	s Account	Descri	iption	Am	owing Pag	ge 1 o eated By	f 2 ▶ M Date Created	Date Booked	Date I	[ex; [Ad Due Post	d Recurring] [Stand edRecur	lard Sear ring Auto Post	rch Mode
Plea [Select Details	All] [De Select	select All Payee Verizon] [Proces Referen AP ID 681	s Account	Payab Descri Bill's P	iption	Am \$28	nount Cro 135.17 B 15.17 Co	eated By Jetsy ormier	Date Created	Date Booked 7 12/18/20	Date I	[Ad [Ad 2007 [2007]	d Recurring	edRecur	ard Sear	Remov

Select the **bank account** from which to draw money in the drop-down box on the left. Use the filter to search for the items to process by clicking on the [Show] link. Select the desired criteria and sort order and click the **Search** button.

Search Criteria						Save Filter Settings
Payee Entity Type:	~	Date Created (Fr):	12/8/2007	Date Created (To):	12/18/2007	
Payee Name:		Date Booked (Fr):		Date Booked (To):		
AP Type:		✓ Date Due (Fr):		Date Due (To):	12/31/2007	
AP ID:		AP Amount		Description:		
Post Status:	*	Process Status:	~			
Recurrence Schedule:	All 💌	Start Date (Fr):		Start Date (To):		
Sort Order						
Sort Field 1:	l.	Sort Order 1:	~	Sort Field 2:	~	Sort Order 2:
						Search Clear

Nexsure will display the results based on the filter criteria selected. Select the entries desired for auto processing by clicking the **Select** check box on the left of each entry or by clicking the **Select** All link.

Nexsure will display the following paging links when there is more than one page of entries:



Click the paging link arrows or use the page drop-down box to select the desired page. For multiple pages click the [Select All] link on each page. After all desired entries have been selected click the [Process Accounts Payable] link located under the selected bank account.

Nexsure will display a confirmation pop-up window displaying the total amount of the accounts payable items selected:

6 h	ttps://nexweb24.nexsure.com/?BID=95 - Accept Auto Process Accounts P 🖃 🔲 🗙
	ne sure
	Total AP Items Selected:
	\$16,281.79
	Disbursements will now be created and posted in selected bank account.
	Click OK to proceed or Cancel to return to Accounts Payable Processing.
	OK Cancel

Click **OK** to proceed or **Cancel** to return to the accounts payable processing. If **OK** is selected Nexsure will create and post disbursements for the selected entries. Clicking the [Standard Search Mode] link will return to the standard accounts payable summary list.

Once the entries are processed they display a check mark as displayed below:

Details	Payee	Reference AP ID	Description	Amount	Created By	Date Created	Date Booked	Date Due	PostedP	rocessed	Recurring	Auto Post	Remove
>	Verizon	681	Bill's Phone	\$0.00	Betsy Cormier	12/18/2007	12/18/2007	12/31/2007	×	1			
	Verizon	680	Mike's Phone	\$0.00	Betsy Cormier	12/18/2007	12/18/2007	12/31/2007	×	×			

Refer to the **Batch Printing Checks** section of this chapter for instructions on how to print the checks just created and posted.

Notes

Batch Printing Checks

Batch printing checks allows a selection of multiple disbursements to be printed as checks all at one time. Disbursements must be posted prior to printing.

For instructions on how to print a single check refer to the **Manual Process Accounts Payable** section in this chapter.

Navigate to the Disbursements 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 **disbursements** tab on the third row of tabs.

Select the appropriate bank account from the **Select Bank Account** drop-down box. Click the **[Show]** filter link and search for the desired disbursements to be printed.

Nexsure will display the disbursements as follows:

card	file 🍸 bi	anches	locatio	ns ∖`emplo	yees accountin	g ∕vendors ∕entity associa	tions				
su	mmary	setup	invoici	ng setup 💡	general ledger 丫	bank accounts transactions	batch summary				
1	transacti	on summ	ary jo	urnal entry	disbursements	receive payments deposit	accounts payable	reconciliation	invoices		
	Select Bank Account:								THE FOL	1.000	
	Bank o	f Americ	a/NH 5	5789 Opera	ating Accour 💌	🛛 🖣 Showing page	1 of 3 🕨 1 🔽		Filter: [Sh	lowj [Add Ne	w Disbursement]
	[Select /	All] [Des	elect Al] [Create	Print Batch] [Ad	To Existing Batch]					
	SelectD	etailsPa	yee	Disbur. ID	Check Numb	er Description	Amount	Created By	Date P	ostedPrinted	ClearedRemove
									Created		cleareditemove
		NH Te Ind	ICom,	945	0	Telephone 12/2007 Mo Statement	onthly \$1,200.00	Betsy Cormier	12/18/2007		

Select the disbursements desired for batch printing by clicking the **Select** check box to the left of each entry or by clicking the [Select All] link.

Nexsure will display the following paging links when there is more than one page of entries.



Click the paging link arrows or use the page drop-down box to select the desired page. For multiple pages click the [Select All] link on each page. After all desired entries have been selected click the [Create Print Batch] link located under the selected bank account.

Nexsure will display the Create Batch Print pop-up window:

🦨 https://nexw	eb24.nexsure.com/?Rp1	CatID=8&BatchTy	🔳 🗆 🗙
Nexsure Accor	unting	nessu	lre
Create Bat	ch Print		
Batch Name:	Disbursement		
Description:	Disbursement created or	n 12/18/2007	
Style:	Deluxe Check 80180	*	
Preview Format:	PDF	~	
Printer:	Canon MP530 Series P	rinter	~
Restricted:	check this box to prev	ent other user acce	55
Print Now:	V		
		OK Can	

Enter a name for the batch (**Disbursement** appears by default). Enter a description for the batch (**Disbursement created on [current date]**) appears by default. Select the appropriate choice from each of the following drop-down boxes:

- **Style** of check to print.
- **Preview Format** in which to display the checks.
- Printer to send checks to.

Clicking the **Restricted** check box will deny all other Nexsure users access to this batch.

Select the **Print Now** check box to print the checks immediately.

Regardless of whether this check box is checked or unchecked the print batch will be sent to the **batch summary** tab on the second row of tabs. The batch can also be printed from this location.

Click the **OK** button.

Nexsure will display the batch confirmation pop-up window that indicates the number assigned to this batch:



Click the **OK** button.

Nexsure will display the Print Batch Check pop-up window:

<i>🌔</i> https:/	🖉 https://nexweb24.nexsure.com/?PrintArray=24 🔳 🗖 🔀							
	ne sure							
	Check is ready to print Please put check stock in the printer.							
	Che	ck Type:Deluxe Che	ck 80180					
Batch I ID)isbur ID	Bank Account	Next Check Number	^				
2409 - 1	936	Operating Account	11					
2409 - 1	937	Operating Account	12	=				
2409 - 1	938	Operating Account	13					
2409 - 1	939	Operating Account	14					
2409 - 1	940	Operating Account	15					
2409	0/1	Click "OK" to P	IE rint.	×				
* Bate be chan from the manual	* Batch check numbers are automatically assigned and cannot be changed on this screen. Check numbers can be reassigned from the Disbursements tab and the check can be reprinted manually.							
			OK Canc	el				

Accept the Nexsure-generated check numbers or enter the check numbers 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 Account tab before printing the next check.

Load the checks in the printer and click the **OK** button.

Note: Nexsure will return to the Disbursement Summary tab and the selected bank account entries will be displayed. After refreshing the screen, a checkmark will appear in the Printed check box for the printed disbursements.

Adding Unprinted Entries to an Existing Batch

Navigate to the Disbursement Summary 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 **disbursements** tab on the third row of tabs.Select the appropriate bank account from the **Select Bank Account** drop-down box. Click the **[Show]** filter link and search for the disbursements to add to the existing batch. Select each entry by clicking the select check box to the left of each entry or click **[Select All]** for all items on a page. Click the **[Add to Existing Batch]** link.

Nexsure will display the following **Add To Existing Batch** pop-up window:

🗧 https://nexweb24.nexsure.com/?RptCatID=8&BatchType 🔳 🔲 🗙
Nexsure Accounting
Add To Existing Batch
When adding an item to an existing batch, you have two options: You can either search for an existing batch using the search area below or select one of the batches in the Last Created area.
To Search, enter criteria in the fields below and press Search.
To use the Last Created option, click on the batch name and press OK.
Search
Batch Name:
Description:
Created By:
Date From: Date To:
Batch ID:
Search Clear
Last Batch Created:
2409-Disbursement
2398-Disbursement 2345-Disbursement 2320-Disbursement
Style: Deluxe Check 80180
OK Cancel

The existing batch can be accessed using the scroll bar at the bottom of the pop-up window.

If the list is long, enter data in at least one of the input fields at the top of the pop-up window and click the **Search** button. Select the correct batch and click the **OK** button.

After clicking **OK** Nexsure will display a confirmation pop-up window indicating the batch number to which the new items have been added:



Click **OK**. Nexsure will return to the Disbursement tab.

Accessing Print Batches from the Batch Summary Tab

Navigate to the Batch Summary 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 **batch summary** tab on the second row of tabs.

Nexsure will display the following:

s	d file branches locations employees ummary setup invoicing setup general disbursements invoices	accounting vendors entity associatio ledger bank accounts transactions	batch summary
	Refresh	Print Selected	
	[Select All] [Deselect All]	🕅 🖣 Showing Pa	age 1 of 2 N Search Options: [Show]
	Select Details Report Name Bank Account	Batch Batch ID Format Total	Pages File Size Created By Created Status Printed Remove
	4 📝 Disbursement Opera	ting 2008.8000 2410 - 1 PDF	4 202.526kb Betsy Cormier 12/18/2007 Complete 🗌 📑 🔷
	15 📝 Disbursement Opera	ting 18396.7900 2409 - 1 PDF	15 788.467kb Betsy Cormier 12/18/2007 Complete

A new batch displays in blue while it is processing. Periodically click the **Refresh** link until the batch status is complete and the entry displays in black. The batch will remain bold until printed.

Note: Click the Details 📝 icon on a batch to display the disbursement details.	Click the
Close link to exit the details and return to the batch summary list.	

If the Print Now box was not selected when the print batch was created, select the batch or batches desired by clicking the select check box to the left of the batch. Click the **Print Selected** link.

Nexsure will display the **Update Batch Print** pop-up window:

C .	https://nex	web24.nexsure.com/?l	RptCatID	=8&hidP 🔳 🗖 🔀		
	Nexsure Acc	counting		ne sure		
	Update Batch Print					
	Batch:	2410;2409;				
	Style:	Deluxe Check 80180		✓		
	Preview Format:	PDF	*			
	Printer:	Canon MP530 Series F	rinter	*		
	Restricted:	check this box to pre	vent othe	r user access		
	Print Now:					
				OK Cancel		

Click the **Print Now** check box and click **OK**.

Nexsure will display the Print Batch Check pop-up window:

https:/	/nexweb	24.nexsure.com/?F	PrintArray=24 🔳 🗖								
ne sure											
Check is ready to print											
	Plea	se put check stock i	n the printer.								
	Chee	k Type:Deluxe Che	ck 80180								
Batch ID)isbur ID	Bank Account	Next Check Number								
2410 - 1	742	Operating Account	21								
2410 - 1	745	Operating Account	22								
2410 - 1	775	Operating Account	23								
2410 - 1	779	Operating Account	24								
2409 - 1	780	Operating Account	25								
2409	701	Click "OK" to P	rint.								
* Batc be chan from the	h check n ged on th e Disburse	umbers are automat is screen. Check nu ements tab and the o	tically assigned and cannot mbers can be reassigned theck can be reprinted								
manuan	y.		OK Cancel								

Accept the Nexsure-generated check numbers or enter the check numbers 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 Account tab before printing the next check.

Load the checks in the printer and click the **OK** button. Nexsure will return to the **batch summary** tab. A checkmark will display in the **Printed** check boxes for the printed batches.

Se	ect	Det	tail	5	Report Name	Bank Account	Batch Total	Batch I	D	Format	Pages	File Size	Created By	Created	Status	Printed	Remove	
L		4	1	>	Disbursement	Operating Account	2008.8	000 2	2410 - 1	L PDF	4	202.522kb	Betsy Cormier	12/18/2007 8:17:00 AM	Complet	te 🗸	5	^

Notes

Manual Process for Accounts Payable

Accounts payable entries can be Auto Processed in a batch but they may also be processed through the Disbursement and Receive Payment processes.

The manual process must be used to create one check to the same vendor (entity) for two or more existing accounts payable entries. This process must also be used to process any anticipated refunds. A payable and a refund can be combined using this process.

The manual process can also be used to combine an item entered for the first time in Nexsure with an existing accounts payable item.

Add a Disbursement to Process Accounts Payable

Navigate to the disbursement 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 **disbursements** tab on the third row of tabs.

From the Select Bank Account drop-down box select the bank account desired from which to draw funds.

Note: The first bank account that was added to the territory will always be the default.

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

Nexsure will display the Name Search pop-up window:

Name Search -	Microsoft In	ternet Ex	plorer 📃	
Select Entity			ne su	re
Entity Type:	Employee	*		
Enter at least search.	3 characters (of the nam Search	ne and click	
Select Name:				

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



Nexsure will present the **Disbursements** tab:

Disbursements Disbursement ID: 682 Posted: Cleared: Date Booked: Date Created: 12/17 Created By: Susar	7/2005 h McDonough Disbu E:	Entity Ty; Pay Bank Nam Bank Account GL Accou Balan Check timated Balan Check	pe: Vendor ee: Kinko's ne: Bank Or #: 777777 int: 07.001. int: \$127,57 int: \$0.00 ce: \$127,57 #:	ne 77 0000.000.00.100 '5.92	500 Operating	Account	Quick Navigation Disbursement Header General Ledger Accounts Payable Disbursement Posting	
Disbursement Summary	Pay All Selected	Descriptio	on: Post	Abort	Save	Add Row		
	* indicates required field Payee: Kinko's 2584 Memorial Oklahoma City, OK 73120							
	* Date Booker Disbursemen Methor Check 4	t 12/17/200 t Check	15					
	Descriptic (50 Char. Ma:	Nexsure Tij Leave the available d	P Check # field heck # at the	d blank to allow th e time of printing	e system to a or enter a che	ssign the next ck # manually.		
	Internal Not (250 Char. Ma:	:e: <)						

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.
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.



Title	Description
Entity Type:	Type of entity the disbursement is paid to.
Рауее:	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:

Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row

Input Fields are located at the lower 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 cannot 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 > Accounts Payable** link to display the available **Accounts Payable** entries.

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

Disbursements Disbursement ID: Posted: Cleared: Date Booked: Date Created: Created By:	682 12/17/2005 12/17/2005 Susan McDone	ough Disbu E	Entity Type Payee Bank Name Bank Account # GL Account Balance ursement Amount stimated Balance Check # Description	 Yendor Kinko's Bank One 7777777 07.001.00 \$127,575. \$10.00 \$127,575. \$1 	00.000.00.10 92 92	0500 Operati	ng Accour	it.	Ouick Navigation Disbursement Header General Ledger Accounts Payable Disbursement Posting
Disbursement Sum	mary Pay A	ll Selected	Print	Post	Abort	Save		Add Row	7
Transactions [Select All] [Dese	elect All]	_	_	_	_	_	_	Filter: [Show]	
Select Details	s Date	APID Re	eference Number	Descript	ion	Amount	Paid	Balance	
	12/16/2005	232	refun	d expected		(\$250.00)	\$0.00	(\$250.00)	
	12/10/2005	212	Recurring-scheduled \$200.00 \$0.00 \$200.00						
	12/10/2005	220	Recu	rring-schedul	ed	\$200.00	\$0.00	\$200.00	
				This All	s Page Total: Pages Total:	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	

Notice the three separate accounts payable entries. One of these is an anticipated refund.

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

Select the entries to be included in this disbursement by either clicking the **Select** check box on the far left of each entry or click the [Select All] link to select all entries on this page. Click the **Save** link on the Navigation toolbar.

Note: The Pay All Selected link will be enabled.

Click the Pay All Selected link on the Navigation toolbar.

ransactions Select All] [Deselect All] Reference Select Details Date APID Description Amount Paid Balance Number ۲ 12/16/2005 232 (\$250.00) (\$250.00) \$0.0 refund expected ₽ 12/10/2005 212 Recurring-scheduled \$200.00 \$200.00 \$0.0 ۲ 12/10/2005 220 \$200.00 \$200.00 Recurring-scheduled \$0.0 This Page Total: All Pages Total: \$0.00 \$0.00 \$0.0 \$0.00 \$0.00 \$0.0

Nexsure will display the accounts payable entries as follows:

Note: The balance of each accounts payable item now displays zero and the **Paid** field reflects the entire amount of the original accounts payable.

If an item was selected in error or only part of an entry is desired click the **Details** icon to the left of the entry.

Nexsure will display the Accounts Payable Settlement Edit pop-up window:

Accounts Paya	ole Settlement Edit - Microsoft Inter 🔳 🗖 🗙
Payment Date:	ne sure
Res. Amount: Amount:	200.00 100.00 Balance: 100.00
Description:	Recurring-scheduled
	ОК Cancel

Enter zero in the amount field to de-select the entry or enter a partial amount if paying only part of the entry. Enter a description in the **Description** field for the partial selection and click the **OK** button to save the edit or **Cancel** to abort.

Nexsure will return to the **Quick Navigation > Accounts Payable** link and the entries will be displayed as follows:

Transac [Select Al	ctions] [Desel	ect All]	-	_		_	_	
Select	Details	Date	APID	Reference Number	Description	Amount	Paid	Balance
		12/16/2005	232		refund expected	(\$250.00)	(\$250.00)	\$0.00
V	>	12/10/2005	212		Recurring-scheduled	\$200.00	\$200.00	\$0.00
V	>	12/10/2005	220		Recurring-scheduled	\$200.00	\$100.00	\$100.00
					This Page Total: All Pages Total:	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00

Note: The partial payment on the last item displayed.

Click the **Quick Navigation > General Ledger** link to include additional journal entry line items that may relate to this disbursement. For further details, refer to **Chapter 7 - Vendor Entries** of the **Nexsure Accounting Training Manual**. Click the **Quick Navigation > Disbursement Posting** link to display the entire general ledger posting:

Disbursements							
							Quiel: Neuriseties
Disbursement ID: 682		Entity Type	: Vendor				Quick Navigation
Posted:		Payee	: Kinko's				General Ledger
Cleared:		Bank Name	: Bank On	ne			Accounts Payable
Date Booked: 12/17	7/2005	Bank Account #	: 7777777	77			Disbursement Posting
		GL Account	: 07.001.0	0000.000.00.1005	500 Operating	Account	
Date Created: 12/1:	7/2005	Balance	\$127,57	5.92			
Created By: Susar	n McDonough Disbu	ursement Amount	\$50.00				
	E	stimated Balance	: \$127,52	5.92			
		Check #					
		Description	:				
							_
Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	
							-
Disbursement Posting							
Account Nur	mber	Account De	cription		Debit	Credit	
07.001.0000.000.	00.220000	Accounts P	ayable		\$0.00	\$250.00	
07.001.0000.000.	00.220000	Accounts P	ayable		\$200.00	\$0.00	
07.001.0000.000.	00.220000	Accounts P	ayable		\$100.00	\$0.00	
07.001.0000.000.	00.100500	Operating.	Account		\$0.00	\$50.00	
				Total:	\$300.00	\$300.00	

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:



Note: The amount is only \$50.00 because an accounts payable anticipated refund was included.

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** section in this chapter. 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 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 **Bank Accounts** drop-down box. Click the **[Show]** filter link and search for the desired disbursement. Click the **Details** icon of the disbursement to be printed.Click the **Print** link on the

disbursement. Click the **Details** icon of the disbursement 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.

	ne sure
Print Disbursement Selection	
Summary	*
Summary	
Deluxe Check 80180	
Deluxe Check 80971	
MICR Coding Top Check	
MICR Coding Bottom Check	
MICR Coding Bottom Check w/Add	ress
Select a check type or summary. Pre	ess OK to print
selection or cancel to return to Disbu	irsement screen.
	OK Cancel

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:

	ne sure
Check is ready to print	
Please put check stock in the pri	nter.
Check Type:Deluxe Check 80180 Check #:	
Click "OK" to Print.	
* Leave the Check # field blank to allo system to assign the next available chec	w the k # at the
time of printing or enter a check # manu	ally.
	OK Cancel

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.

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Click the **OK** button.

Nexsure will display the check in the lower right panel:

	📑 Save	a Copy 🔓	📄 Print 🧟 Email	🙌 Search	ABC	5	Review & Co	omment 👻 🥖	Sign 👻	
) [T	Select Tex	t - 🔟 🔍	-		84%	- 😁 📑 🚰	1		
arks										
s okme								DATE 12/17/2	005	=
i qature		PAY TO THE ORDER OF	Kinko's					\$ 50.00		
Layers	8	FIFTY AND	D 00 / 100						DOLLARS	- 11
Pa		Kinko 2584	o's Memorial							- 11
Comn		Oklai MEMO	homa City, OK 73120							
						_				

Insert check in printer. Click the **Adobe[®] Reader[®] printer** kicon to send the check to the printer. Click the **Disbursement Summary** link on the Navigation toolbar to exit.

Add a Receive Payment for Accounts Payable

A **Receive Payment** should be entered to process a vendor check received for an anticipated refund entered previously in accounts payable. Payments received are held temporarily in the **Undeposited Funds** account until a deposit is prepared.

The Receive Payment 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 by making deposits 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:

exsure				HOME HELP	setup logou
SEARCH ORG	ANIZATION REPORTS		e	ookmarks: Expand Ad	d Remove Selecte
RGANIZATION PROFILE ALL EMPLOYEE	S ALL LOCATIONS				
rganization Name: ABC Insurar	nce Agency, Inc.			• •	rganization
organization					
	DC 1 A 1 Di	>> ADC 1 A-	····· ··· ·····		
ABU Insurance Agency, Inc. >> A Previous Page	BL Insurance Agency, Inc. Region	>> ABL Insurance Ag	ency, Inc. Territory		
-					
card file branches locations em	oloyees accounting vendors entity	associations			
summary setup invoicing setup	general ledger bank accounts trans	actions hatch summary			
		1			
transaction summary journal entr	y disbursements receive payments	deposit accounts payabl	e reconciliation invoices		
				Filter: [Show]	[Add New]
Details Payee Reference	Payment ID Description A	mount Residual Cr	eated By Date Created	Posted Printed	Remove
	· · · ·		•		
	invoices / reconciliation / accounts	oayable 人 deposit 🔪 receiv	e payments disbursements	journal entry 人 transacti	on summary
	batch s	ummary λ transactions λ	bank accounts 🙏 general ledger	r ∧ invoicing setup ∧ setu	p 👃 summary 🖉
					1 1.01
		entity associations /	vendors accounting empl	loyees ∧ locations ∧ bran	ches 人 card file 🖉

6. Click the [Add New] link on the right side of the screen.

The **Select Entity** pop-up window is displayed:

Select Entity		ne sure
Entity Type:	Vendor	~
Enter at least search.	3 characters of the i	name and click
off	Searc	h
Select Name:		
Office Max		
Select Addres	c 1	
4532 Main S	s. Street	~
Click OK to co summary.	nfirm selection. Can	cel to return to

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:

payments receiv	ed)							
Payme Po Date Bo Date Create Referer Descri	Payment ID: 916 Entity Type: Vendor Posted: Name: Staples Date Booked: 12/18/2007 Payment Type: Check Date Created: 12/18/2007 Payment Amount: Created By: Betsy Cormier Reference #: Description:							
Payment Sum	mary Pay All Selected	Print	Post	Abort	Save	Add Row]]	
							8	
			Payer Date Booker Payment Type Reference 4 *Payment Amoun Description	* indicates required a: Staples 1 Derry Rd Londonderry, NH 03 d: 12/18/2007 a: Check t: t: t: 1 Derry Rd 12/18/2007 a: Check b: Check	661d			

The Payments Received tab has three sections:

- Payments Received (Top left)
- Quick Navigation links (Top right)
- Input Field section (Lower left)

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.
Reference #:	Reflects the check number or transaction number from the header input field.
Description:	Reflects entry in the Description header input field.

Title	Description
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 left 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 cannot 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 dropdown 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
 Accounts Payable 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:

ayments received										
Payment ID: 917 Entity Type: Vendor Posted: Name: Staples Date Booked: 12/18/2007 Payment Type: Check Date Created: 12/18/2007 Payment Amount: \$35.00 Created By: Betsy Cormier Reference =: Description: Refund Exclusion							Quick Navigation Payment Header General Ledger Accounts Payable Receive Payment Posting			
Payment Summary	Pay All Selected	Print	Post	Abort	Save	Add Row				
	* indicates required field Payee: Staples 1 Derry Rd Londonderry, NH 03053									
1			Payment Typ	e: Check	~					
			Reference :	#: 35.00						
			Descriptio	n: Refund						

Click the **Quick Navigation > Accounts Payable** 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.

payments received										
Payment ID: Posted: Date Booked: Date Created: Created By: Reference =: Description:	917 12/18/2007 12/18/2007 Betsy Cormier Refund	En Paymen	tity Type: Vendor Name: Staples Ient Type: Check t Amount: \$35.00					Quick Navigat Payment Header General Ledger Accounts Payabl Receive Paymen	ion le t Posting	
Payment Summary	Pay All Selected	Print	Post	Abort	Save	Add Roy	N			
									Filter: [Show]	1
Transactions										1
[Select All] [Desel	ect All]									
Select Deta	ils Date	APID Reference	#	Description		Amount	Paid	Balance	Remove	
	12/18/2007	682	R	eturn due for Office Su	pplies	(\$35.00)	\$0.00	(\$35.00)		

Note: Clicking Save on the Navigation toolbar or clicking the Quick Navigation > Accounts Payable link will save the Payment Header information.

Select the entry to be included for this receipt by clicking the **Select** check box to the left of the entry. Click the **Pay All Selected** link on the Navigation toolbar.

Nexsure will display the accounts payable entries as follows:

Transact	tions			_		_	_		
Select	Details	Date	APID	Reference #	Description	Amount	Paid	Balance	Remove
	Þ	12/18/2007	682		Return due for Office Supplies	(\$35.00)	(\$35.00)	\$0.00	E I

Note: The Balance of accounts payable item displays zero and the Paid field reflects the entire amount of the original accounts payable.

Click the **Quick Navigation > General Ledger** link to enter a journal entry if the check is for more or less money than was originally anticipated. The difference between the accounts payable entry and the check would be entered here. Refer to **Chapter 7 - Vender Entries** in the **Nexsure Accounting Training Manual** for instructions on using the general ledger link in Payments Received. Click the **Quick Navigation > Receive Payment Posting** link to display the entire general ledger posting:

payments received								
Payment ID: Posted: Date Booked: Date Created Created By: Reference #: Description:	Payment ID: 917 Entity Type: Vendor Posted: Name: Staples Date Booked: 12/18/2007 Payment Type: Check Date Created: 12/18/2007 Payment Amount: \$35.00 Created By: Betsy Cormier Reference =: Description: Refund							
Payment Summary	Pay All Selected	Print	Post	Abort	Save	Add Row		
							8	
Account Number Account Description						Debit	Credit	
70.00	000	Accounts Payable			\$0.00	\$35.00		
70.00	70.001.0000.000.00.110900			Undeposited Funds			\$0.00	
Total:					\$35.00	\$35.00		

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:

	ne sure
Payment is in balance! Total Amount = \$35.00 Assign Credit Amount = \$0.00	
Click OK to post, or Cancel to return to previous screen.	OK Cancel

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.

Reversing, Aborting and Removing Accounting Entries

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

Notes