

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.

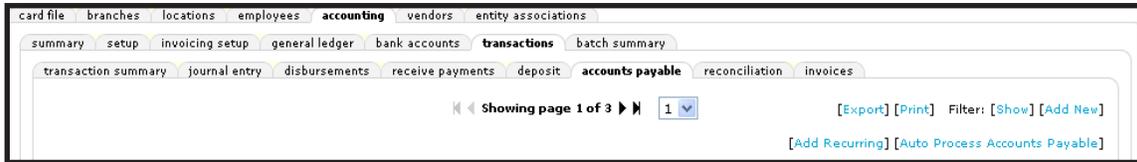
Accounts payable entries can be made at the Organization level if necessary but are more typically made at the Territory level. Most agencies enter accounting transactions at the Territory level as this is the level where client receivables and carrier payables reside. All instructions in this chapter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



Click the [\[Add New\]](#) link to begin a new entry.

Nexsure will display the **Entity Search** pop-up window:

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.

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:

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	<input type="checkbox"/>	...	0	
	In-House Training			<input type="checkbox"/>	...	0	

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 Accounting

Region: Branch:

Territory: Department:

Unit:

Classification:

Group:

Type:

Filter part of the general ledger number or name or both and click "Search".

Name General Ledger Number

Select the general ledger number:

70.001.0001.001.00.802010 - Corporate Education

70.001.0001.001.00.802099 - Continuing Education

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							
Account Number	Description	Debit	Credit	1099	LID #	Remove	
70.001.0000.000.00.220000 - Accounts Paya	In-House Training		200.00	<input type="checkbox"/>	...	0	
70.001.0001.001.00.802010 - Corporate Edu	In-House Training			<input checked="" type="checkbox"/>	...	0	

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:

Accounts Payable ID: 662
 Posted:
 Processed:
 Date Booked: 12/17/2007
 Date Due: 12/31/2007
 Date Created: 12/17/2007 1:55:18 PM
 Created By: Betsy Cormier

Payee: Training Consultant Services
 123 Main St
 Hudson, NH 03051

Recurring: [Set Properties]
 Frequency:
 Start Date:
 Expiration:
 Auto Post:
 Reference: Education
 Description: In-House Training

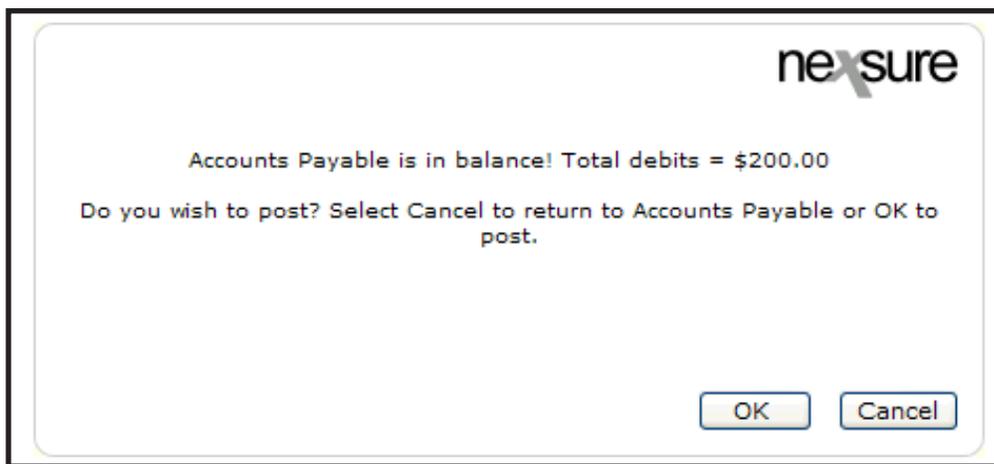
Transaction Summary | Print | Post | Abort | Save | Add Allocation | Add Row

Nexsure Accounting
Accounts Payable Entry

Account Number	Description	Debit	Credit	1099	LID #	Remove
70.001.0000.000.00.220000 - Accounts Paya	In-House Training		200.00	<input type="checkbox"/>	...	0
70.001.0001.001.00.802010 - Corporate Edu	In-House Training	200.00		<input checked="" type="checkbox"/>	...	0
Totals:		200.00	200.00			
Out of Balance:		0.00	0.00			

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:



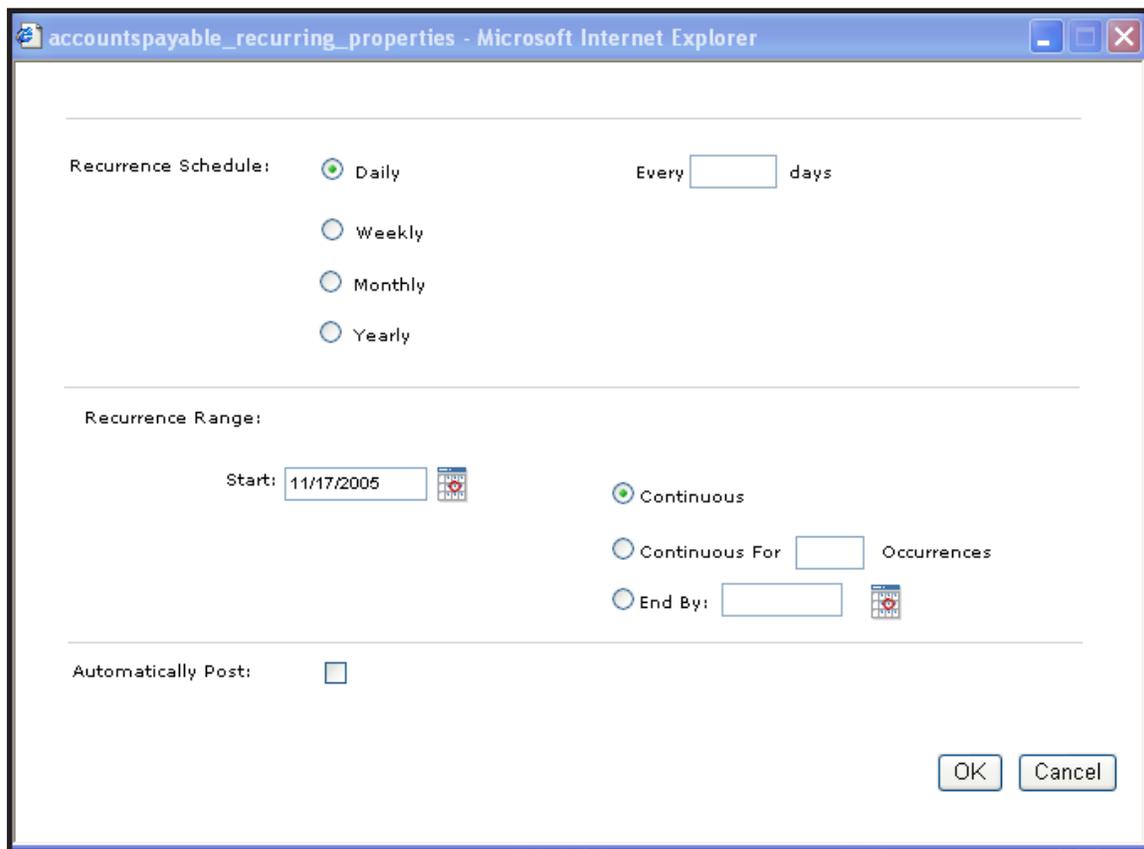
Click **OK** to post the entry to the general ledger. Posting makes the entry permanent and allows the accounts payable entry to be processed. If the entry is not in balance click **Cancel** and make the necessary changes. Once the transaction has been posted, only the 1099 check boxes are editable. If it is necessary to update a 1099 selection, make the new selection and click the **[Update 1099]** link.

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:



The screenshot shows a web browser window titled "accounts payable_recurring_properties - Microsoft Internet Explorer". The page content is as follows:

Recurrence Schedule: Daily Every days

Weekly

Monthly

Yearly

Recurrence Range:

Start: 

Continuous

Continuous For Occurrences

End By: 

Automatically Post:

OK Cancel

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: Daily Weekly Monthly Yearly

Every Week(s) on

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: Daily Weekly Monthly Yearly

Day of every month(s)

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:

Daily

Occurs 

Weekly

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: 

Continuous

Continuous For Occurrences

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.

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.

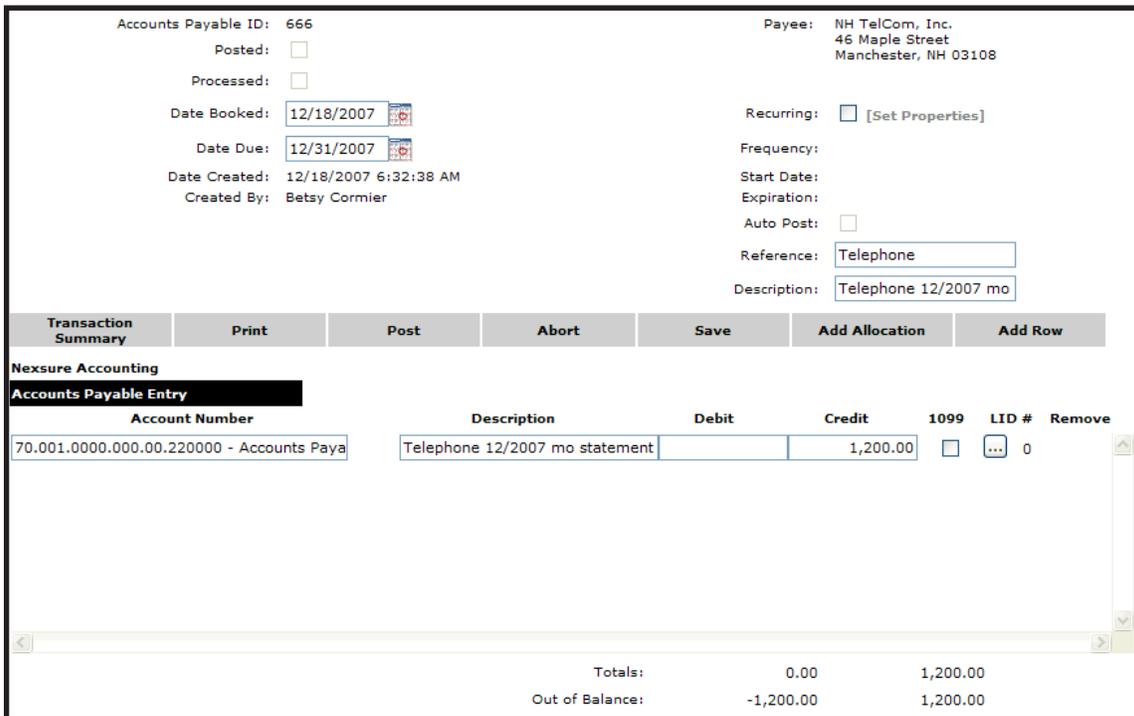
Navigate to accounts payable by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab then click the **Details** icon for the desired territory. Click the **accounting** tab. Click the **transactions** tab on the second row of tabs. Click the **accounts payable** tab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

Nexsure will display the following screen:



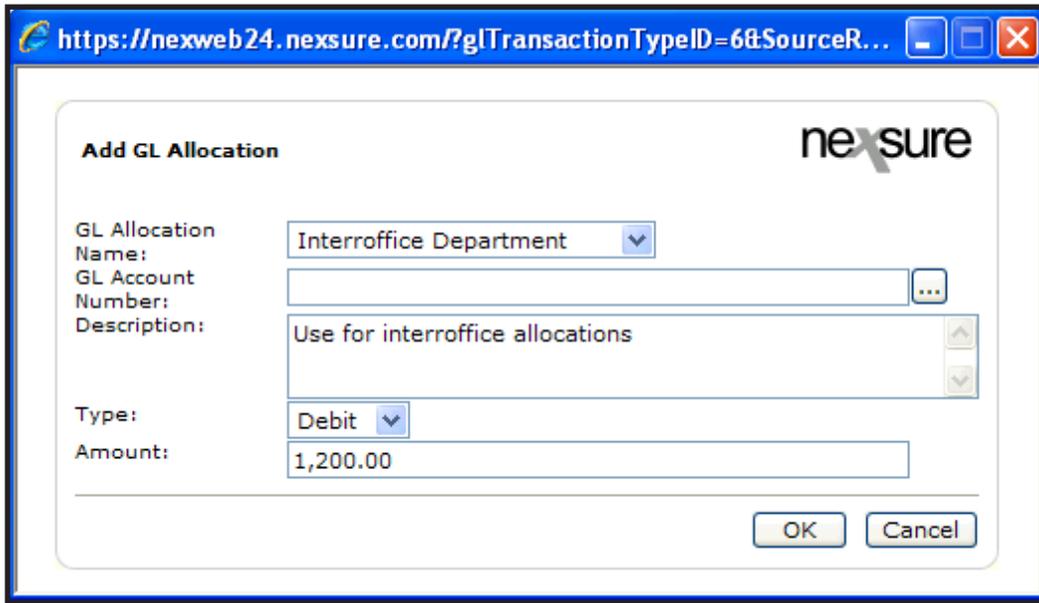
Click the **[Add New]** link to begin a new entry. Search for the entity to be paid using the **Search Entity** pop-up window and click the **OK** button. Fill out the Accounts Payable header information and complete the line item information for the Accounts Payable account. Refer to the **Adding Accounts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

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.

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



The screenshot shows a web browser window with the URL `https://nexweb24.nexsure.com/?glTransactionTypeID=6&SourceR...`. The main content is a pop-up window titled "Add GL Allocation" with the Nexsure logo in the top right corner. The form includes the following fields:

- GL Allocation Name:** A dropdown menu currently set to "Interoffice Department".
- GL Account Number:** An empty text input field with an ellipsis button to its right.
- Description:** A text input field containing "Use for interoffice allocations" with up and down arrow buttons on the right side.
- Type:** A dropdown menu currently set to "Debit".
- Amount:** A text input field containing "1,200.00".

At the bottom right of the form are two buttons: "OK" and "Cancel".

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:

The screenshot shows a web browser window with the URL `https://nexweb24.nexsure.com/?glAllocationPlanID=62&NameField=txtGLAcco...`. The page title is "Nexsure Accounting".

At the top, there are three dropdown menus for filtering:

- Classification: Expense
- Group: All
- Type: (empty)

Below these is a search instruction: "Filter part of the general ledger number or name or both and click 'Search'." There are two input fields: "Name" containing "tele" and "General Ledger Number" (empty). A "Search" button is to the right.

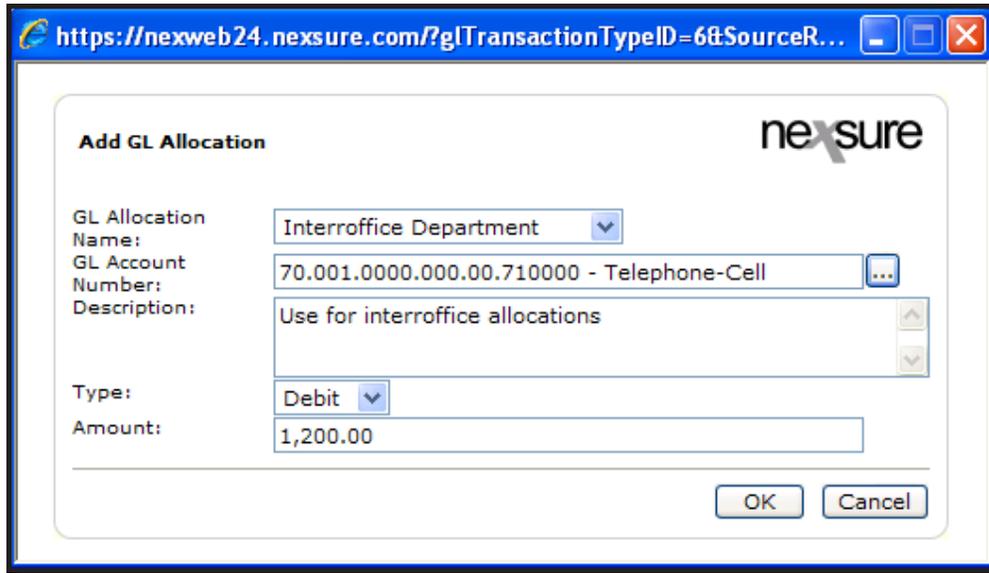
Below the search fields, it says "Select the general ledger number:" followed by a list box containing one item: "70.001.0000.000.00.710000 - Telephone-Cell".

At the bottom right, there are "OK" and "Cancel" buttons.

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:



- 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.

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

Transaction Summary	Print	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 Accounts Payab	Telephone 12/2007 Monthly Stater	0.00	1,200.00	<input type="checkbox"/>	...	0
70.001.0001.002.00.710000 Telephone-Cell	Telephone 12/2007 Monthly Stater	222.24	0.00	<input type="checkbox"/>	...	0
70.002.0001.001.00.710000 Telephone-Cell	Telephone 12/2007 Monthly Stater	266.64	0.00	<input type="checkbox"/>	...	0
70.002.0001.002.00.710000 Telephone-Cell	Telephone 12/2007 Monthly Stater	325.92	0.00	<input type="checkbox"/>	...	0
70.001.0001.001.00.710000 Telephone-Cell	Telephone 12/2007 Monthly Stater	385.20	0.00	<input type="checkbox"/>	...	0
70.001.0000.000.00.110990 Intra-Office Prin	Telephone 12/2007 Monthly Stater	592.56	0.00	<input type="checkbox"/>	...	0
70.002.0000.000.00.220990 Intra-Office Sec	Telephone 12/2007 Monthly Stater	0.00	592.56	<input type="checkbox"/>	...	0
Totals:		1,792.56	1,792.56			
Out of Balance:		0.00	0.00			

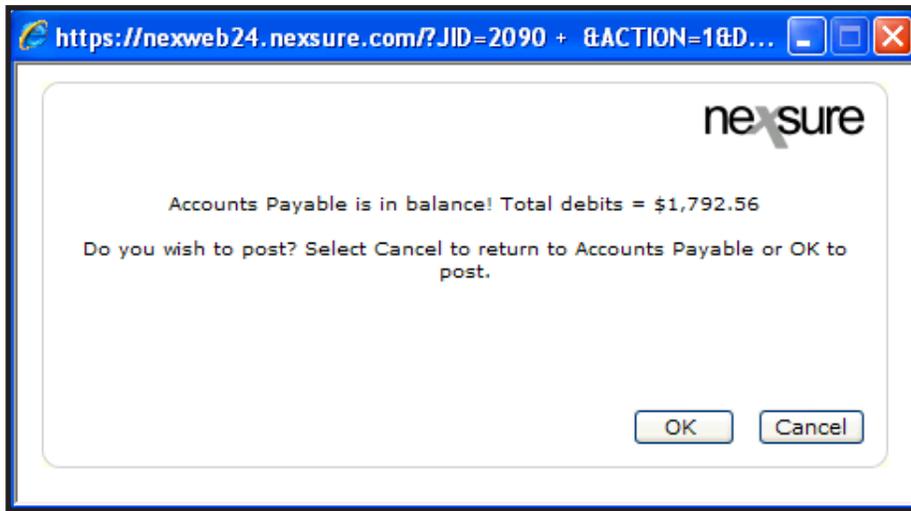
Note: The two Intra-Office accounts at the bottom of the entry. If multiple territories were selected in the original template, two mandatory accounts are used to keep all the territories in balance.

- 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:



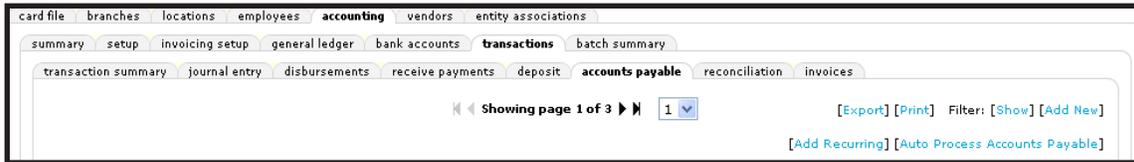
Click **OK** to Post the entry to the general ledger. Posting makes the entry permanent and allows the accounts payable entry to be processed. If an entry is posted in error, it must be reversed and re-entered as a new item. If the entry is not in balance click **Cancel** and make the necessary changes. Click **Transaction Summary** on the Navigation toolbar to exit and return to the list of accounts payable entries.

Manually Adding Recurring Accounts Payable

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

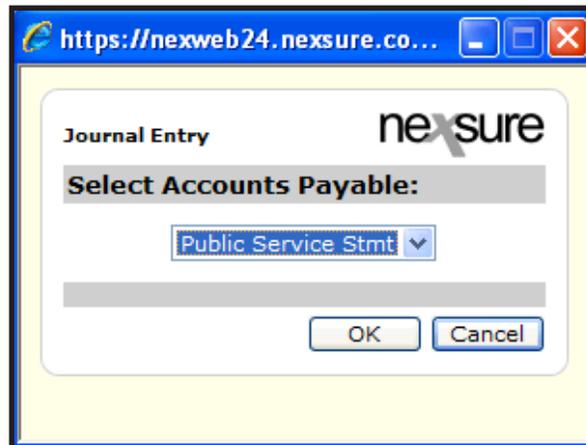
Navigate to Accounts Payable by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab then click the **Details**  icon for the desired territory. Click the **accounting** tab. Click the **transactions** tab on the second row of tabs. Click the **accounts payable**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

Nexsure will display the following screen:

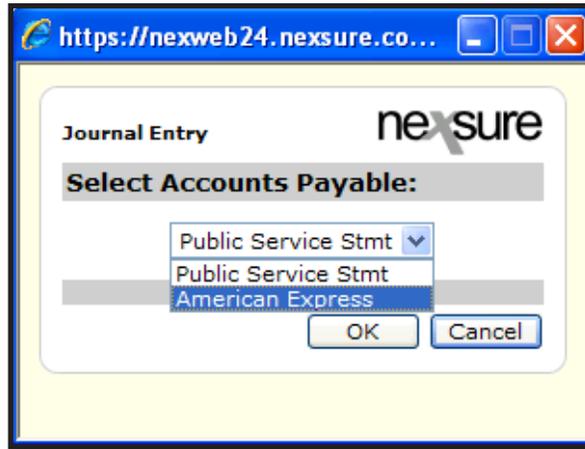


Click the **[Add Recurring]** link to begin a new entry.

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

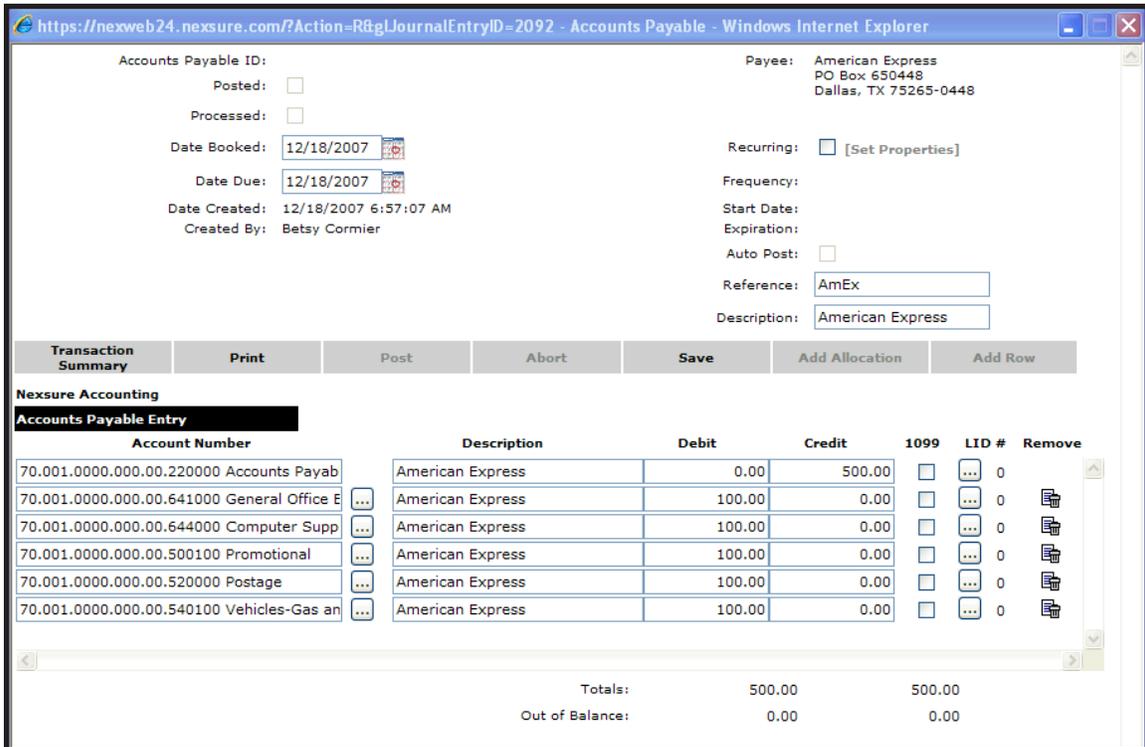


Click the **Select Accounts Payable** drop-down box and select the desired recurring entry from the list:



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

Nexsure will display the entry as it was originally setup:



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:	12/18/2007	Recurring:	<input type="checkbox"/> [Set Properties]
Date Due:	12/31/2007	Frequency:	
Date Created:	12/18/2007 7:06:30 AM	Start Date:	
Created By:	Betsy Cormier	Expiration:	
		Auto Post:	<input type="checkbox"/>
		Reference:	AmEx
		Description:	American Express

Transaction Summary	Print	Post	Abort	Save	Add Allocation	Add Row
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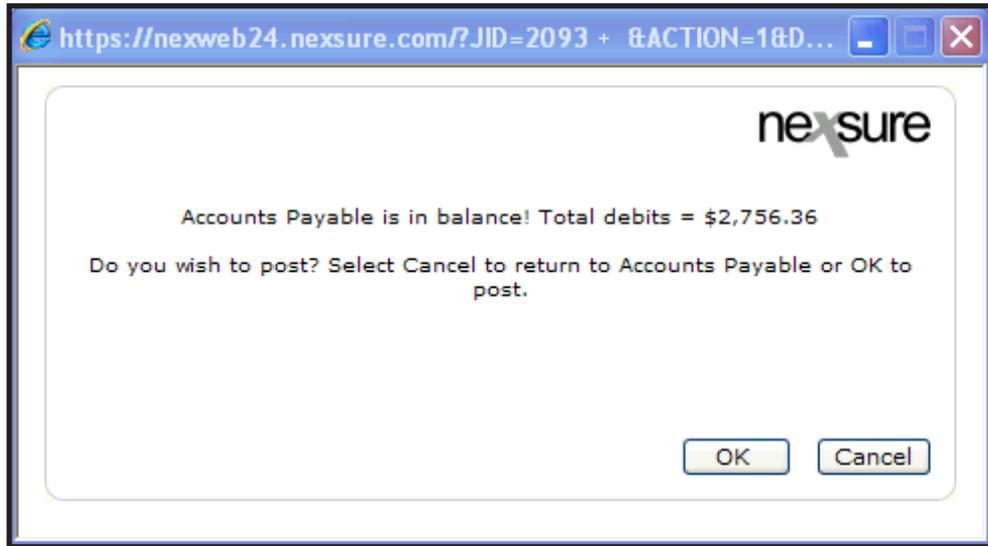
Nexsure Accounting

Accounts Payable Entry

Account Number	Description	Debit	Credit	1099	LID #	Remove
70.001.0000.000.00.220000 Accounts Payab	American Express	0.00	2,756.36	<input type="checkbox"/>	...	0
70.001.0000.000.00.641000 General Office E	American Express	35.50	0.00	<input type="checkbox"/>	...	0
70.001.0000.000.00.644000 Computer Supp	American Express	970.00	0.00	<input type="checkbox"/>	...	0
70.001.0000.000.00.520000 Postage	American Express	500.00	0.00	<input type="checkbox"/>	...	0
70.001.0000.000.00.540100 Vehicles-Gas an	American Express	1,250.86	0.00	<input type="checkbox"/>	...	0

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 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.

Auto Process Accounts Payable

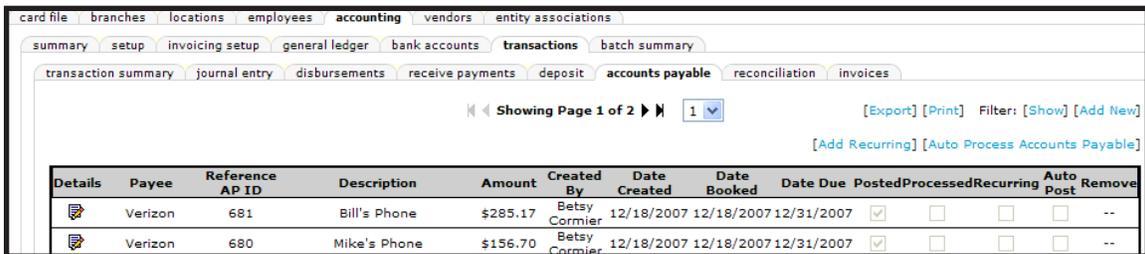
Auto Process Accounts Payable functionality allows automatic creation and posting of disbursements for multiple accounts payable entries, eliminating the need to manually create a new disbursement for each entry.

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.

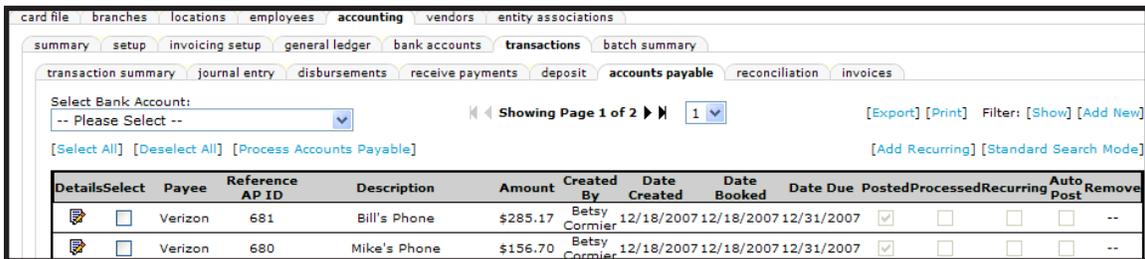
Nexsure will display the following screen:



Details	Payee	Reference AP ID	Description	Amount	Created By	Date Created	Date Booked	Date Due	Posted	Processed	Recurring	Auto Post	Remove
	Verizon	681	Bill's Phone	\$285.17	Betsy Cormier	12/18/2007	12/18/2007	12/31/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--
	Verizon	680	Mike's Phone	\$156.70	Betsy Cormier	12/18/2007	12/18/2007	12/31/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--

Click the [\[Auto Process Accounts Payable\]](#) link on the far right.

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



Details	Select	Payee	Reference AP ID	Description	Amount	Created By	Date Created	Date Booked	Date Due	Posted	Processed	Recurring	Auto Post	Remove
	<input type="checkbox"/>	Verizon	681	Bill's Phone	\$285.17	Betsy Cormier	12/18/2007	12/18/2007	12/31/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--
	<input type="checkbox"/>	Verizon	680	Mike's Phone	\$156.70	Betsy Cormier	12/18/2007	12/18/2007	12/31/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--

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.

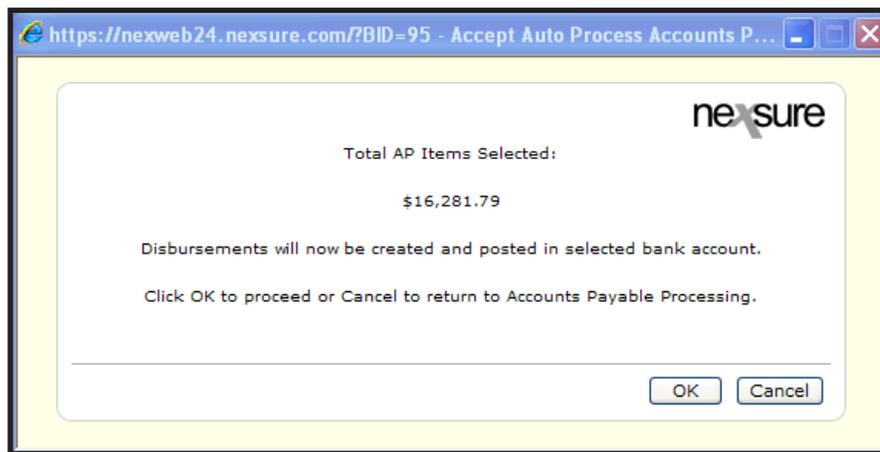
Nexsure will display the results based on the filter criteria selected. Select the entries desired for auto processing by clicking the **Select** check box on the left of each entry or by clicking the [\[Select All\]](#) link.

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:



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:

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:



Select	Details	Payee	Disbur. ID	Check Number	Description	Amount	Created By	Date Created	Posted	Printed	Cleared	Remove
<input type="checkbox"/>		NH TelCom, Inc.	945	0	Telephone 12/2007 Monthly Statement	\$1,200.00	Betsy Cormier	12/18/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--
<input type="checkbox"/>		American Express	944	0	American Express	\$2,756.36	Betsy Cormier	12/18/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--

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:

The screenshot shows a web browser window with the URL <https://nexweb24.nexsure.com/?RptCatID=8&BatchTy...>. The page title is "Nexsure Accounting" and the logo "nexsure" is visible. The main heading is "Create Batch Print". The form contains the following fields and options:

- Batch Name:
- Description:
- Style: (dropdown menu)
- Preview Format: (dropdown menu)
- Printer: (dropdown menu)
- Restricted: check this box to prevent other user access
- Print Now:

At the bottom right of the form are "OK" and "Cancel" buttons.

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.

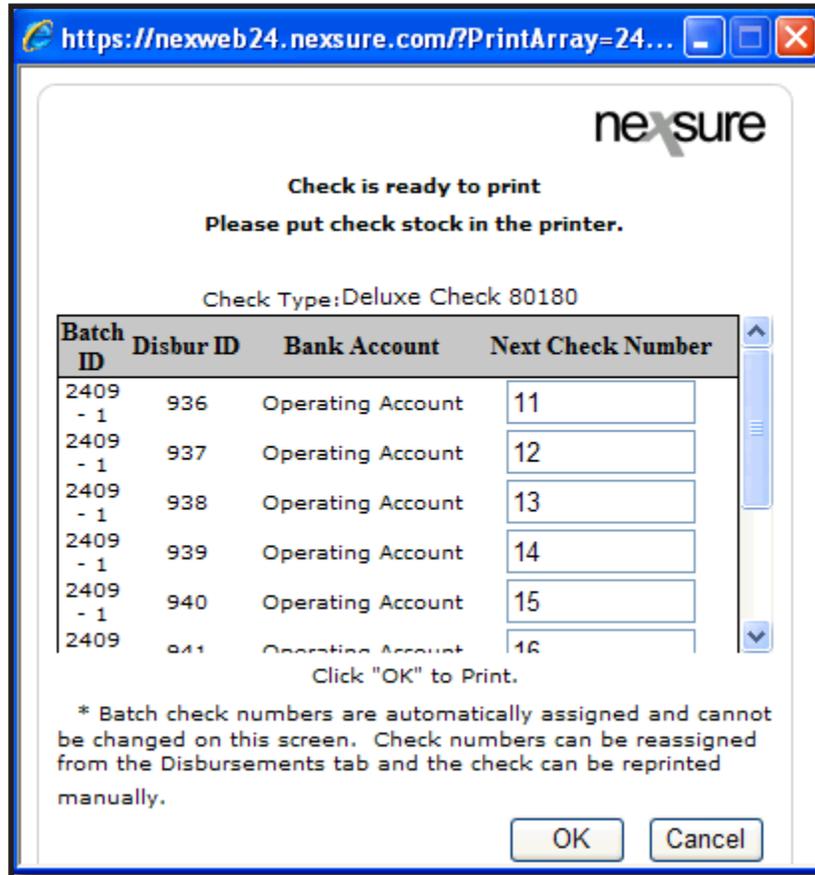
Click the **OK** button.

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:



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.

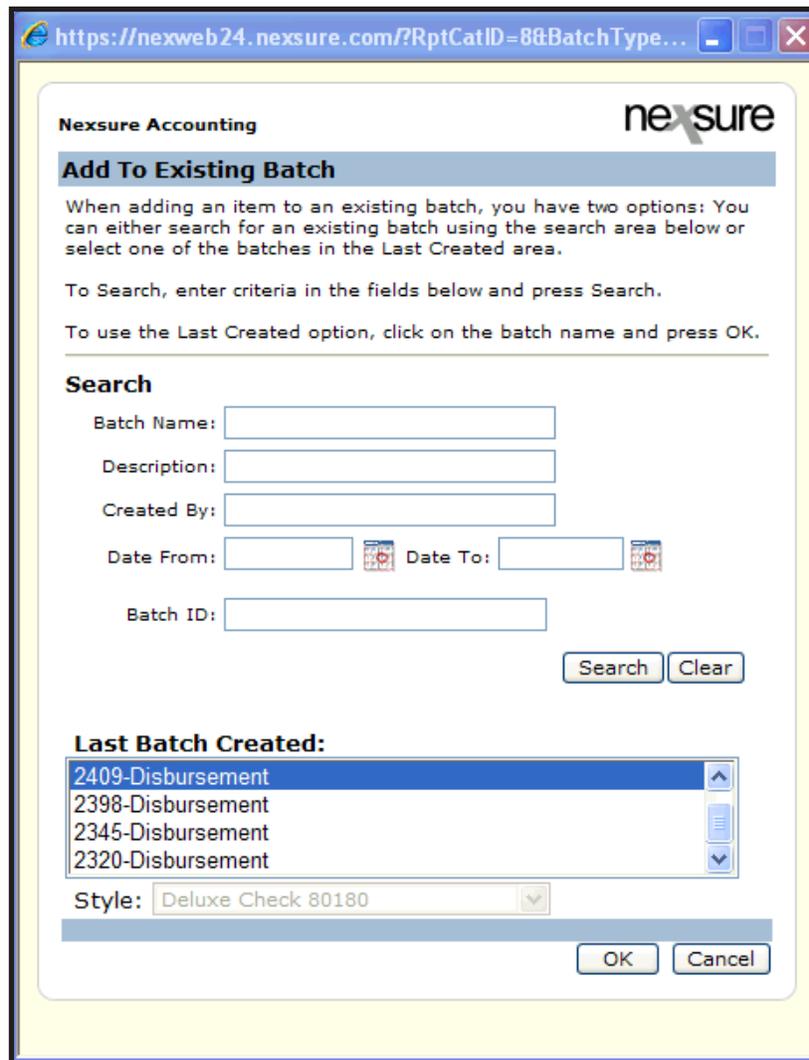
Load the checks in the printer and click the **OK** button.

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:



Nexsure Accounting nexsure

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:

Last Batch Created:

- 2409-Disbursement
- 2398-Disbursement
- 2345-Disbursement
- 2320-Disbursement

Style:

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:

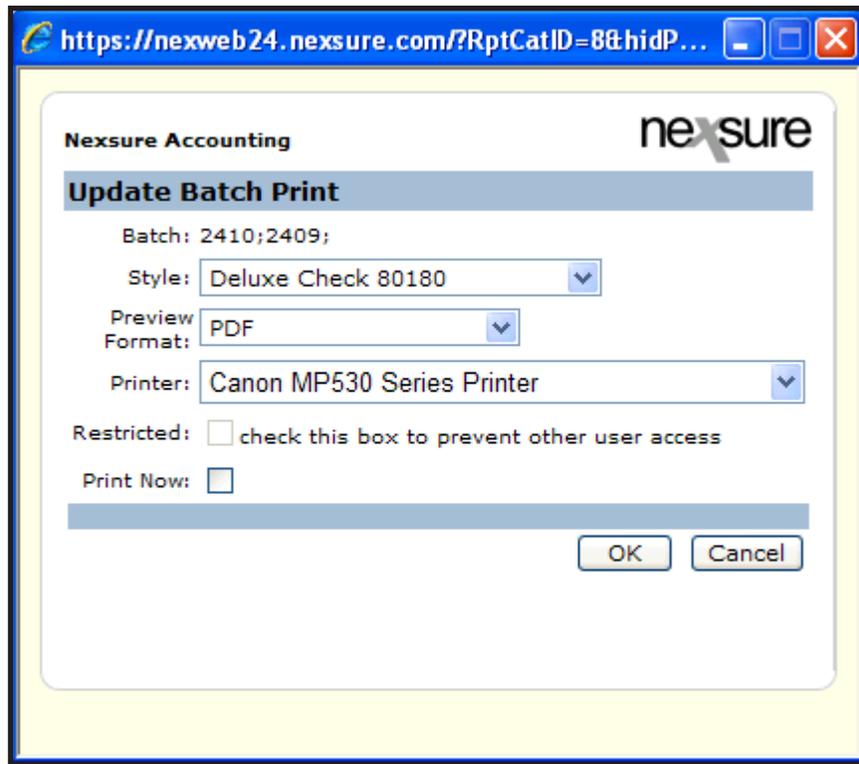
Select	Details	Report Name	Bank Account	Batch Total	Batch ID	Format	Pages	File Size	Created By	Created	Status	Printed	Remove
<input type="checkbox"/>	4	Disbursement	Operating Account	2008.8000	2410 - 1	PDF	4	202.526kb	Betsy Cormier	12/18/2007 8:17:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>	15	Disbursement	Operating Account	18396.7900	2409 - 1	PDF	15	788.467kb	Betsy Cormier	12/18/2007 8:08:00 AM	Complete	<input type="checkbox"/>	

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:



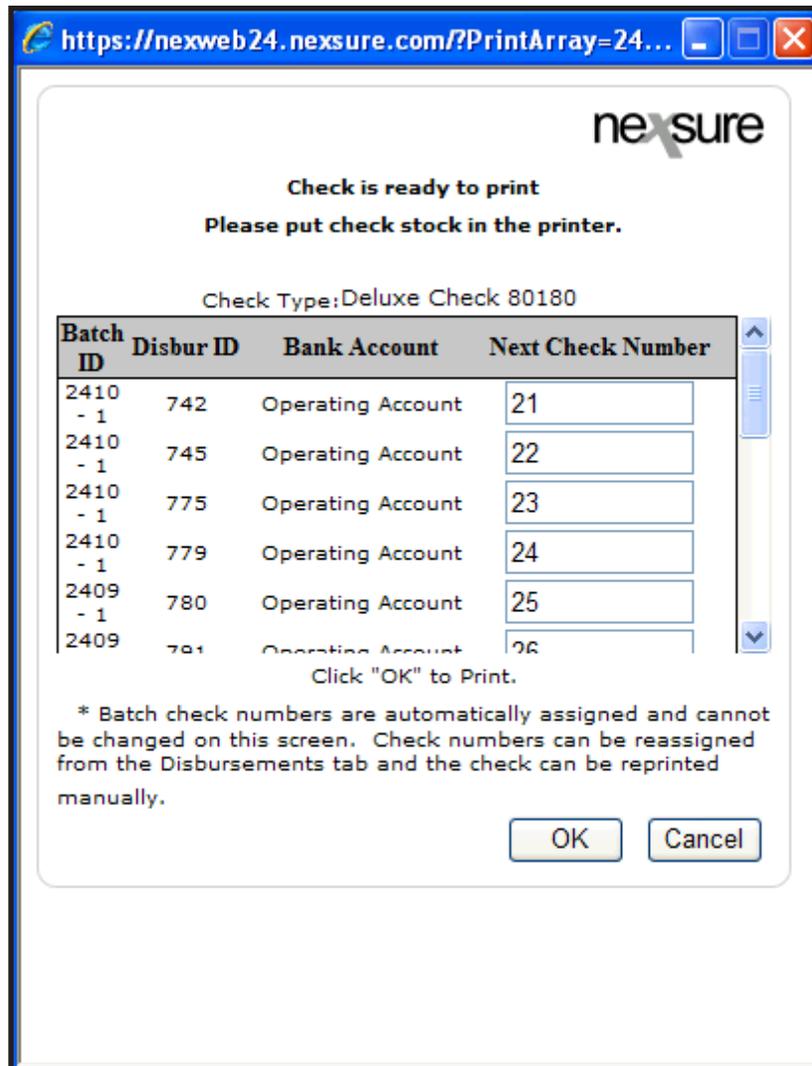
The screenshot shows a web browser window with the URL <https://nexweb24.nexsure.com/?RptCatID=8&hidP...>. The page content is titled "Nexsure Accounting" and "Update Batch Print". The "nexsure" logo is in the top right. The form includes the following fields and options:

- Batch: 2410;2409;
- Style: Deluxe Check 80180 (dropdown menu)
- Preview Format: PDF (dropdown menu)
- Printer: Canon MP530 Series Printer (dropdown menu)
- Restricted: check this box to prevent other user access
- Print Now:

At the bottom right of the form are "OK" and "Cancel" buttons.

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

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



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.

Select	Details	Report Name	Bank Account	Batch Total	Batch ID	Format	Pages	File Size	Created By	Created	Status	Printed	Remove
<input type="checkbox"/>	4	Disbursement	Operating Account	2008.8000	2410 - 1	PDF	4	202.522kb	Betsy Cormier	12/18/2007 8:17:00 AM	Complete	<input checked="" type="checkbox"/>	

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

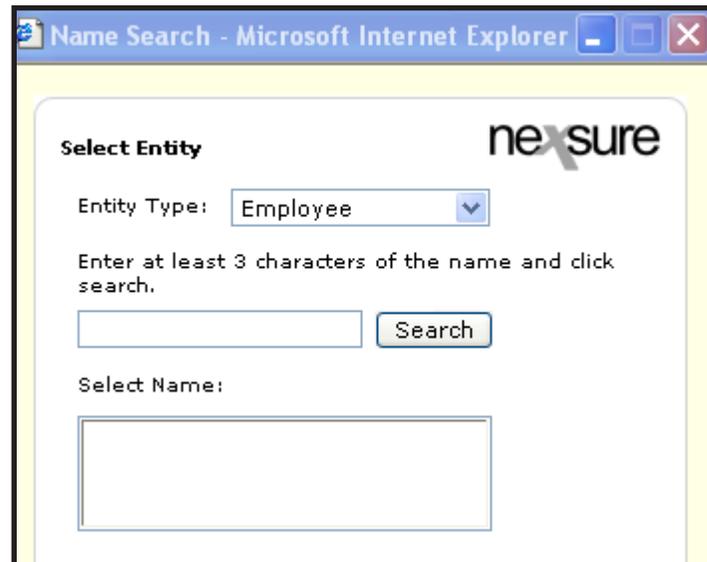
Navigate to the disbursement tab by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab then click the **Details**  icon for the desired territory. Click the **accounting** tab. Click the **transactions** tab on the second row of tabs. Click the **disbursements**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



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:

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.
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:

Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row
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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: 682	Entity Type: Vendor
Posted: <input type="checkbox"/>	Payee: Kinko's
Cleared: <input type="checkbox"/>	Bank Name: Bank One
Date Booked: 12/17/2005	Bank Account #: 77777777
	GL Account: 07.001.0000.000.00.100500 Operating Account
Date Created: 12/17/2005	Balance: \$127,575.92
Created By: Susan McDonough	Disbursement Amount: \$0.00
	Estimated Balance: \$127,575.92
	Check #:
	Description:

Quick Navigation

- Disbursement Header
- General Ledger
- Accounts Payable**
- Disbursement Posting

Disbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row
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Filter: [\[Show\]](#)

Transactions								
Select	Details	Date	APID	Reference Number	Description	Amount	Paid	Balance
<input type="checkbox"/>		12/16/2005	232		refund expected	(\$250.00)	\$0.00	(\$250.00)
<input type="checkbox"/>		12/10/2005	212		Recurring-scheduled	\$200.00	\$0.00	\$200.00
<input type="checkbox"/>		12/10/2005	220		Recurring-scheduled	\$200.00	\$0.00	\$200.00
This Page Total:						\$0.00	\$0.00	\$0.00
All Pages Total:						\$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.

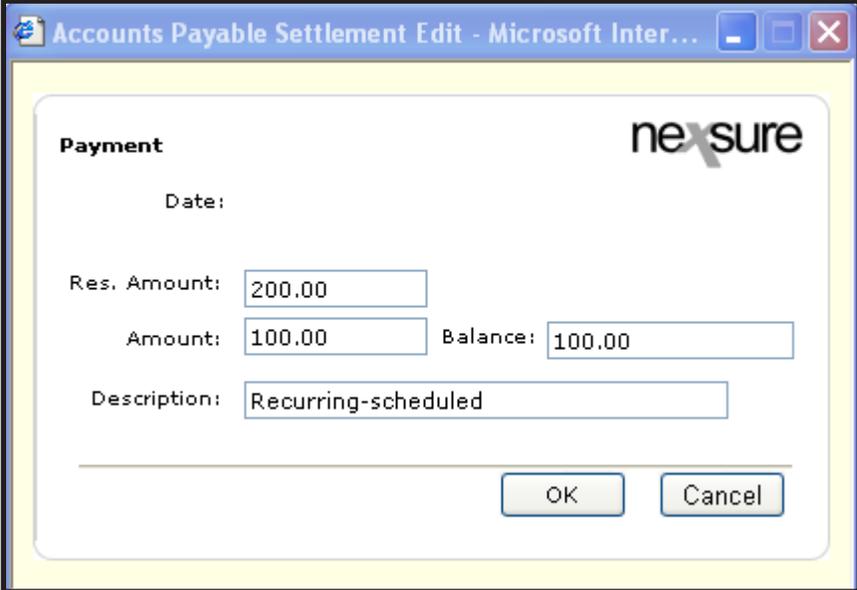
Nexsure will display the accounts payable entries as follows:

Transactions								
[Select All] [Deselect All]								
Select	Details	Date	APID	Reference Number	Description	Amount	Paid	Balance
<input checked="" type="checkbox"/>		12/16/2005	232		refund expected	(\$250.00)	(\$250.00)	\$0.00
<input checked="" type="checkbox"/>		12/10/2005	212		Recurring-scheduled	\$200.00	\$200.00	\$0.00
<input checked="" type="checkbox"/>		12/10/2005	220		Recurring-scheduled	\$200.00	\$200.00	\$0.00
This Page Total:						\$0.00	\$0.00	\$0.00
All Pages Total:						\$0.00	\$0.00	\$0.00

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

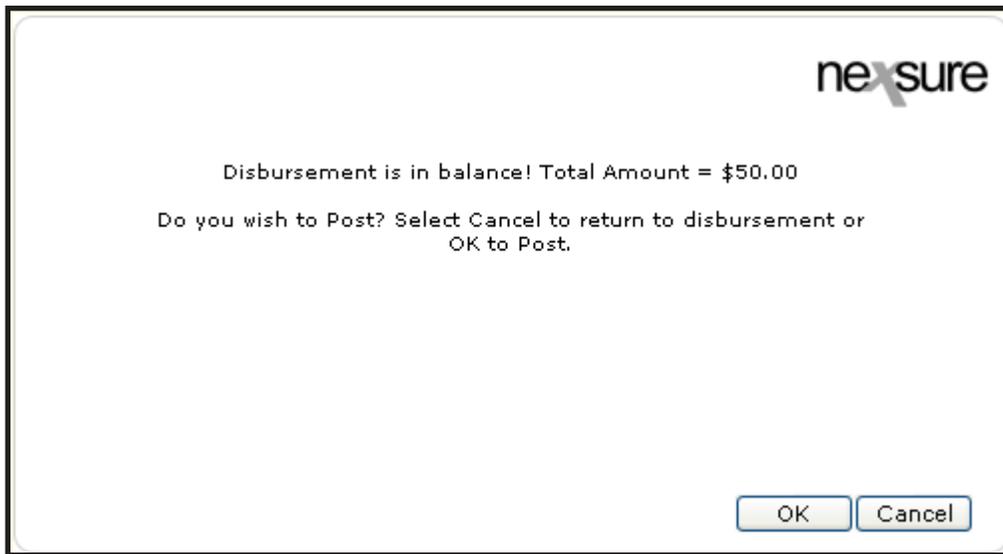
If an item was selected in error or only part of an entry is desired click the **Details**  icon to the left of the entry.

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



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:



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.

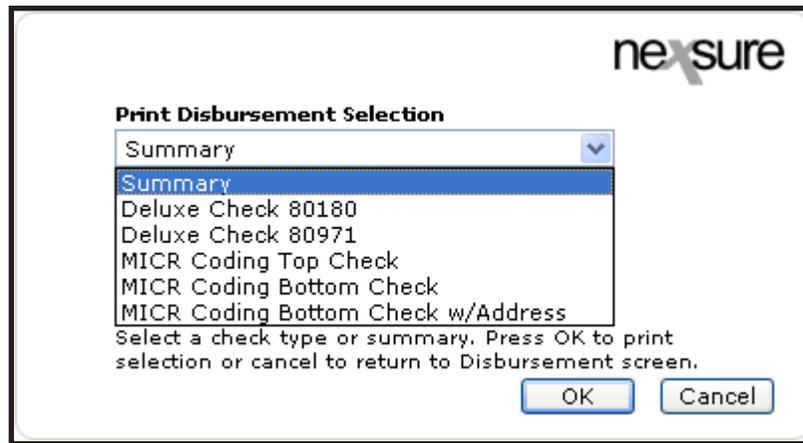
Printing a Single Check

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 Navigation toolbar.

Nexsure will bring up the **Print Disbursement Selection** pop-up window.

Select the desired check format from the drop-down box.

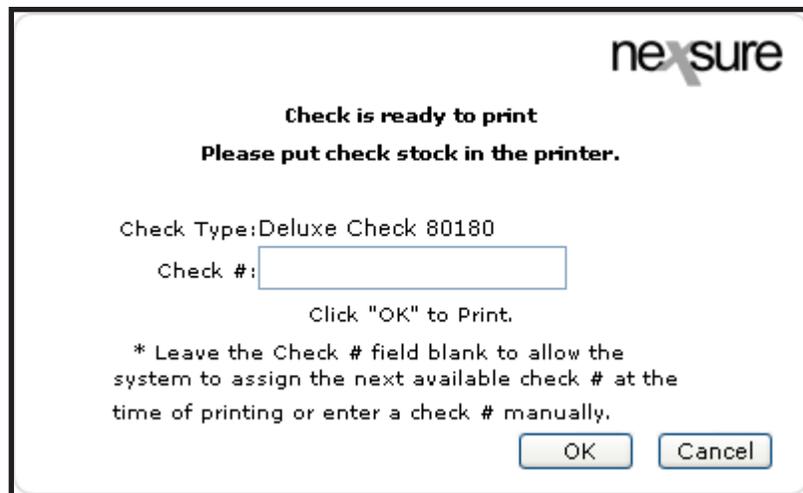


Note: Selecting Summary will display details of the entry made to the general ledger.

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:

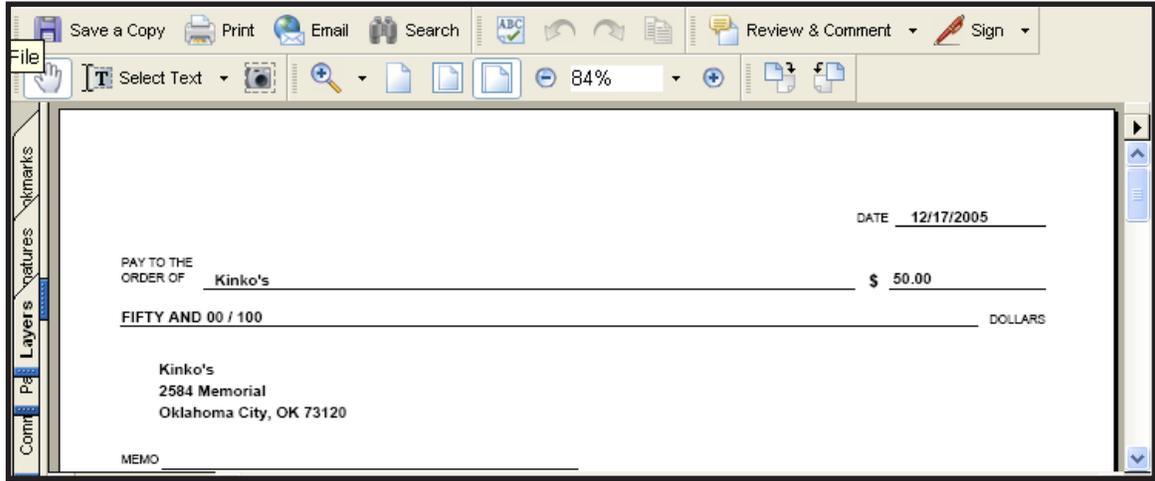


The **Check #** input box can be left blank to allow the system to assign the next available check number or a check number can be entered manually.

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 display the check in the lower right panel:



Insert check in 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.

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.

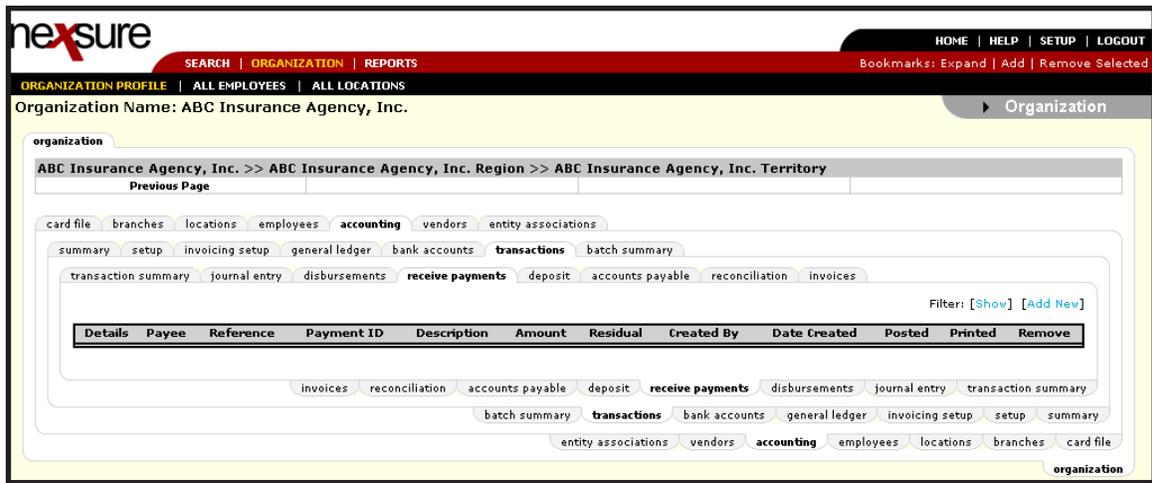
The Receive Payment function allows employees without bank account access to enter and print receipts.

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:



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

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

The 'Select Entity' pop-up window is displayed. It features the Nexsure logo in the top right corner. The 'Entity Type' is set to 'Vendor' in a dropdown menu. Below this, there is a text input field containing 'off' and a 'Search' button. A message reads: 'Enter at least 3 characters of the name and click search.' Underneath, the 'Select Name:' section shows a list with 'Office Max' highlighted. The 'Select Address:' section has a dropdown menu showing '4532 Main Street'. At the bottom, there is a message: 'Click OK to confirm selection. Cancel to return to summary.' with 'OK' and 'Cancel' buttons.

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 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:



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 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 > 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:

payments received

Payment ID: 917 Posted: <input type="checkbox"/> Date Booked: 12/18/2007 Date Created: 12/18/2007 Created By: Betsy Cormier Reference #: Description: Refund	Entity Type: Vendor Name: Staples Payment Type: Check Payment Amount: \$35.00	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

Date Booked: 12/18/2007

Payment Type: Check

Reference #:

*Payment Amount: 35.00

Description: 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: 917 Posted: <input type="checkbox"/> Date Booked: 12/18/2007 Date Created: 12/18/2007 Created By: Betsy Cormier Reference #: Description: Refund	Entity Type: Vendor Name: Staples Payment Type: Check Payment Amount: \$35.00	Quick Navigation Payment Header General Ledger Accounts Payable Receive Payment Posting
--	--	--

[Payment Summary](#) | [Pay All Selected](#) | [Print](#) | [Post](#) | [Abort](#) | [Save](#) | [Add Row](#)

Filter: [Show]

Select	Details	Date	APID	Reference #	Description	Amount	Paid	Balance	Remove
<input type="checkbox"/>		12/18/2007	682		Return due for Office Supplies	(\$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:

Select	Details	Date	APID	Reference #	Description	Amount	Paid	Balance	Remove
<input checked="" type="checkbox"/>		12/18/2007	682		Return due for Office Supplies	(\$35.00)	(\$35.00)	\$0.00	

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		Quick Navigation																	
Payment ID: 917	Entity Type: Vendor	Payment Header																	
Posted: <input type="checkbox"/>	Name: Staples	General Ledger																	
Date Booked: 12/18/2007	Payment Type: Check	Accounts Payable																	
Date Created: 12/18/2007	Payment Amount: \$35.00	Receive Payment Posting																	
Created By: Betsy Cormier																			
Reference #:																			
Description: Refund																			
<input type="button" value="Payment Summary"/> <input type="button" value="Pay All Selected"/> <input type="button" value="Print"/> <input type="button" value="Post"/> <input type="button" value="Abort"/> <input type="button" value="Save"/> <input type="button" value="Add Row"/>																			
<table border="1"> <thead> <tr> <th>Account Number</th> <th>Account Description</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>70.001.0000.000.00.220000</td> <td>Accounts Payable</td> <td>\$0.00</td> <td>\$35.00</td> </tr> <tr> <td>70.001.0000.000.00.110900</td> <td>Undeposited Funds</td> <td>\$35.00</td> <td>\$0.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td>\$35.00</td> <td>\$35.00</td> </tr> </tbody> </table>		Account Number	Account Description	Debit	Credit	70.001.0000.000.00.220000	Accounts Payable	\$0.00	\$35.00	70.001.0000.000.00.110900	Undeposited Funds	\$35.00	\$0.00	Total:		\$35.00	\$35.00		
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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:

nexsure	
Payment is in balance! Total Amount = \$35.00	
Assign Credit Amount = \$0.00	
Click OK to post, or Cancel to return to previous screen.	
<input type="button" value="OK"/>	<input type="button" value="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.

