



## **Accounts Payable User Guide**

# **PHAnetwork – Accounts Payable**

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# Accounts Payable User Guide

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## Table of Contents

1	Introduction.....	7
1.1	... <i>Scope and Purpose</i> .....	7
1.2	... <i>Conventions Used</i> .....	7
2	Overview.....	7
3	Setup/Maintenance.....	8
3.1	... <i>Accounts Payable Options</i> .....	8
3.1.1	Accounts Payable Options – Defined.....	9
3.2	... <i>Percentage Models</i> .....	11
3.2.1	Adding a new Percentage Model.....	12
3.2.2	Percentage Model Options.....	13
3.2.3	Viewing and Editing the Percentage Model Details.....	14
3.3	... <i>Accounting Codes</i> .....	15
3.3.1	Creating a new Accounting Code.....	16
3.3.2	Editing G/L Accounts for Accounting Codes.....	17
3.3.3	Deleting an Accounting Code.....	20
3.4	... <i>Setting up Bank Accounts</i> .....	21
3.4.1	Adding a new bank account.....	21
3.4.2	Check Setup.....	23
3.4.3	Testing your check alignment.....	26
3.5	... <i>Setting up Accounts Payable Vendors or Landlords</i> .....	28
3.5.1	Adding a New Vendor.....	30
3.5.2	Vendor Maintenance – Main Tab.....	31
3.5.3	Vendor Maintenance Remit Tab.....	32
3.5.4	Vendor Maintenance Misc. Tab.....	33
3.5.5	Vendor Maintenance Bank Tab.....	37
3.5.6	Vendor Maintenance Codes Tab.....	40
3.5.7	Recording Prior Payments for 1099 Purposes.....	41
3.5.8	Entering Vendor Notes.....	42
3.5.9	The Activity Log.....	43
3.5.10	Merging a Vendor with a Different Vendor.....	43



## Accounts Payable User Guide

3.6 ... <i>Recurring Payment Maintenance</i> .....	44
3.6.1 Setting up the Account Distribution for a Recurring Payment .....	47
3.6.2 Using the Code Distribution with Recurring Payments .....	49
3.6.3 Using a Manual Distribution with Recurring Payments .....	50
3.7 ... <i>Direct Deposit Setup</i> .....	53
4     Processing.....	59
4.1 ... <i>Manage A/P Periods</i> .....	59
4.1.1 Initializing Periods for a Year .....	60
4.2 ... <i>Accounts Payable Invoices</i> .....	60
4.2.1 Using the Quick Invoice Entry Method .....	61
4.2.2 Entering a New Invoice .....	62
4.2.3 Invoice Entry and Invoice Editing .....	70
4.2.4 The Invoice Tab.....	71
4.2.5 The Distribution Tab .....	73
4.2.6 Working with the Scans Tab .....	77
4.2.7 Scanner Settings .....	78
4.2.8 Tracking Utilities Through an Invoice .....	82
4.3 ... <i>Viewing and Editing Invoices</i> .....	84
4.4 ... <i>Paying Invoices</i> .....	89
4.4.1 Deleting Invoices from the Pay Invoices option .....	92
4.5 ... <i>Printing Checks</i> .....	93
4.5.1 Confirming Printed Checks .....	99
4.6 ... <i>Viewing and Managing Check Runs</i> .....	101
4.7 ... <i>Assigning Check Numbers</i> .....	102
4.8 ... <i>Working with the Bank Register</i> .....	106
4.8.1 Adding and Editing Bank Register Transactions .....	110
4.8.2 Using the Code Distribution with Bank Register Entries .....	114
4.8.3 Using a Manual Distribution with Bank Register Entries.....	115
4.8.4 Deleting Bank Register Entries .....	117
4.8.5 Printing a Check using the Quick Print Option .....	118
4.8.6 Printing a Payment Distribution and Remittance Report.....	120
4.8.7 Voiding or Cancelling a Register Entry .....	120
4.8.8 Reversing a Voided Check or Payment.....	122



## Accounts Payable User Guide

4.8.9 Copying a Register Entry .....	122
4.8.10 Splitting a Payment into Multiple Payments.....	123
4.8.11 Changing an Entry Date.....	123
4.8.12 Flagging a Check for Reprinting.....	124
4.8.13 Changing a Check Number .....	124
4.8.14 Viewing/Printing a Facsimile of a Check.....	124
4.8.15 Marking a Register Entry as Cleared .....	124
4.8.16 Editing the Memo/Description of a Transaction.....	125
4.8.17 Adding or Editing a Brief Transaction Description.....	125
<i>4.9 ... Check Lookups .....</i>	<i>125</i>
<i>4.10. Bank to Bank Transfers.....</i>	<i>127</i>
<i>4.11. Processing Recurring Payments.....</i>	<i>128</i>
<i>4.12. Bank Reconciliation .....</i>	<i>130</i>
4.12.1 Uploading a Bank Statement Scan/Hardcopy .....	135
4.12.2 Editing an Open Bank Reconciliation .....	136
4.12.3 Printing a Bank Reconciliation Report .....	137
4.12.4 Re-Opening a Closed Bank Reconciliation .....	137
<i>4.13. Processing Payroll Service Records .....</i>	<i>137</i>
4.13.1 Recording your Payroll Service Record .....	137
4.13.2 Recording Gross Payroll Entries.....	140
4.13.3 Recording Tax Withholding and Deduction Entries.....	141
4.13.4 Deleting a Payroll Service Record.....	141
4.13.5 Releasing Payroll Service Records to the Bank Register .....	142
4.13.6 Reversing a Payroll Service Record Release .....	142
<i>4.14. Preparing Tenant Deposits.....</i>	<i>142</i>
<i>4.15. Releasing Tenant Deposits to Bank Register.....</i>	<i>145</i>
<i>4.16. Deleting a Tenant Deposit.....</i>	<i>146</i>
<i>4.17. Changing a Deposit Date .....</i>	<i>147</i>
<i>4.18. Viewing Prior Tenant Deposits.....</i>	<i>147</i>
<i>4.19. Preparing and Working with Deposit Ledgers.....</i>	<i>147</i>
<i>4.20. Releasing Deposit Ledger Deposits to the Bank Account .....</i>	<i>151</i>
<i>4.21. Deleting a Deposit Ledger Deposit.....</i>	<i>152</i>
<i>4.22. Preparing Portability Deposits.....</i>	<i>152</i>



## Accounts Payable User Guide

4.23. Releasing Portability Deposits to Bank Register.....	155
4.24. Deleting a Portability Deposit.....	157
4.25. Transferring Housing Assisted Payments (HAP).....	157
4.26. Reversing a HAP Transfer.....	159
4.27. Preparing Direct Deposits.....	161
4.28. Viewing, Downloading and Re-Processing Direct Deposits.....	165
4.28.1 Re-Processing a Direct Deposit.....	166
4.29. Viewing Direct Deposit Reset Logs.....	167
4.30. Sending Direct Deposit Emails.....	168
4.31. Closing A/P Periods.....	172
4.32. Re-Opening an A/P Period.....	173
4.33. Performing an Account Inquiry.....	173
4.34. Printing 1099 and 1096 Forms.....	178
4.34.1 Printing a 1099-Misc Pre-List Report.....	179
4.34.2 Printing 1099 Forms.....	181
4.34.3 Accessing Form Settings.....	182
5 How To.....	183
5.1 ... How to Enter a Beginning Balance.....	183
5.2 ... How to Enter an Invoice.....	187
5.2.1 Using the G/L Account Distribution Tab.....	193
5.2.2 Using the Scans Tab.....	197
5.2.3 Working with the Utilities tab.....	199

## 1 Introduction

### 1.1 Scope and Purpose

The Accounts Payable (A/P) module of PHAnetwork is where direct expenditures are created and recorded. This includes payment of all regular invoices and expenses as well as the distribution of Housing Assisted Payments. Please note that Payroll distributions are done directly from within the Payroll module. There is a process within Payroll that provides for the recording of payroll checks and/or direct deposits in the Accounts Payable bank register, however, the source of these payments is within Payroll.

This manual covers all aspects of Accounts Payable management including setup and options, entering and managing A/P invoices, paying bills, printing checks, preparing direct deposits, reconciling bank accounts and processing 1099 information at year's end. In addition, there are a number of reports that help to track expenditures and prepare for entries into the General Ledger module.

### 1.2 Conventions Used

Whenever possible, actual screen prints from PHAnetwork will be used to illustrate certain procedures. Charts and tables will be used to specify the various options available during procedures and setup routines.

Screen prints will most often be accompanied by a red box showing the area of the screen to focus on and to de-emphasize the outer parts of the screen.

## 2 Overview

Generally speaking, the order of menu items within the Accounts Payable menu dictates the order that items should be setup. Additionally, the most frequently used processes are listed first followed by lesser used options. Also, similar or related procedures are presented in smaller groups for better clarity.

If you are setting up your Accounts Payable system for the first time you should follow the sections in this manual under the **Setup** section. These should be addressed in the order they are presented, as occasionally, setup items relate to other items that should have been setup previously.

If you have any questions or issues during the setup of your A/P system you should use the PHAnetwork Help Desk to obtain technical support.


## 3 Setup/Maintenance

### 3.1 Accounts Payable Options

The **Options** for Accounts Payable are located at the bottom of the Accounts Payable page. These options control how the Accounts Payable functions. You will need Accounts Payable Administrative permissions in order to access these permissions. When you click on the **Accounts Payable Options** link, the following screen appears.

### A/P Options

Options



Default Bank Account

Use Condensed Version?  Yes  No

Show Balance in Register?  Yes  No

Un-balanced invoice Policy  Allow paying of un-balanced invoices  
 Do not allow paying of un-balanced invoices

Allow Deletion of Entries  Allow register entries to be deleted for open periods  
 Do not allow register entries to be deleted.

Require Admin Approvals  Yes - require approvals before invoices can be paid  
 No - invoices can be paid without approval

Require Admin Pay Invoices  Yes - only administrators can pay invoices  
 No - any A/P user can pay invoices

Paid A/P Invoice Description

Paid HAP Invoice Description

Default Fund Code

Pull from Payroll  Pull transactions from payroll  
 Do not pull transactions from payroll

Landlord Portal  Portal is enabled - landlords can register and sign in  
 Portal is disabled - landlords cannot register or sign in.

Partial invoice list for Check Stub if all invoices will not fit  Show partial list of invoices with note  
 Do not show partial list of invoices. Show note only

Each item in the options menu is explained in detail in the table on the next page. After you have made any changes, click the **[Save Changes]** button to save those options. Click the **[Cancel Edit]** button to return to the Accounts Payable menu without saving.

## 3.1.1 Accounts Payable Options – Defined

Option	Description
Default Bank Account	<p>This entry identifies the default bank account to use. The account selected here should be the account used most frequently. If you do not use any account more than any other, you can leave this as (unspecified).</p>
Use Condensed Version?	<p>This yes/no option determines if you want to use a condensed version. The default is “No” which uses the full A/P system. The condensed version eliminates the use of invoices, and all A/P Transactions go through the Bank Register.</p> <p>This option should be reserved for agencies where the volume of A/P transactions are relatively small and the controls associated with entering invoices are not needed.</p>
Show Balance in Register?	<p>If this is set to “Yes”, a running balance is show in the bank register. This is the default option. If “No” is selected, no running balance is shown in the bank register.</p> <p>The “No” option should only be selected if you do not intend to keep an accurate running bank register with deposits, adjustments, etc. and merely want to use the bank register to track payments.</p>
Un-Balanced Invoice Policy	<p>If “Allow paying of un-balanced invoices” is selected, users will be able to pay an invoice even if the G/L distribution is invalid or incomplete.</p> <p>If “Do not allow...” is selected, each invoice must be properly distributed before it can be paid. This is the recommended setting.</p>
Allow Deletion of Entries	<p>If “Allow register entries to be deleted for open periods” is selected, then users will have the capability of deleting entries from the bank register, assuming the corresponding A/P Period is open. The user will be required to enter a reason for deleting the entry, and the activity will be logged. If this option is enabled, and a transaction is eligible for deletion, a red ✖ will appear in the “Action” column.</p> <p>The default response is “Do not allow...” and this is the recommended setting.</p>

Option	Description
Required Admin Approvals	If you intend to require an A/P Administrator to approve invoices before they can be paid, set this option to “Yes”. Otherwise, set this option to “No”. If set to “No” any user with permissions to Accounts Payable will be able to pay an invoice without electronic approval.
Require Admin Pay Invoices	If “Yes” is selected for this option, only users with A/P Administrative permissions will have the capability of paying invoices. Regular users will be allowed to enter and manage invoices, but they will not have the ability to pay them.  The default setting is “No”, which means that any user with access to Accounts Payable will be able to pay an invoice.
Paid A/P Invoice Description	When invoices are paid, they appear in the bank register, either in a single entry or possibly in multiple entries. The default description to appear in the bank register can be controlled through this setting. The first entry ( <b>A/P</b> ) concerns regular Accounts Payable invoices entered and managed through Accounts Payable. The second option ( <b>HAP</b> ) refers to any invoices originating in the Tenant Housing Assisted Payment ( <b>HAP</b> ) module.
Paid HAP Invoice Description	(see above)
Default Fund Code	This entry is used to specify the default fund code that will appear when creating new G/L Distributions in invoices and/or register entries. If (unspecified) is selected, no default will be shown on new G/L Distribution lines.  Generally, you should select the fund code most-frequently used for regular A/P G/L Distributions.
Pull from Payroll	If you utilize the Payroll module for generating employee pay checks and/or employee direct deposits, and you would like to interface those entries into your Accounts Payable bank register(s), choose “Yes” to this option. This will allow paycheck register entries in Payroll to be transferred directly into the A/P Register.

	NOTE: This requires additional setup within the Payroll Module in order to make the connection between the Payroll module and accounts Payable.
Landlord Portal	<p>If “Portal is Enabled” is selected, then landlords accessing the PHAnetwork Landlord Portal can identify your agency, assuming that their registered email address is associated with at least one vendor/landlord entry in your Accounts Payable system. The landlord portal allows them to review recent payments as well as payment and tenant history.</p> <p>If “Portal is disabled” (default setting) is selected, then your agency will not appear as an option for those signing into the Landlord Portal.</p> <p>NOTE: If you have landlords currently utilizing the Landlord Portal to review payments from your agency, you should leave this setting to “enabled.”</p>
Partial invoice list for Check Stub if all invoices will not fit	<p><b>Show partial list</b> will show as many invoices that will fit and then will show a note to refer to an attached report (which should be printed separately and included with the check.)</p> <p><b>Do not show partial list</b> will not show any invoices. It will only show a note referring to an attached report.</p>

### 3.2 Percentage Models

Percentage Models are designed to standardize the way that account distributions are distributed to various financial funds (fund). The percentage models along with **Accounting Codes** described next, define a specific method for tracking expenditures recorded through Accounts Payable. You can have an unlimited number of percentage models, however, each percentage model must be associated with one or more accounting codes in order to be put to use.

When you choose the *Percentage Models* menu option from the Accounts Payable menu, the following screen will appear.

The screenshot shows the 'Percentage Models' page in the PMA network.net application. The user is Robert Hill (SA) from the Brandenburg Housing Authority. The page has a navigation menu with options like Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. Below the navigation is a breadcrumb trail: Accounts Payable > Fixed Assets > General Ledger > GL Conversion > Payroll > Purchase Orders > Accounting Reports > Email Reports > TWAIN Example > Scan Document. The main content area is titled 'Percentage Models' and includes a 'Search Filters' section with a dropdown menu set to 'Active Models'. Below this is a table showing 3 active models. Each model row includes an 'Action' column with icons for adding, deleting, refreshing, and deleting, a 'Description' column, an 'Active' column with a 'Yes' value, and a 'Notes' column.

Action	Description	Active	Notes
	Basic Split - 689 Fund	Yes	
	Basic Split - 689 Fund (copy)	Yes	
	Elderly/Family Split	Yes	

Each percentage model that has been setup will be listed along with a number of actions that can be selected for each one. These will be described further on.

The default filter is to show only Active Models. If you would like to view models with a different status you can simply choose that status from the dropdown list in the Search Filters section. The status types that can be selected are as follows.

Percentage Model Status Type	Description
Active	Active (selectable) percentage models
Inactive	Non-active models no longer used
Both Active/Inactive	Includes both status types

### 3.2.1 Adding a new Percentage Model

To add a new percentage model, click the green plus icon above the grid. The following screen will appear.

Percentage Models

Details

Description

Active  Yes  No

Save Changes Cancel Edit

Action	Description	Active	Notes
	Basic Split - 689 Fund	Yes	
	Basic Split - 689 Fund (copy)	Yes	
	Elderly/Family Split	Yes	

In the **Description** box, enter a meaningful description for this percentage model. The default status for a new percentage model is active, so that is selected and there's no reason to change it.

Click the **[Save Changes]** button to save this new percentage model. The list of models in the grid will be updated to show the newly created model.

### 3.2.2 Percentage Model Options

There are four (4) different options available in the **Action** column. They are described below.

Action Icon	Purpose
	Edit the description of the model or make active or inactive
	Delete the percentage model (this is only allowed if it has never been used)
	View or Edit details for the model including the percentage distribution
	Make a duplicate copy of the percentage model

### 3.2.3 Viewing and Editing the Percentage Model Details

The percentage model is ultimately made up of one or more distribution percentages that when totaled, equal 100%. Each individual distribution is made up of a **Fund** code, and optionally, and **AMP** (Asset Management Project), Project or Development ID, Capital project number and finally the percentage.

The total distribution must equal 100% so if you have only one distribution entry, the percentage must be set to 100. If you have not yet entered a distribution line (for example, a new percentage model) you are asked to enter one to start with. You will select the Fund (mandatory) and optionally, the AMP, Project/Dev ID and CFP #. After that you will enter the percentage for this distribution line. When done, click the **[Save]** button. The screen will be updated as follows.

Percentage Model Information

Percentage Model: To record transfers for Project CP-303


Return

Actions	Fund	AMP	Project/Dev	CFP Yr/Mod #	Percentage
	293	005	689-1		75.000
					75.000

— Show: 10

As you can see, one distribution line has been entered for 75%. This means that one or more additional distribution lines are required to reach 100%. To add an additional distribution line, click on the **+** icon. Again, you will be asked to enter a distribution line. Continue this process until the distribution reaches 100% and then click the **[Return]** button.

If you need to return to the percentage distributions for any model, simply click on the icon next to that model.

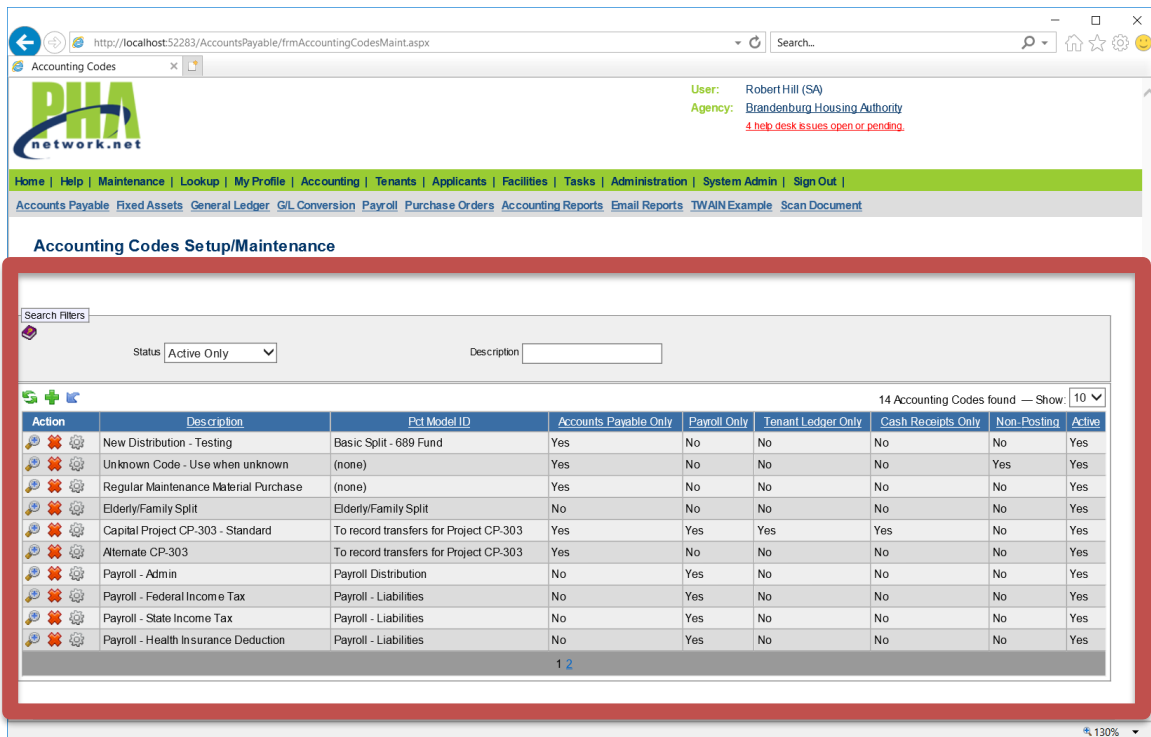
Occasionally, it might be useful to make a copy of a percentage model for editing. For example, you may have a model setup that has the correct combination of Funds and AMPs but the percentages need to be different. You can click on the  icon to make a duplicate copy of a percentage model. Then you can edit the details and change the percentages or even the AMPs involved.

**NOTE: At least one percentage model must be setup before you can begin entering Accounting Codes.**











### 3.3 Accounting Codes

Accounting codes are similar to percentage models, except that they deal with specific G/L Accounts. Furthermore, Accounting Codes are specifically referenced elsewhere in PHAnetwork for selection in invoice entries, payroll distributions, etc., whereas the percentage models are simply a component of the accounting code.

When you click on **Accounting Codes** from the **Accounts Payable** menu, the following screen appears.



The screenshot shows the 'Accounting Codes Setup/Maintenance' screen. At the top, there is a search filter section with 'Status' set to 'Active Only' and a 'Description' search box. Below this is a table with 14 Accounting Codes. The table has the following columns: Action, Description, Pct Model ID, Accounts Payable Only, Payroll Only, Tenant Ledger Only, Cash Receipts Only, Non-Posting, and Active. The table is highlighted with a red border.

Action	Description	Pct Model ID	Accounts Payable Only	Payroll Only	Tenant Ledger Only	Cash Receipts Only	Non-Posting	Active
	New Distribution - Testing	Basic Split - 689 Fund	Yes	No	No	No	No	Yes
	Unknown Code - Use when unknown	(none)	Yes	No	No	No	Yes	Yes
	Regular Maintenance Material Purchase	(none)	Yes	No	No	No	No	Yes
	Elderly/Family Split	Elderly/Family Split	No	No	No	No	No	Yes
	Capital Project CP-303 - Standard	To record transfers for Project CP-303	Yes	Yes	Yes	Yes	No	Yes
	Alternate CP-303	To record transfers for Project CP-303	Yes	No	No	No	No	Yes
	Payroll - Admin	Payroll Distribution	No	Yes	No	No	No	Yes
	Payroll - Federal Income Tax	Payroll - Liabilities	No	Yes	No	No	No	Yes
	Payroll - State Income Tax	Payroll - Liabilities	No	Yes	No	No	No	Yes
	Payroll - Health Insurance Deduction	Payroll - Liabilities	No	Yes	No	No	No	Yes

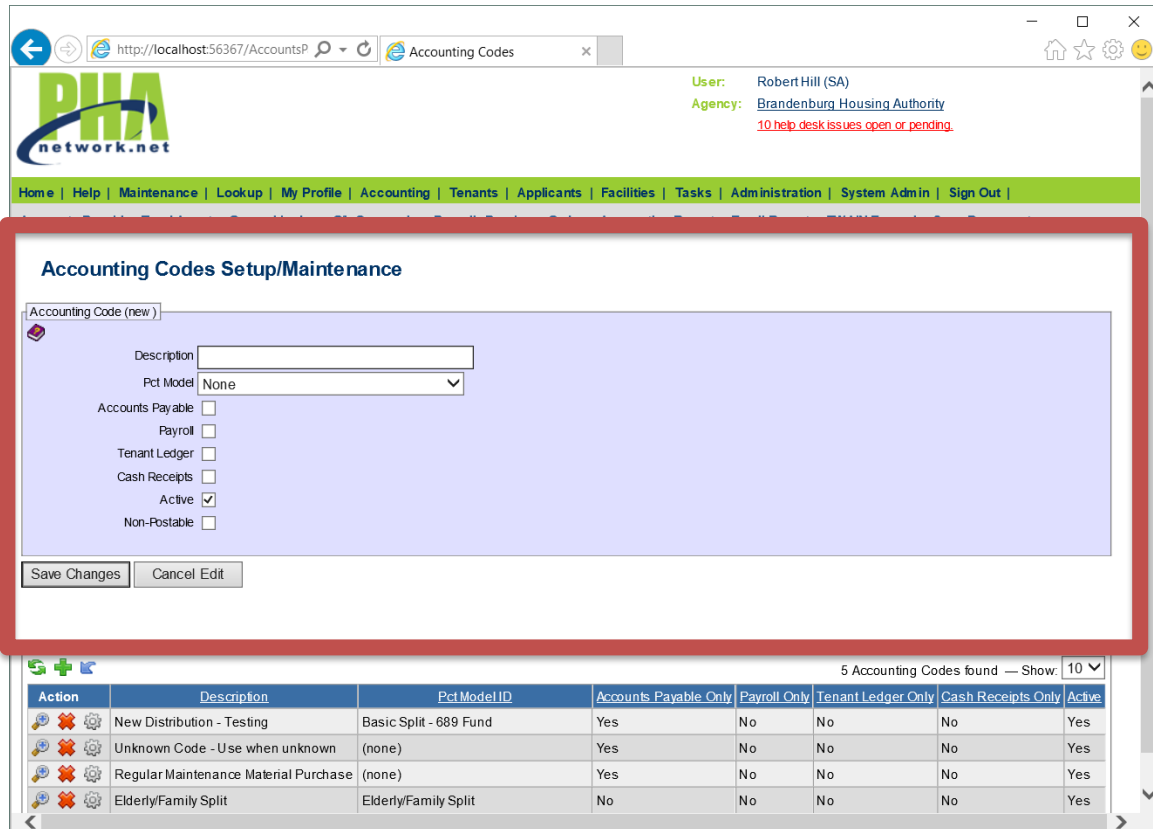
Each accounting code that you create must be connected to one and only one percentage model. The percentage model dictates what the distribution looks like in terms of the breakdown percentage-wise by Fund code. The only missing piece is the G/L account number. This is supplied by the Accounting Code.

Using this method, a single percentage model can be used in multiple accounting codes. If the percentages or even the funds need to be changed, you only need to do this for the

percentage model. Any accounting codes that reference this percentage model will automatically use the new distribution.

### 3.3.1 Creating a new Accounting Code

To create a new accounting code, from within Accounting Codes Setup/Maintenance, click the  icon. The following screen will appear.



The screenshot shows the 'Accounting Codes Setup/Maintenance' page. The form for creating a new accounting code is highlighted with a red border. The form includes the following fields and options:

- Accounting Code (new)**: A red plus icon to add a new code.
- Description**: A text input field.
- Pct Model**: A dropdown menu currently set to 'None'.
- Accounts Payable**:
- Payroll**:
- Tenant Ledger**:
- Cash Receipts**:
- Active**:
- Non-Postable**:

Below the form are 'Save Changes' and 'Cancel Edit' buttons. At the bottom of the page is a table listing existing accounting codes:

Action	Description	Pct Model ID	Accounts Payable Only	Payroll Only	Tenant Ledger Only	Cash Receipts Only	Active
	New Distribution - Testing	Basic Split - 689 Fund	Yes	No	No	No	Yes
	Unknown Code - Use when unknown	(none)	Yes	No	No	No	Yes
	Regular Maintenance Material Purchase	(none)	Yes	No	No	No	Yes
	Elderly/Family Split	Elderly/Family Split	No	No	No	No	Yes

Enter the **Description** for this accounting code. This will be used in other areas such as the entry of invoices or the creation of bank register entries so it is important that the description be meaningful and descriptive.

Select the percentage model to use from the dropdown list. The accounting code must reference one and only one percentage model.

If you prefer, you can leave the **Pct. Model** selection at **None**, and then you can enter the account distribution for this accounting code. This is useful if you have a specific distribution that will not be used in other situations. However, if you have a distribution that is somewhat common or can be used in more than one application, the preferred method is to setup a **percentage allocation** and then reference that here.

Determine where this accounting code can be used. The following options are available.

- Accounts Payable
- Payroll
- Tenant Ledger
- Cash Receipts


By default, any new accounting code created will be active so the **Active** check box will be checked. There is no need to change this for new accounting codes, but this is where you would change the status of an accounting code to **inactive** so that it can no longer be used.

**Non-Postable** is used to specify an accounting code to be used when the actual accounting code or account numbers is not known. This should be setup with a very clear description such as "Proper Accounts Not Known".

Then, during the entry of an invoice or the entry of a bank register entry, if you do not know the account numbers to use for a particular transaction, you can choose this accounting code. Later on, a report will identify any transactions that are using this code. Someone with knowledge of the correct accounts to be used can then edit these entries and assign the proper codes. Usually, this will be your fee accountant.

Once you have finished setting up the accounting code, click the **[Save Changes]** button.

### 3.3.2 Editing G/L Accounts for Accounting Codes





To edit the G/L Account(s) associated with the accounting code, click on the  icon next to the accounting code. The following screen will appear.

Accounting Codes Setup/Maintenance

Accounting Code Information

Accounting Code: Alternate CP-303

Return

Actions	Fund	AMP	Project/Dev	CFP Yr/Mod #	Account No.	Title	Percentage
 	293	005	689-1		1111.1	Cash - Dev/Mod Restricted	75.000
 	401		689-2		1111.1	Cash - Dev/Mod Restricted	25.000
							<b>100.000</b>

To edit or change an account, click on the  icon. An entry screen will appear allowing you to enter or select the G/L Account.

**Accounting Codes Setup/Maintenance**

Accounting Code Information  
 Accounting Code: Alternate CP-303  
 Return

Details  
**Note: Based on percentage model - only account can be changed**  
 Fund: 293  
 AMP: 005  
 Project/Dev ID: 689-1  
 CFP Yr/Mod #: \*\*\* Select \*\*\*  
 Account No.: 1111.1  
 Percentage: 75.000

Save Cancel

Actions	Fund	AMP	Project/Dev	CFP Yr/Mod #	Account No.	Title	Percentage
	293	005	689-1		1111.1	Cash - Dev/Mod Restricted	75.000
	401		689-2		1111.1	Cash - Dev/Mod Restricted	25.000
							100.000

You can either enter a valid G/L account or you can click on the icon to do an account lookup. The standard account lookup window will appear.

Follow these instructions to lookup a G/L Account in the standard G/L Account Lookup.

**Accounting Codes Setup/Maintenance**

Accounting Code Information  
 Accounting Code: Alternate CP-303  
 Return

Details  
 Note: Based on percentage model - only account can be changed  
 Fund: 293  
 AMP: 005  
 Project/Dev ID: 689-1  
 CFP Yr/Mod #: \*\*\* Select \*\*\*  
 Account No: 1111.1  
 Percentage: 75.0

Save Cancel

Actions	Fund	AMP	
	293	005	689
	401		689

**Account Lookup**

Account number: 1 Fund: 293  
 Account Type: \*\*\* any type \*\*\* Account Title contains:

Action	Fund	Account Number	Sub Account	Account Title
	293	1111.1		Cash - Dev/Mod Restricted
	293	1112	000	Cash
	293	1112		Cash Admin - Unrestricted
	293	1120.1		Allowance for doubtful accounts - tenants
	293	1122.1		A/R Tenants
	293	1129	200	A/R Section 8 Managed
	293	1129.8		Notes Receivable - Tenants
	293	1129.9		Allowance for DA - Notes Receivable
	293	1156		Advances - Revolving Fund
	293	1162		Investment - MMDT #3393

1 2 3

Enter the account number or part of the account number into the entry and then click the icon to load any matching accounts. You can also choose the account type to narrow down your search or you can enter the account title. For example, entering \*cash\* into the *Account Title Contains* entry will search for all G/L Accounts that contain the word **Cash** in the title.

Once you have located the account you would like to use, click on the icon to select that account.

Once a G/L Account has been entered or selected, click the **[Save]** button to save your entry.

You will need to repeat this for each other entry in the distribution.

### 3.3.3 Deleting an Accounting Code

Once any accounting code has been referenced elsewhere such as on an invoice or in a vendor's setup it cannot be deleted. However, if you created a code in error, or if you created a code and it was never used, you can delete it by clicking the icon next to the accounting code. If the code has never been used and is not presently referenced, it will allow you to delete. Otherwise, you will see an error message.

### 3.4 Setting up Bank Accounts

You can setup as many bank accounts as necessary to manage all of the cash assets that your agency deals with. To start setting up or managing your bank accounts, click on **Bank Accounts** from the Accounting main menu. The following screen will appear.

The screenshot displays the 'A/P Bank Account Setup/Maintenance' page. At the top, there is a navigation menu with options like Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. Below the menu, there is a search filter section with a 'Description' input field and radio buttons for 'Account Status' (Active, Inactive, Any Status). A table below the search filters shows 3 Bank Accounts found. The table has columns for Action, Bank Account, Description, Account Number, and Account Status. The accounts listed are MRVP, REV, and S8, all with an 'Active' status. The interface includes a navigation menu at the top and a search bar at the bottom.

Action	Bank Account	Description	Account Number	Account Status
	MRVP	MRVP		Active
	REV	Revolving		Active
	S8	Section 8		Active

The following options are available for adding/editing bank accounts.

Action Icon	Purpose
	Add a new Bank Account
	Edit the bank account information
	Delete the bank account (this is only allowed if it has never been used)
	Setup the check alignment for checks drawn on this bank account

#### 3.4.1 Adding a new bank account

To setup a new bank account, click on the button, The bank account setup page will appear as follows.


The screenshot shows a web browser window with the URL `http://localhost:56367/AccountsP`. The page title is "A/P Bank Account Setup/M...". The user is logged in as "Robert Hill (SA)" from the "Brandenburg Housing Authority". The interface includes a navigation menu with options like Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. The main content area is titled "A/P Bank Account Setup/Maintenance" and contains a "Details" section with input fields for Bank Account, Description, and Account Number, and radio buttons for Account Status (Active/Inactive). There are "Save Changes" and "Cancel Edit" buttons at the bottom of the form.


Enter a code for the **Bank Account**. This can be up to ten (10) alphanumeric characters but should be descriptive enough to properly identify the bank account in dropdown lists.

Enter a **Description** for the bank account. This can be up to fifty (50) alphanumeric characters and usually describes the bank account. Typical descriptions are *Administrative Account*, *Revolving Account*, *My Town's Bank Checking*, etc.

You can optionally enter the bank Account Number for reference purposes, however, this is not required.

By default, the **Account Status** is Active. If a bank account is listed as Inactive it will no longer appear on selection dropdown lists, however, you will always be able to view history for the bank account.

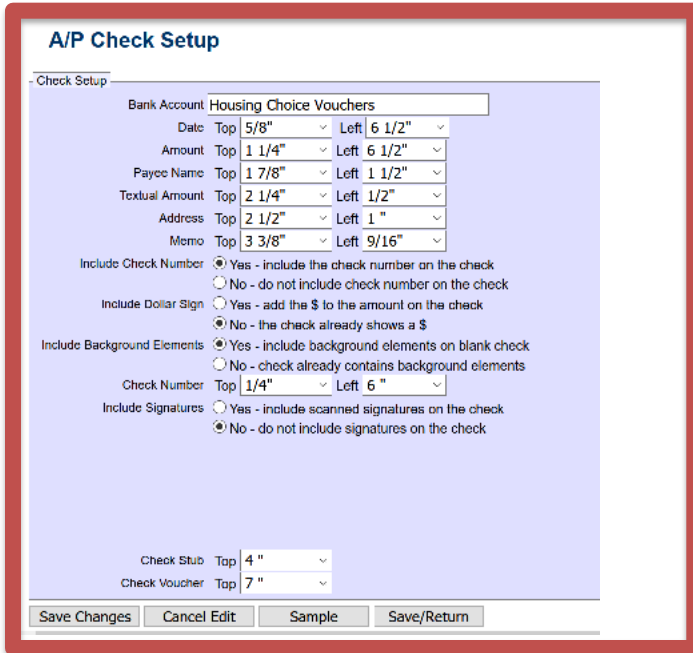
To edit an existing bank account, click the  icon next to the bank account. Refer to the information in section 3.3.1 for information on what each entry means.

If you need to **delete a bank account** that was never used, click the  icon. This can only be used for a bank account that was never referenced elsewhere and you will see an error message if you try to delete a bank account that has been used.

### 3.4.2 Check Setup

If a bank account will be used to print checks, you need to setup the check alignment for those checks. Each bank account setup can have one, and only one check setup.

To get to the check setup area, click the  icon. The following screen will appear.



**A/P Check Setup**

- Check Setup

Bank Account: Housing Choice Vouchers

Date: Top 5/8" Left 6 1/2"

Amount: Top 1 1/4" Left 6 1/2"

Payee Name: Top 1 7/8" Left 1 1/2"

Textual Amount: Top 2 1/4" Left 1/2"

Address: Top 2 1/2" Left 1"

Memo: Top 3 3/8" Left 9/16"

Include Check Number:  Yes - include the check number on the check  
 No - do not include check number on the check

Include Dollar Sign:  Yes - add the \$ to the amount on the check  
 No - the check already shows a \$

Include Background Elements:  Yes - include background elements on blank check  
 No - check already contains background elements

Check Number: Top 1/4" Left 6"

Include Signatures:  Yes - include scanned signatures on the check  
 No - do not include signatures on the check

Check Stub: Top 4"

Check Voucher: Top 7"

Save Changes Cancel Edit Sample Save/Return

Each element on a standard, three-part check is listed and is defined by a **Top** and **Left** position. This measurement is taken from the very top/left corner of the check.

In the example above, the date is listed at 7-15/16 inches from the top and 6-1/2 inches from the left. The positions are selected by using a dropdown list. The measurements are listed in increments of 1/6 inches so it is possible to get very precise with your check alignment.

The following table describes each check element and its meaning.

Check Element	Meaning
Date	The date of the check in m/d/yyyy format.
Amount	The numeric amount of the check (i.e. \$199.99)
Payee Name	The name of the recipient of the check. This will come from the vendor table.
Textual Amount	The amount written out as text (i.e. One-Hundred Ninety-Nine and 99/100)

Address	The full address for the recipient including the recipient's name.
Memo	The memo area of the check describing the purpose of the payment.
Include Check Number	Yes – prints the check number on the check. No – does not print a check number. Pre-printed check numbers are assumed.
Include Dollar Sign	Yes – prints a dollar sign next to the numeric check total. No – prints only the numeric check total. A pre-printed \$ is assumed.
Include Background Elements	Yes – prints the background elements on the check such as the agency name and address, label for PAY TO THE ORDER OF and horizontal lines. No – does not print the background elements. It is assumed that the check has pre-printed agency name and background elements.
Check Number	Top/Left: If you have selected to include the check number on the check, indicate the position from the Top/Left corner of the check.
Check Stub	The starting position of the check stub (only the <b>Top</b> position is required)
Check Voucher	The starting position of the check voucher.

You have the option of including the check number on the check. This is convenient if you have un-numbered checks. If this is set to **Yes**, you can specify the top and left positions for the checknumber.

You also have the option of including electronic signatures on your check. In order for this to work, you must have each signature (one or two are allowed) in a standard image format of JPEG or PNG. These can then be uploaded and saved with the check. To upload signatures and specify their position on the check, you need to change the **Include Signatures** option to **Yes**. Once you do, the edit area will be adjusted to look like the following.

**A/P Check Setup**

- Check Setup -

Bank Account: Housing Choice Vouchers

Date: Top 5/8" Left 6 1/2"

Amount: Top 1 1/4" Left 6 1/2"

Payee Name: Top 1 7/8" Left 1 1/2"

Textual Amount: Top 2 1/4" Left 1/2"

Address: Top 2 1/2" Left 1"

Memo: Top 3 3/8" Left 9/16"

Include Check Number:  Yes - include the check number on the check  
 No - do not include check number on the check

Include Dollar Sign:  Yes - add the \$ to the amount on the check  
 No - the check already shows a \$

Include Background Elements:  Yes - include background elements on blank check  
 No - check already contains background elements

Check Number: Top 1/4" Left 6"

Include Signatures:  Yes - include scanned signatures on the check  
 No - do not include signatures on the check

Signature 1: Top 10 1/8" Left 5 3/4"  
Width 1 1/4" Height 3/8"

Signature 2: Top 10 1/2" Left 5 3/4"  
Width 1 1/4" Height 3/8"

[View or Upload Signature Files](#)

Check Stub: Top 4"

Check Voucher: Top 7"

Buttons: Save Changes, Cancel Edit, Sample, Save/Return

You must specify the top/left position of the first and second signatures. To upload the signature file(s), click **View or Upload Signature Files**. The screen will appear as follows.

Browser: http://localhost:52283/AccountsPayable/frmAPCheckSetup.aspx?BankAccount=REV

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority  
[4 help desk issues open or pending.](#)

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

**A/P Check Setup**

Manage Signature Files

Bank Account: REV

Signature File 1: NYMY1000\_1.jpg

Signature File 2: NYMY1000\_2.jpg

Upload New File 1: Browse...

Upload New File 2: Browse...

Buttons: Upload File(s), Cancel

You can either double-click the entry box for each file, or click the **[Browse]** button next to each file. Locate the signature file(s) on your computer and select them. PHAnetwork will give you an error if you attempt to select a file that does not have the file extension of JPG, JPEG or PNG. Once you have selected each file, click the **[Upload File(s)]** button and the files will be saved. To abort this procedure click the **[Cancel]** button. Either button will return you to the check setup screen.

To save the check alignment setup, click the **[Save Changes]** button.

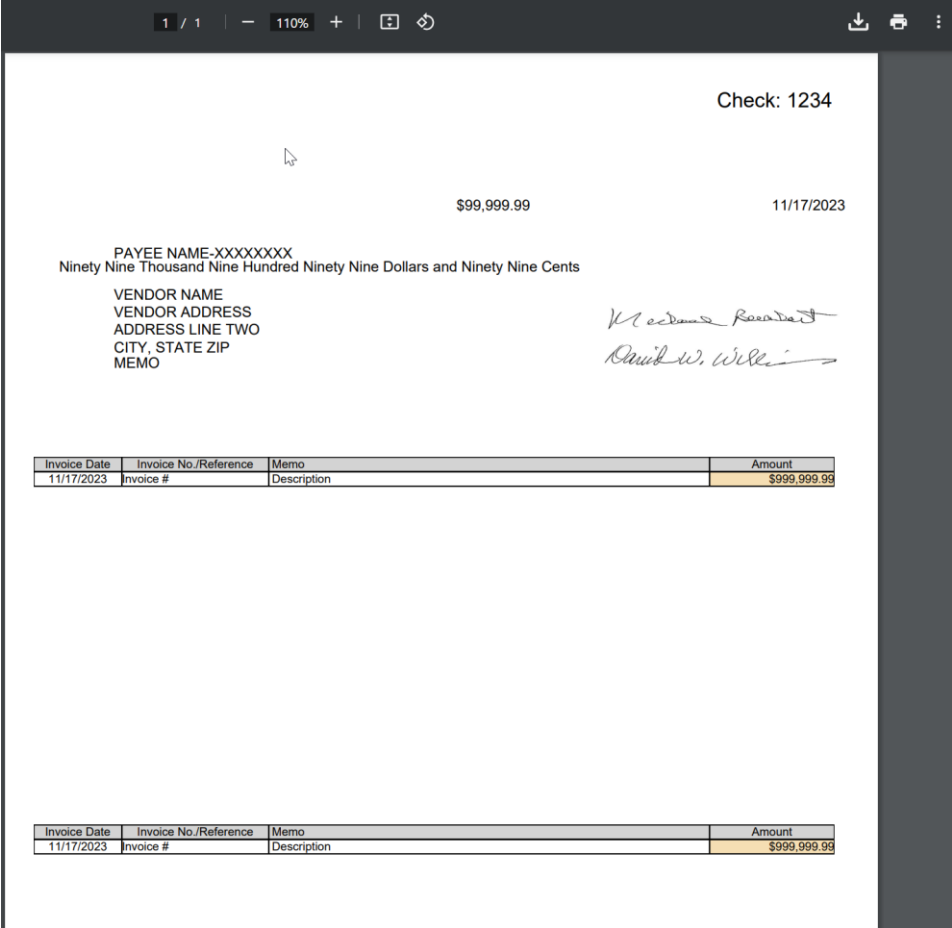
### 3.4.3 Testing your check alignment

Once you have setup your check alignment it is important that you test it. Click the [Sample] button to generate a sample of your check. You will be prompted to open the check sample (see screen print below.)

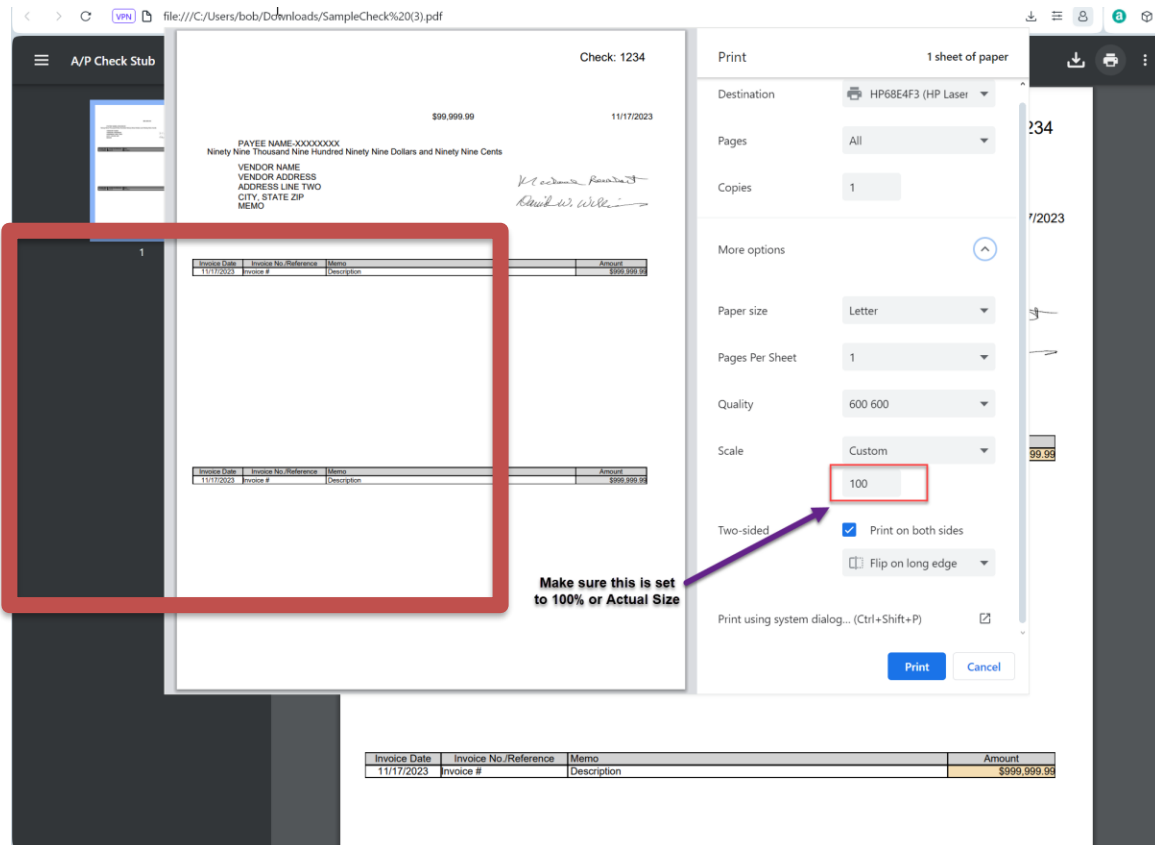
The screenshot displays the 'A/P Check Setup' web application. The browser address bar shows 'http://localhost:56367/AccountsP'. The user is identified as Robert Hill (SA) from the Brandenburg Housing Authority. The application has a navigation menu with options like Home, Help, Maintenance, and Accounting. The main content area is titled 'A/P Check Setup' and contains a 'Check Setup' form. The form includes a 'Bank Account' field set to 'Revolving' and several alignment settings for different check components. Below the form are buttons for 'Save Changes', 'Cancel Edit', 'Sample', and 'Save/Return'. A yellow dialog box at the bottom of the browser window asks 'Do you want to open or save SampleCheck.pdf (182 KB) from localhost?' with 'Open', 'Save', and 'Cancel' buttons.

Field	Top	Left
Date	7 15/16"	6 1/2"
Amount	8 5/8"	6 3/4"
Payee Name	8 5/8"	1"
Textual Amount	9"	1/4"
Address	9 1/4"	11/16"
Memo	10 1/16"	11/16"
Check Stub	3 1/8"	
Check Voucher	0	

Click the [Open] button to open the check sample. An Adobe Acrobat document will be opened showing the sample check.



To send your check to the printer, click on the printer icon on the Adobe Acrobat tool bar. When sending the page to your printer as well as when printing checks, it is **extremely important** to make sure that you are not scaling the page on the printer. You must select **Actual Size** in the printer dialog or the alignment will not be accurate. The following screen print shows where this is set.



As you can see from the screen print, **Actual Size** (or 100%) has been selected. If any of the other settings are selected, the check alignment will not print properly on the check. Make sure that this is always selected when printing checks as well. This is also discussed in the check printing section.

### 3.5 Setting up Accounts Payable Vendors or Landlords

In order to pay any vendor for services or materials they need to be setup in the system. Detailed information can be setup for each vendor and there are a number of reports available that pertain to specific vendors.

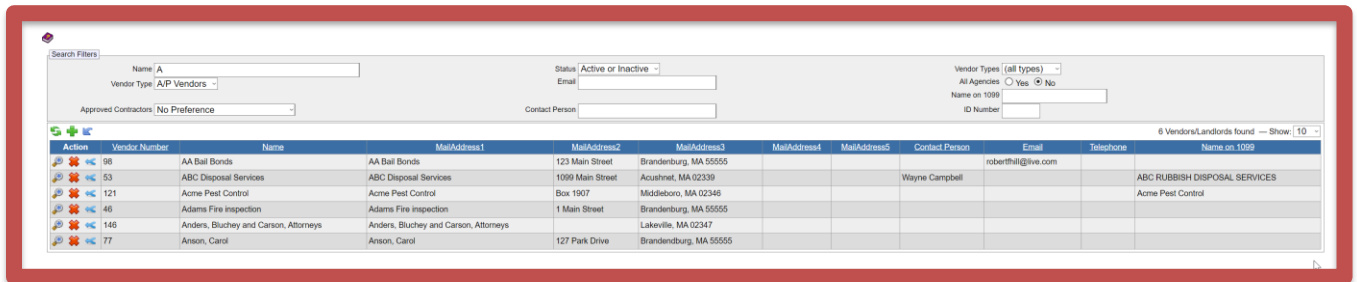
There are different types of vendors used in PHAnetwork. The primary types used are *Accounts Payable Vendors* and *Landlords*, but vendors can also be *employees*, *tenants* and *FSS recipients*. The following table describes each type of vendor and how they are generally created.

Vendor Type	Description
Vendor	<ul style="list-style-type: none"> <li>Regular A/P vendor</li> <li>Created from the Vendor Maintenance process</li> </ul>

	<ul style="list-style-type: none"> <li>• Paid through invoices or directly through bank register</li> </ul>
Landlord	<ul style="list-style-type: none"> <li>• Landlord/Property Owner</li> <li>• Created through the Housing Assisted Payment (HAP) system</li> <li>• Paid through the HAP process</li> </ul>
Employee	<ul style="list-style-type: none"> <li>• Employee</li> <li>• Created either directly (if paying employee expenses) or from the Payroll system if using payroll</li> <li>• Paid directly or from within payroll</li> </ul>
Tenant	<ul style="list-style-type: none"> <li>• Utility Reimbursement Tenant or FSS recipient</li> <li>• Created from Tenant Management System or HAP process</li> <li>• Paid through the Monthly Rent Roll Process or HAP process</li> </ul>

Accounts Payable vendors can also be setup *on-the-fly* while entering invoices. This is useful if you are in the process of entering invoices and come across an invoice for a new vendor that you are paying for the first time. Rather than exiting the new invoice process to enter the vendor, you are allowed to add the vendor right within the invoice process. Please refer to the section on entering invoices for more information about this.

When you choose **A/P Vendors** from the **Accounts Payable** menu the following screen will appear.



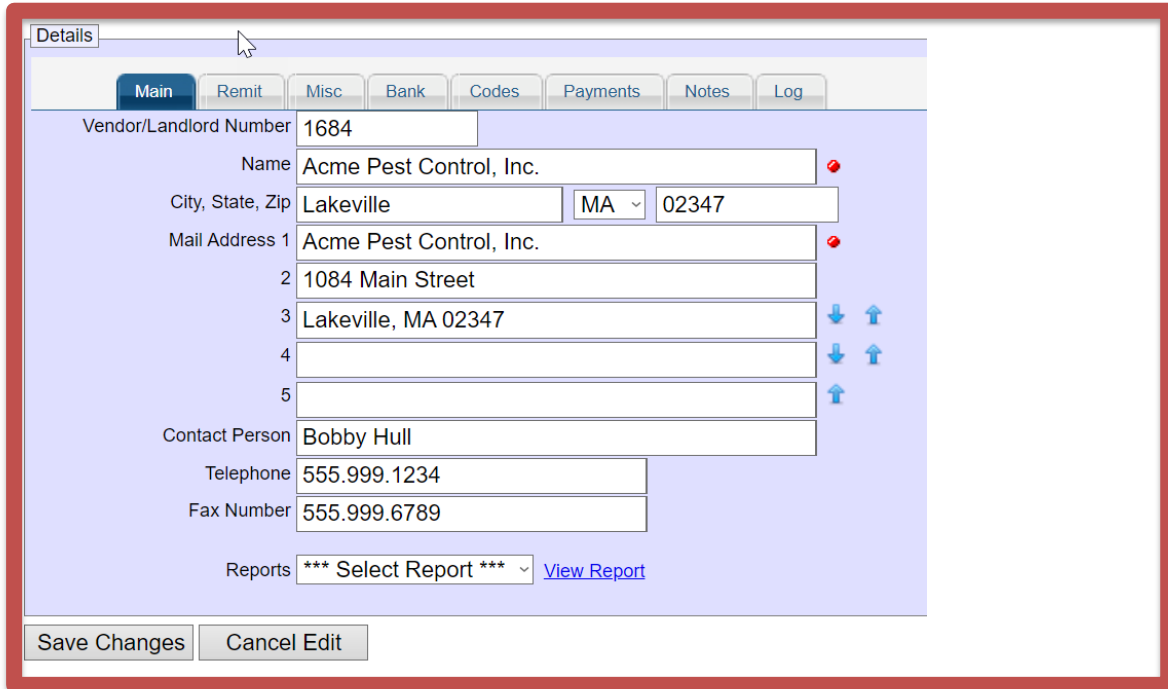
The **Vendor Maintenance** process will display all active vendors by default but will be displayed in pages of ten (10) vendors.

By default, the vendor type displayed will include only A/P vendors. You can change the vendor type to narrow down your search to any one of the other vendor types or you can choose to include all types. When you change the type the grid will automatically refresh to display the vendors for that type.

The default filter setting for vendor status is to include only *Active* vendors, but you can choose to include *Inactive* vendors only or both *Active and Inactive* vendors. As with the vendor type, once you change the status selection the grid will be automatically redisplayed.

### 3.5.1 Adding a New Vendor

To add a new vendor, click on the  button. The new vendor screen will appear as follows.



The screenshot shows a web-based form for adding a new vendor. The form is titled 'Details' and has a tabbed interface with 'Main' selected. The fields are as follows:

- Vendor/Landlord Number: 1684
- Name: Acme Pest Control, Inc.
- City, State, Zip: Lakeville, MA, 02347
- Mail Address 1: Acme Pest Control, Inc.
- Mail Address 2: 1084 Main Street
- Mail Address 3: Lakeville, MA 02347
- Mail Address 4: (empty)
- Mail Address 5: (empty)
- Contact Person: Bobby Hull
- Telephone: 555.999.1234
- Fax Number: 555.999.6789
- Reports: \*\*\* Select Report \*\*\*

Buttons at the bottom include 'Save Changes' and 'Cancel Edit'.

The vendor maintenance section is broken up into eight (8) separate tabs, each with its own set of related information. The tabs and their purpose or scope are listed below.

Tab Name	Purpose
Main	The <i>Main</i> tab is where the main vendor information is entered, and includes the address, contract person and telephone number.
Remit	The <i>Remit</i> tab is used to identify if a separate remit address is to be specified. If a remit address is specified, this address is used on any checks printed for this vendor.
Misc	The <i>Misc</i> tab is where other miscellaneous information on the vendor is entered. This includes the vendor's tax ID, 1099 information for the vendor as well as other data.
Bank	The <i>Bank</i> tab is used to record the bank account where checks for this vendor are drawn. It is also where any direct deposit information is setup such as the bank routing number and the vendor's bank account number.
Codes	<i>Codes</i> are where any predefined accounting codes are setup for the vendor.

Payments	The <i>Payments</i> tab is where any payments made outside of PHAnetwork can be recorded. These payments, along with actual checks and/or direct deposits made to this vendor will be combined on the 1099 report.
Notes	On the Notes tab, you can record any miscellaneous notes for this vendor or landlord.
Log	The log tab shows the history of any important changes made to the vendor or landlord

### 3.5.2 Vendor Maintenance – Main Tab

The *Main* tab is where the main information on the vendor is setup. The entries are defined in the following table.

Entry	Description
Vendor No.	The vendor/landlord number is assigned by the system so there is no entry for this field. Once a vendor has been saved, the assigned number will appear here.
Name	Enter the full name of the vendor. This can be up to 100 alphanumeric characters.
City, State Zip	Enter the vendor's city, state and zip code.
Mail Address 1	This should always be the vendor's name as it will be the first line of the mailing address (unless a remit address is specified.)
Mail Address 2 - 5	Enter the remaining address lines as you would like to see them. Typically, this will be the address, a second address line such as a P.O. box, and then the city, state and zip on a single line.
Contact Person	Enter the name of the contact person for this vendor.
Telephone	Enter the vendor's telephone number.
Fax Number	Enter the vendor's fax number.

The *Main* tab of the vendor setup is also where you would print any of the vendor reports that are available. If you drop the reports list down, you will see the following list of reports.

The screenshot shows the 'Vendor Maintenance' form with the 'Reports' dropdown menu open. The form fields include Vendor/Landlord Number (121), Name (Acme Pest Control), City, State, Zip (Middleboro, MA, 02346), Mail Address 1 (Acme Pest Control), Mail Address 2 (Box 1907), Mail Address 3 (Middleboro, MA 02346), Mail Address 4, Mail Address 5, Contact Person, Telephone, and Fax Number. The Reports dropdown menu lists: Detailed Distribution, Invoice Listing, Payment Listing, and Sample Check. Buttons for 'Save Changes' and 'Cancel' are visible at the bottom left.

Here is the description for each available report.

Report	Description
Detailed Distribution	This will show a detailed distribution report with G/L account numbers for the current vendor. You can specify the range of dates to include for this report.
Payment Listing	The Payment listing simply shows all payments (optionally including voided checks) for the current vendor. It lists the date, the type, the check number and any void information if a check or payment was voided.
Tenant Listing	The Tenant Listing is used for landlords to show the list of tenants for that landlord. The report will show each tenant along with their address, their effective date and their status (Active/Vacated). This report can be filtered to include only Active tenants.
Sample Check	The sample check shows what a check to this vendor would look like. It is primarily to test how the mailing address will appear on the check.

### 3.5.3 Vendor Maintenance Remit Tab

The *Remit* tab is used when checks remitted to the vendor must go to a different address than the vendor's main location such as a P.O. Box or a third-party biller. The vendor maintenance page's Remit tab is shown below.

**Vendor Maintenance**

Details

Main Remit Misc Bank Codes Payments Notes

Vendor Name Acme Pest Control

Remit Address 1 Acme Pest Control

2 P.O. Box 1873

3 Lakeville, MA 02347

4

5

Name On Check

Memo On Check

Save Changes Cancel Edit

Entry	Description
Remit Address 1	This should always be the vendor's name as it will be the first line of the remit.
Remit Address 2 - 5	Enter the remaining address lines as you would like to see them. Typically, this will be the address, a second address line such as a P.O. box, and then the city, state and zip on a single line.
Name on Check	If the name on the check is different from the vendor's name, then enter that here. This could include a "d.b.a." tag or something similar.
Memo on Check	If you would like to place a standard memo on the vendor's check, enter that here. If your check has a placeholder for the memo, the text entered here will appear in the memo spot on the check.

#### 3.5.4 Vendor Maintenance Misc. Tab

The *Misc* tab of the vendor maintenance process is used to record a variety of information including the vendor's tax ID, 1099 status and other options.

The *Misc* tab is shown below.

## Vendor Maintenance

**Details**

Vendor Name

**Note:** The following entries are used to identify specific names and address information on 1099. If these are omitted, the default name and address information from the **Main** tab is used.

Name On 1099

Name on 1099 (line 2)

1099 Address

1099 City, State, Zip

Tax ID Number

Print a 1099  Yes  No

1099 Class

1099 Class Status  Always use this class on the 1099  
 Allow selection of 1099 class for individual payments (defaults to class selected here)

W9 On File  Yes  No

Vendor Type

Approved Contractor  Yes  No

Prior Code

Vendor Options  Always copy previous invoice  
 Always copy specific invoice (below)  
 Never copy invoice for this vendor

Active Vendor  Yes  No

G/L Fund

G/L Account

Use Auto Distribution  Yes  No

Auto Dist Code


Special Printing  Yes  No

Email Address

Landlord Portal Status

Entry	Description
Name on 1099	Enter the name as it should appear on the Form 1099-Misc
Name on 1099 (line 2)	Enter any name that should appear on line 2 of the Form 1099-Misc
1099 Address	If the 1099 will go to a different address, you can list that here as well as the city, state and zip code (below).
1099 City, State, Zip	This will be the city, state and zip code where the 1099 should be sent if the address is different from that on the <b>Main</b> tab.
Tax ID Number	Enter the vendor's tax ID number. <b>Note:</b> This is mandatory if the vendor will be receiving a 1099 form.
Print a 1099	Choose <i>Yes</i> if this vendor will receive a 1099, or <i>No</i> otherwise

1099 Class	Select the 1099 Class to be used for this vendor.
1099 Class Status	<p>If you choose <i>Always use this class on the 1099</i>, then regardless of how individual bank register transactions have been recorded, the selected 1099 class will be used.</p> <p>If you choose <i>Allow selection of 1099 class for individual payments (defaults to class selected here)</i> then, the 1099 will summarize the payments by the individual class saved in bank register entries.</p> <p>NOTE: For each invoice entered and paid for a vendor, you can override the default 1099 class if necessary. This is useful if for example, you normally pay a landlord for <i>Rents</i>, but in one instance, you pay them for services or goods which would be classified as <i>Non-Employee Compensation</i>. If this is the case, checking the second option here would break the amounts paid to the vendor into each 1099 classification.</p>
W9 on File	If you have a W-9 form on file for this vendor, check <b>Yes</b> , otherwise check <b>No</b> . You can obtain a list of vendors needed W-9 forms on the Accounts Payable Reports area.
Vendor Type	<p>Choose the type for this vendor. The options are...</p> <ul style="list-style-type: none"> <li>• A/P Vendor</li> <li>• Landlord/Owner</li> <li>• Employee</li> <li>• Tenant</li> </ul> <p>You would not normally select the <b>Employee</b> or <b>Tenant</b> types when entering a new vendor. These are generally assigned automatically in either the Payroll module or the Tenant Management module.</p>
Approved Contractor	If this is an approved contractor, choose <b>Yes</b> . Otherwise, choose <b>No</b> .
Prior Code	If the vendor was converted from a prior system, that code will be shown here. You can also enter the prior code if needed.
Vendor Options	<p>The vendor options determine how invoices are entered for this vendor. This option controls how the account distribution of the invoice is initialized.</p> <p>The options are as follows...</p> <ul style="list-style-type: none"> <li>• Always copy previous invoice</li> <li>• Always copy specific invoice</li> <li>• Never copy invoice for this vendor</li> </ul>

	<p>The first 2 options will use a prior invoice as the basis for any new invoice entered. The 3<sup>rd</sup> option will never copy a prior invoice so you will be required to enter invoice-specific information each time you enter a new invoice for this vendor.</p> <p>In most cases, copying the prior invoice will be the best solution since the account distribution that you will be charging will almost always be the same. This will save a lot of time when entering invoices, and if the account distribution changes over time, you will always be referencing that account distribution.</p> <p>Regardless of the option selected, you will always have an opportunity to edit the account distribution for each new invoice.</p>
Active Vendor	Choose <i>Yes</i> (the default) if the vendor is active, otherwise choose <i>No</i>
G/L Fund	You have the option of selecting a G/L Fund and entering or selecting a G/L Account for this vendor. If specified, the combination of the Fund and the G/L Account will be the default for any invoices entered through the <b>Quick Invoice Entry</b> process.
G/L Account	Enter the G/L Account and if applicable, sub-account to associate with this vendor. This is optional and can be overridden during the entry of invoices. You can also click on the  icon to lookup the account by number or description.
Use Auto Distribution	If you would like to use an auto-distribution for each new invoice created for this vendor, choose <i>Yes</i> otherwise, choose <i>No</i> .
Auto Dist Code	<p>If you chose <i>Yes</i> to use an auto-distribution, you can select the distribution code here. This code will be used on any new invoice entered.</p> <p><b>Note:</b> Using an auto-distribution will <b>override</b> the option selected above in the <i>Vendor Options</i> section.</p>
Special Printing	(Deprecated – included for compatibility with old A/P version)
Email Address	Enter the email address for the vendor
Landlord Portal Status	<p>If this is a landlord, this entry will show the status of the landlord's registration with the Landlord Portal. The possible values are...</p> <ul style="list-style-type: none"> <li>• Not registered for the Landlord Portal</li> <li>• Registered and activated for the Landlord Portal</li> <li>• Registered for the Landlord Portal – not yet activated</li> </ul>

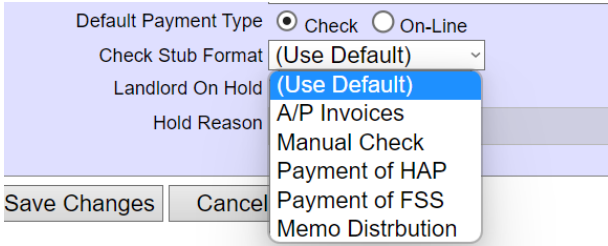
### 3.5.5 Vendor Maintenance Bank Tab

The *Bank* tab is where you record information about both the bank where checks and direct deposits are drawn for this vendor, but also the banking information required to process direct deposits for this vendor.

The *Bank* tab of the vendor maintenance appears as follows.

Entry	Description
Bank Account	Select the bank account from where checks or direct deposits will be recorded for this vendor. If you are printing checks for this vendor, this is the bank account and corresponding check setup which will be used to print those checks.
HAP Direct Deposit	If this vendor or landlord has requested direct deposit (online) payments, then choose <i>Yes</i> . Otherwise, choose <i>No</i> .
Bank Routing No	If the vendor is participating in the direct deposit process, enter the bank routing number for this vendor. This is often obtained from a voided check supplied by the vendor, but it must be a valid routing number.
Organization Type	Choose the type of this organization from one of the following <ul style="list-style-type: none"> <li>• Individual (using SSN)</li> <li>• Company/Trust (using Federal tax ID number)</li> </ul>
Direct Deposit Code	You must select which code applies to the vendor's direct deposit request. The available options are... <ul style="list-style-type: none"> <li>• Deposit to checking – 22</li> </ul>

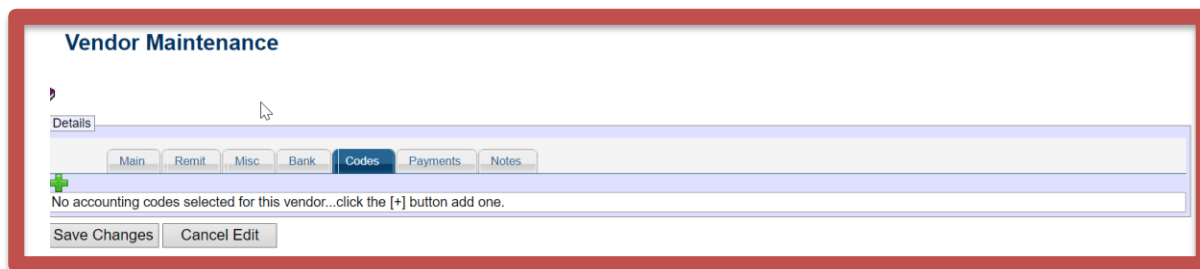
	<ul style="list-style-type: none"> <li>• Debit to checking – 27</li> <li>• Deposit to savings – 32</li> <li>• Debit to savings – 37</li> </ul> <p>The type selected is based upon the type of account that the vendor has supplied. If it is a checking account then the code will either be 22 or 27. If it is a savings account, then the code will either be 32 and 37. Code 22 is the most common.</p>				
Bank Account No	<p>In addition to the bank routing number, you must specify a valid bank account for this vendor. This account will be used on the NACHA file generated by the direct deposit system. If the account entered is not valid, then the NACHA direct deposit batch will report an error when you try to upload the file to your bank.</p>				
Direct Deposit Name	<p>By default, the system will use the first 25 characters of the vendor’s name when creating the NACHA direct deposit batch. However, you can override that to make things a bit clearer to the vendor, especially if the vendor’s name is very long.</p>				
Send Email for Direct Deposit	<p>If you would like to include this vendor in a batch of emails sent after creating/uploading your NACHA direct deposit batch, choose <i>Yes</i>, otherwise choose <i>No</i>. If you choose <i>Yes</i>, you must make sure that you have entered the vendor’s email address on the <i>Misc</i> tab.</p> <p><b>NOTE:</b> For best results, you need to make sure that the recipient (email address) has their email client setup to properly accept emails from the email address <a href="mailto:donotreply@phanetwork.com">donotreply@phanetwork.com</a>. This will ensure that emails sent through the direct deposit email process will reach them properly.</p>				
Email Format	<p>You can select the format that body of the direct deposit notification emails sent to the vendor will take. The following table explains the difference between the two.</p> <table border="1" data-bbox="505 1415 1365 1852"> <thead> <tr> <th data-bbox="505 1415 764 1482">Format</th> <th data-bbox="764 1415 1365 1482">Explanation</th> </tr> </thead> <tbody> <tr> <td data-bbox="505 1482 764 1852">Formatted HTML</td> <td data-bbox="764 1482 1365 1852"> <p>The body of the email is formatted like an HTML/Web page. The formatting is organized so that the direct deposit payment information is aligned in a table for easy or reading.</p> <p>This format, while more appealing to the reader can also be marked as junk mail by email filters since it could resemble a marketing email.</p> </td> </tr> </tbody> </table>	Format	Explanation	Formatted HTML	<p>The body of the email is formatted like an HTML/Web page. The formatting is organized so that the direct deposit payment information is aligned in a table for easy or reading.</p> <p>This format, while more appealing to the reader can also be marked as junk mail by email filters since it could resemble a marketing email.</p>
Format	Explanation				
Formatted HTML	<p>The body of the email is formatted like an HTML/Web page. The formatting is organized so that the direct deposit payment information is aligned in a table for easy or reading.</p> <p>This format, while more appealing to the reader can also be marked as junk mail by email filters since it could resemble a marketing email.</p>				


	<p>Plain Text</p> <p>The body of the direct deposit email notification is formatted in plain text. While this option does not appear as nicely formatted as the other option, it is more-likely to get through to the recipient since it will pass junk mail checkers at a higher frequency.</p> <p>The <b>Formatted HTML</b> format provides the recipient with a better report that is easier to read. However, you need to make sure that the recipient is allowing emails from the email address <a href="mailto:donotreply@phanetwork.com">donotreply@phanetwork.com</a>. This will ensure that the email will reach the recipient.</p> <p>If you are in doubt as to whether or not they have set this up or have the capability to do so, you should select the <i>Plain Text</i> option for this vendor/landlord.</p>
<p>Landlord Portal Status</p>	<p>If this is a landlord who has registered for the Landlord portal, this will indicate the status of the landlord’s registration with the portal site. <i>(See previous section for an explanation of the possible values)</i></p>
<p>Default Payment Type</p>	<p>Select the default payment type for this vendor or landlord. The option selected here will dictate the default selection when a payment is made for this vendor.</p> <p>NOTE: If this is a direct-deposit vendor/landlord, the “Online Payment” option will be automatically selected.</p>
<p>Check Stub Format</p>	<p>The check stub format identifies how check stubs for this vendor should look. It is recommended that you use the Default entry as shown here.</p>  <p>However, you can select any of the types shown here if it makes sense for that vendor. If the entry is not a landlord, then it does not make sense to choose Payment of HAP. If the entry is not a tenant, then it does not make sense to choose Payment of FSS.</p> <p>The Memo Distribution format will show the memo and amount for each entry of the G/L Distribution.</p>
<p>Landlord on Hold</p>	<p>This entry applies only to leased housing landlords. If <i>Yes</i> is selected, then no payments will be generated by the Housing Assisted</p>

	Payments process for this landlord. If <i>No</i> is selected, then any pending payments will be processed as normal.
Hold Reason	If you have identified that payments to this landlord should be put on hold, then you can specify the reason for the hold here. Otherwise, leave this entry blank.

### 3.5.6 Vendor Maintenance Codes Tab

The *Codes* tab is where any accounting codes used for the vendor will be setup. If this is a new vendor, or if you have never setup an accounting code for this vendor, the tab will appear as follows.




To add a new accounting code for the vendor, click the  icon. The *New Accounting Code* screen will appear.

From the dropdown list, select the pre-defined accounting code and then click the **[Save]** button. To exit this process without saving, click the **[Cancel]** button.

If you have not setup any accounting codes, you must do that first. Refer to the sections on Percentage Models and Accounting Codes for more information.

Multiple codes can be setup for each vendor. The reason for this is that you may have a vendor who provides mainly services. However, this vendor may occasionally sell you parts as well. The G/L Accounts that you charge for services are different from the accounts used for parts. In this case, you could setup an Accounting Code for your vendor that references the *service* G/L Accounts, and make this the default Accounting Code. Then, you could setup an additional Accounting Code to handle those occasions when the vendor sells you parts. During the invoice entry, you can select from the Accounting Codes setup for the vendor.

To make an accounting code the default for a vendor, click on the  icon.

### 3.5.7 Recording Prior Payments for 1099 Purposes

If you have started using PHAnetwork partially through the year, you may have paid some vendors using a manual system or another software system. In order to correctly process 1099 forms, you need to account for these payments in PHAnetwork. To accomplish this, click on the **Payments** tab. The screen will appear as follows.

**Vendor Maintenance**

Details

Vendor Name: Acme Pest Control

Calendar Year: 2023

Total Payments: 0.00

1099 Classification: 7. Non-Employee Comp.

Save Cancel New Entry

Action	Year	1099 Class	Total Payments
2019		3	(\$650.00)
2020		7	\$425.00

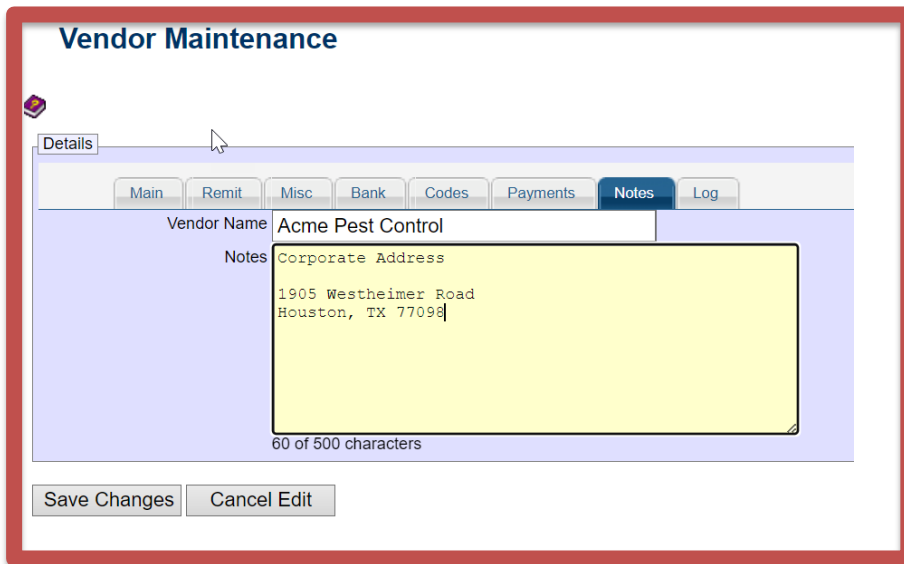
Save Changes Cancel Edit

You can specify the calendar year in which the payments were made as well as the 1099 classification for these payments. If you paid a vendor for multiple purposes (i.e. multiple 1099 classifications) you can break up the entry by the 1099 class. In the example shown above, for 2019, there were (\$650) in adjustments classified as “Other Income” (3) and \$425 in payments classified as “Non-employee compensation” (7). Note that a negative number will *reduce* the total payments on the 1099 for that year.

To create a new prior payments entry, click the **[New Entry]** button. Click the **[Save]** button to save your entry or click the **[Cancel]** entry to cancel the new entry. If you attempt to save a duplicate 1099 class for the same year you will get an error message.

### 3.5.8 Entering Vendor Notes

The Notes tab can be used to enter any notes for a vendor. The example below shows a corporate address entered as notes for the vendor.

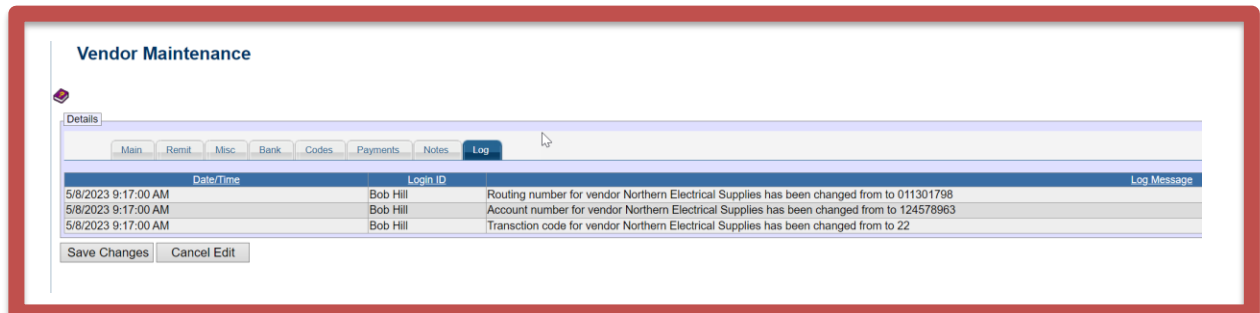


The screenshot shows the 'Vendor Maintenance' interface with the 'Notes' tab selected. The vendor name is 'Acme Pest Control'. The notes field contains the text: 'Corporate Address', '1905 Westheimer Road', and 'Houston, TX 77098'. Below the notes field, it indicates '60 of 500 characters'. At the bottom, there are 'Save Changes' and 'Cancel Edit' buttons.

After entering or updating the notes for the vendor, click the **[Save Changes]** button to save them.

### 3.5.9 The Activity Log

The Activity Log for a vendor or landlord will show any logged activity for the vendor that is of high importance. Below is an example of the vendor activity log.





The screenshot shows the 'Vendor Maintenance' interface with the 'Log' tab selected. It displays a table of activity logs with columns for Date/Time, Login ID, and Log Message. Below the table are 'Save Changes' and 'Cancel Edit' buttons.

Date/Time	Login ID	Log Message
5/8/2023 9:17:00 AM	Bob Hill	Routing number for vendor Northern Electrical Supplies has been changed from to 011301798
5/8/2023 9:17:00 AM	Bob Hill	Account number for vendor Northern Electrical Supplies has been changed from to 124578963
5/8/2023 9:17:00 AM	Bob Hill	Transaction code for vendor Northern Electrical Supplies has been changed from to 22

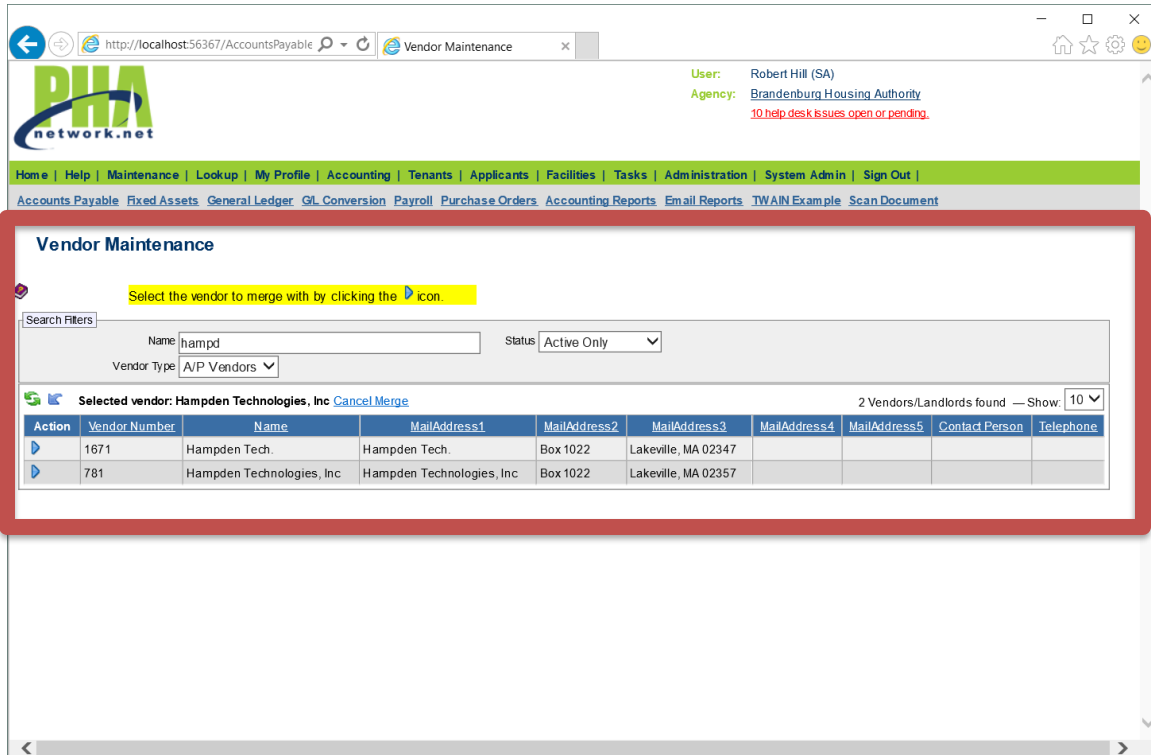
### 3.5.10 Merging a Vendor with a Different Vendor

In the event that you have accidentally entered a vendor twice, you have the option of merging the two vendors so that you will only have one. To merge one vendor into another vendor, follow these steps.


1. In the Vendor Maintenance area, set the filters to locate the first vendor. This is the vendor that you want to merge from, or in other terms, get rid of.

2. Once you have located the vendor, click the  icon next to the vendor (see # 2 below)
3. Once the initial vendor has been selected, lookup the second vendor. This is the vendor that you want to merge to, or in other words, keep.
4. Once found, click on the  icon to select that vendor. The merge page will appear showing each vendor selected.
5. Click the **[Merge]** button to complete the merge or the **[Cancel]** button to cancel.

2.) The *From* vendor has been selected. Next it to select the *To* vendor.



**Vendor Maintenance**



Select the vendor to merge with by clicking the  icon.

Search Filters

Name:  Status:

Vendor Type:

Selected vendor: **Hampden Technologies, Inc** [Cancel Merge](#) 2 Vendors/Landlords found — Show:

Action	Vendor Number	Name	MailAddress1	MailAddress2	MailAddress3	MailAddress4	MailAddress5	Contact Person	Telephone
	1671	Hampden Tech.	Hampden Tech.	Box 1022	Lakeville, MA 02347				
	781	Hampden Technologies, Inc	Hampden Technologies, Inc	Box 1022	Lakeville, MA 02357				

### 3.6 Recurring Payment Maintenance

Recurring payments are used to create preset transactions which you can use to record payments, generate invoices and pay bills. These are most useful when you have a regular and consistent monthly payment to make to a vendor. As an example, if you had a regular payment that you needed to make to your insurance company and the amount did not change, you could set this up as a Recurring Payment. Then, when you process your monthly Recurring Payments, it would automatically setup the payment for you.

You can choose how the payment will be processed for each Recurring Payment. The options are to create a **check** for printing, to create an **online payment** or to create an **invoice** which you will then go in and pay through the normal payment procedures.

When you click on *Recurring Payment Maintenance* from the *Accounts Payable* menu, the following screen will appear.

The screenshot displays the 'Recurring Payment Maintenance' interface. At the top, the user is identified as Robert Hill (SA) from the Brandenburg Housing Authority. A navigation menu includes options like Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. The main content area is titled 'Recurring Payment Maintenance' and features a search filter section with a text input for filtering rows in the grid. Below this, there are search filters for Bank Account (set to 'All') and Status (radio buttons for Active, Inactive, and Both, with Both selected). A table displays 3 recurring payments found, with a 'Show' dropdown set to 10. The table columns are Action, Bank Account, Description, Vendor Number, Monthly Amount, Payment Type, and Active.

Action	Bank Account	Description	Vendor Number	Monthly Amount	Payment Type	Active
	REV	Monthly support agreement	Hampden Technologies, Inc	\$225.00	Invoice	Yes
	MRVP	Landscaping	All Time Tree Care	\$50.00	Check	Yes
	REV	Monthly Insurance Installment	Arbella Protection Insurance Co.	\$228.75	Check	Yes



By default, the recurring payments shown are from all bank accounts. You can show the Recurring Payments for a single bank account by selecting that within the *Search Filters* area. You can also choose whether to show only *Active* items, *Inactive* items or both.

To add a new Recurring Maintenance item, click the icon. The *New Recurring Payment Maintenance* screen will appear as follows.

The screenshot shows a web browser window with the URL <http://localhost:56367/AccountsPayable>. The page title is "Recurring Payment Maintenance". The user is identified as Robert Hill (SA) from the Brandenburg Housing Authority. The navigation menu includes Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. The main content area is titled "Recurring Payment Maintenance" and contains a "Details" section with the following fields:

- Bank Account: A dropdown menu with "Select" as the current value.
- Description: A text input field.
- Vendor: A text input field with a magnifying glass icon for lookup and an edit icon.
- Monthly Amount: A text input field with the value "0.00".
- Payment Type: Radio buttons for "Check" (selected), "Online Payment", and "Invoice".
- Active: A checked checkbox.

Buttons for "Save Changes" and "Cancel Edit" are located below the form fields.

Entry	Description
Bank Account	Select the bank account for this recurring payment entry
Description	Enter a description (up to 100 alphanumeric characters) for this recurring entry
Vendor	You must specify the vendor for the recurring payment. You can enter part of the vendor's name and then click on the  icon to lookup matching vendors. Then click on the  icon to select that vendor. The <i>Vendor Lookup</i> screen is shown on the following page.
Monthly Amount	Enter the monthly amount that will be paid to this vendor
Payment Type	Your options for payment type are... <ul style="list-style-type: none"> <li>• Check – inserts a manual check which can be printed</li> <li>• Online Payment – inserts a manual payment – you must post this directly through on-line banking or through a direct deposit process</li> <li>• Invoice – creates an invoice – you must go in at a later time and pay the invoice in order to produce a check or online payment to the vendor</li> </ul>


Active	By default, this is checked. If you would like to make a recurring payment inactive, uncheck this box and then save it. Inactive payments are not included in the monthly process.
[Save Changes]	Save the Recurring Payment information
[Cancel Edit]	Cancel editing of the Recurring Payment information without saving

### Vendor Lookup in Recurring Payment Maintenance

The screenshot shows a web browser window with the URL <http://localhost:56367/AccountsPayable>. The page title is "Recurring Payment Maintenance". The user is identified as Robert Hill (SA) from the Brandenburg Housing Authority. The page has a navigation menu with options like Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. The main content area is titled "Recurring Payment Maintenance" and contains a "Details" section with fields for Bank Account, Description, Vendor (acme), Monthly Amount (0.00), Payment Type (Checked), and Active (checked). A "Vendor Lookup" dialog box is open, showing a search for "acme" and a table of results:

Action	Vendor Name	Address	Telephone	Contact Person
	Acme Pest Control	147 Gladstone Street		

#### 3.6.1 Setting up the Account Distribution for a Recurring Payment

In order for a Recurring Payment to be considered during the processing phase, you must have setup the account distribution so that the process knows how to post to an invoice or to the bank register. To edit the account distribution for any Recurring Payment, click the  icon to edit the Recurring Payment and then click the **[View/Edit Dist]** button. The Recurring Payment distribution page will appear as follows.

**Recurring Payment Maintenance**

Register Entry Information

Bank Account: REV      Recurring Amount: 225.00

Total Distributed: \$225.00

Code Distribution   Manual Distribution   Full Distribution   Validate   Return to Recurring Entry Edit

Actions	Fund	AMP	Project/Dev	CFP Yr/Mod#	Account No	Account Title	Amount	Memo
	689				4510	Insurance*	50.00	
	401			345678	4410	Labor*	50.00	
	401	000			4420	Materials and Supplies	59.38	
	401	001			4420	Materials and Supplies	39.38	
	689	005	689-1		4420	Materials and Supplies	26.25	
						* Manual Entry	\$225.00	

There are two (2) different ways to add accounts to your distribution.

### Code Distribution

In this method, you choose a predefined Accounting Code and then specify the dollar amount associated with that code. Multiple codes can be selected to make up the full distribution or you can simply select a single Accounting Code. Clicking on the [Code Distribution](#) link will take you to the code distribution area (shown below).

### Manual Distribution

This method requires you to specifically select the fund, account number, AMP and any related project information for the account distribution. In addition, you will specify the amount to be charged. Clicking on the [Manual Distribution](#) link will take you to the manual distribution area (shown below).

**Note:** You can also use a combination of **Code Distribution** entries and **Manual Distribution** entries.

If you click the [Full Distribution](#) link, the full account distribution including any distribution lines which are the result of applying Accounting Codes and each manual distribution line will be displayed. The end result is that the total distribution should match the total amount of the Recurring Payment.

The [Validate](#) link will perform a full distribution validation and show you and errors encountered.

### 3.6.2 Using the Code Distribution with Recurring Payments

When you click on [Code Distribution](#) the Code Distribution page appears as follows.

The screenshot shows the 'Recurring Payment Maintenance' page. The 'Register Entry Information' section includes a 'Bank Account' field with the value 'MRVP', a 'Recurring Amount' field with '50.00', and a 'Total Distributed' field with '\$50.00'. Below this is a navigation bar with links: 'Code Distribution', 'Manual Distribution', 'Full Distribution', 'Validate', and 'Return to Recurring Entry Edit'. An 'Add' button is visible. A table with the following data is shown:

Actions	Accounting Code	Amount To Distribute
	Regular Maintenance Material Purchase	\$50.00
		\$50.00

Click on the [Add] button to add a new code distribution. A new blank distribution line will be added. When you click on the icon, next to the line you can edit the code to use as well as the total dollar amount to distribute (as seen in the screen shot below).



**Recurring Payment Maintenance**



Register Entry Information

Bank Account: MRVP      Recurring Amount: 50.00  
Total Distributed: \$50.00

[Code Distribution](#)   [Manual Distribution](#)   [Full Distribution](#)   [Validate](#)   [Return to Recurring Entry Edit](#)

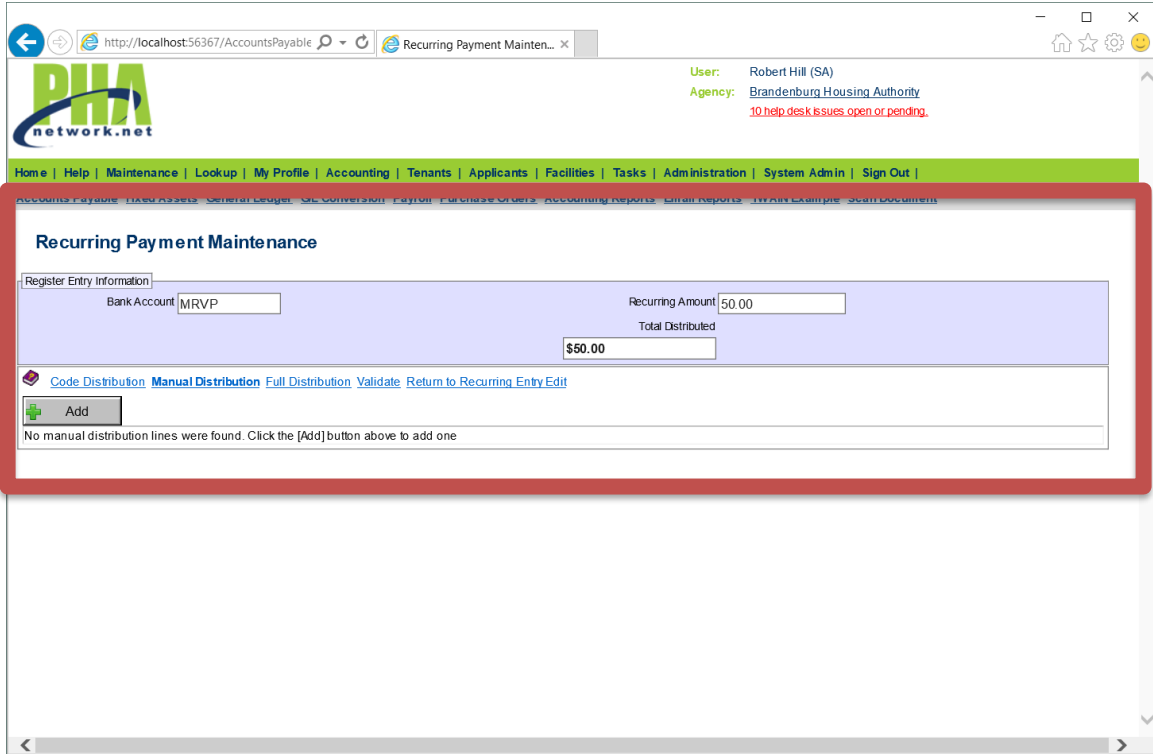
Add


Actions	Accounting Code	Amount To Distribute
 	Regular Maintenance Material Purchase	50.00
		<b>\$0.00</b>

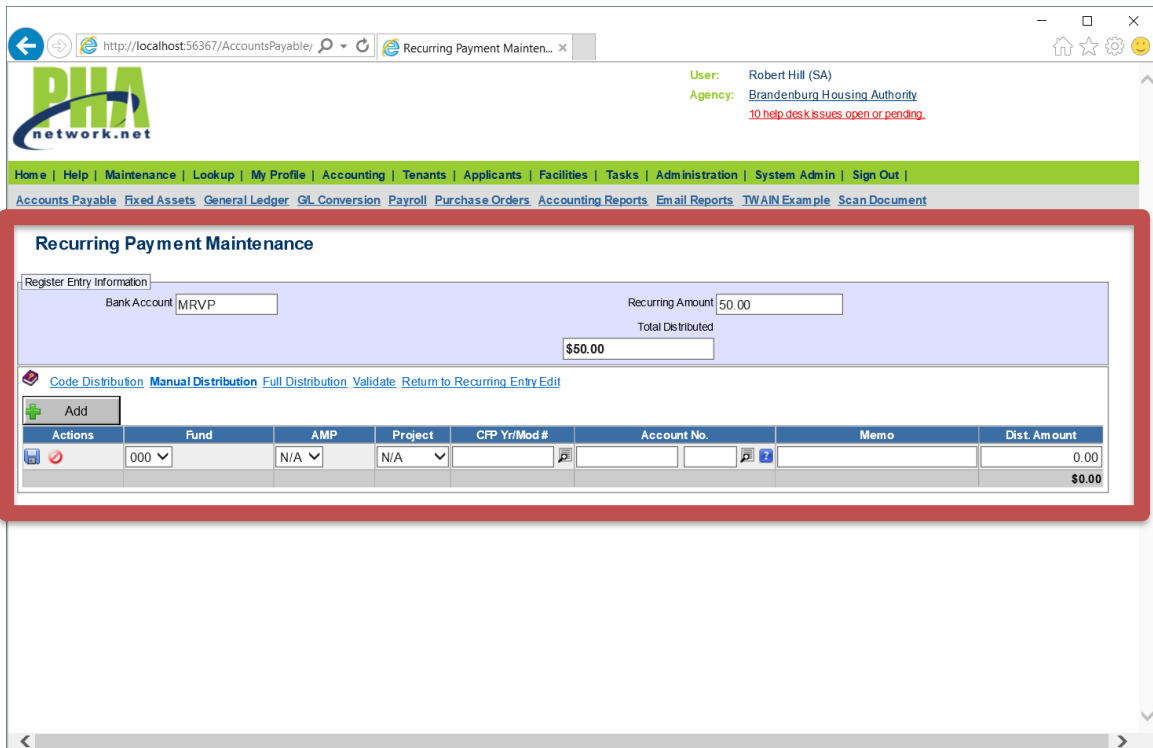
Use the dropdown list to select the accounting code to use and then enter the dollar amount to distribute. When you are done, click the  icon. To exit editing without saving, click the  icon.

### 3.6.3 Using a Manual Distribution with Recurring Payments

When you click on [Manual Distribution](#) you can edit the funds and accounts that will be used to record your payment. The following screen will appear.





To add a new Manual Distribution line, click the **[Add]** button. A new blank distribution line will be added. Click the  icon to edit this newly inserted distribution line. The line will change to *edit mode* as shown below.



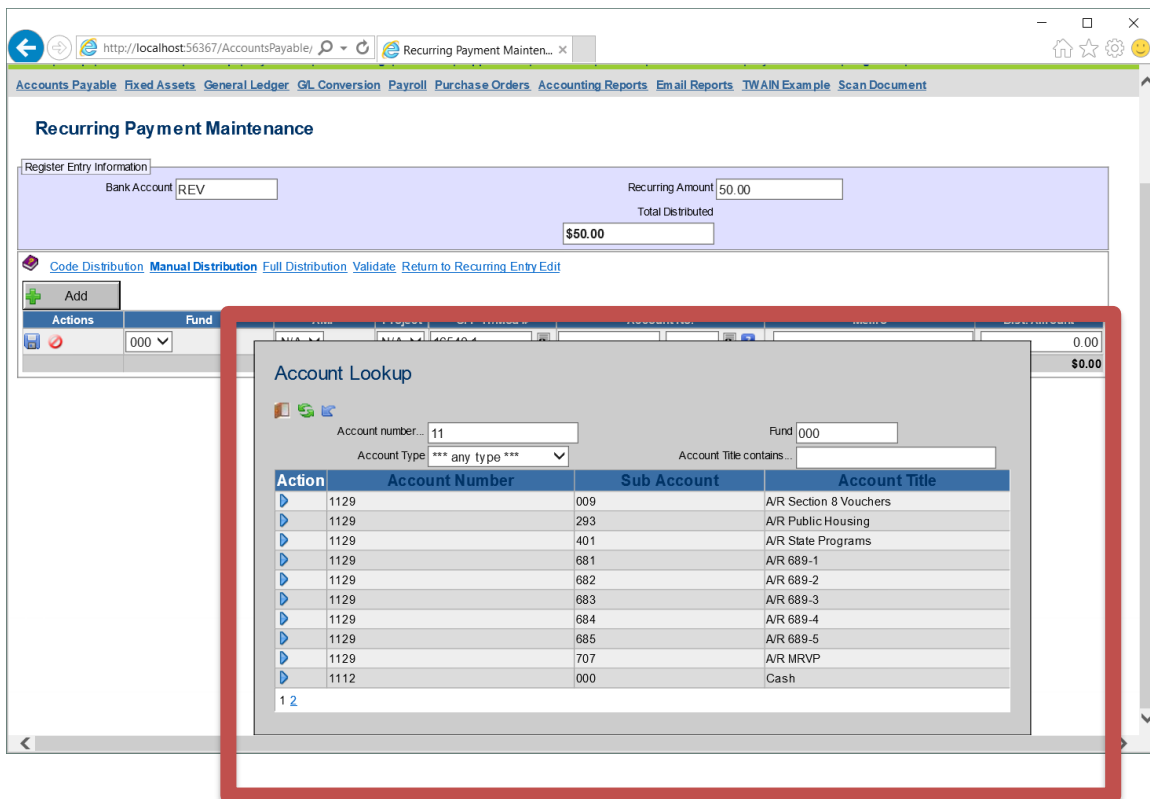
First, select the fund from the dropdown list. Then if necessary, select the AMP from the list of available AMP numbers. Please note that as you change the *Fund*, the list of available AMP numbers will also change as will the projects available in the Project column.

As shown in the screen print above, the CFP Yr/Mod # is the description setup in our demonstration but this can be setup to display whatever tag or naming convention that you use for your capital projects. For the purposes of this manual, we will use CFP # as the generic term to describe this.

If you would like to include a CFP # for your account distribution, you can enter it or you can click on the  icon next to it in order to display the CFP # list. If the selected fund does not allow for the use of CFP #'s, then you will see an error when you attempt to save the account distribution.


For the **Account Number** you can either enter the numeric account or you can click on the  button to display the account number lookup. You will notice that the account number is broken up into two (2) separate entries. The first entry is for the base account number and the second entry is for the sub-account if one has been defined.

If you open the *Account Lookup* you will see the following screen.



The screenshot shows the 'Recurring Payment Maintenance' interface. The 'Register Entry Information' section includes a 'Bank Account' field with the value 'REV', a 'Recurring Amount' field with '50.00', and a 'Total Distributed' field with '\$50.00'. Below this, there are navigation links: 'Code Distribution', 'Manual Distribution', 'Full Distribution', 'Validate', and 'Return to Recurring Entry Edit'. A table is visible with columns for 'Actions', 'Fund', and 'Amount'. A red-bordered 'Account Lookup' dialog box is overlaid on the table. It contains search fields for 'Account number' (11), 'Fund' (000), and 'Account Type' (\*\*\* any type \*\*\*). The dialog displays a table of account entries with columns for 'Action', 'Account Number', 'Sub Account', and 'Account Title'.




Action	Account Number	Sub Account	Account Title
▶	1129	009	A/R Section 8 Vouchers
▶	1129	293	A/R Public Housing
▶	1129	401	A/R State Programs
▶	1129	681	A/R 689-1
▶	1129	682	A/R 689-2
▶	1129	683	A/R 689-3
▶	1129	684	A/R 689-4
▶	1129	685	A/R 689-5
▶	1129	707	A/R MRVP
▶	1112	000	Cash

As you can see from the **Account Lookup** window, the accounts that can be selected are listed along with the  icon. If you click on this icon it will select that account and place it into the account number entry.

You can filter the list of accounts shown. In this example, *11* has been entered into the *Account Number* box. Only G/L Accounts whose number begins with *11* will be included in the list. Likewise, if you enter *\*21\**, then only G/L Accounts whose number *contains 21* will be included in the search. The *\** acts as a wild-card for the search.

You can also select the account type to include. This example shows *any type* but you can restrict your list to *Assets, Liabilities, etc.*

In addition to filtering on the account number and the account type, you can also filter on the account title by entering that into the *Account Title Contains* box. As with the account number, the *\** acts as a wild care so if you were to enter *\*Cash\**, the list of accounts shown would be limited only to those accounts containing the word *Cash* in their title.

If you change any of the Account Lookup filters, you must click on the  icon. To reset the Account Lookup filters to the default, click the  icon. Finally, if you would like to exit without selecting an account, click the  icon.

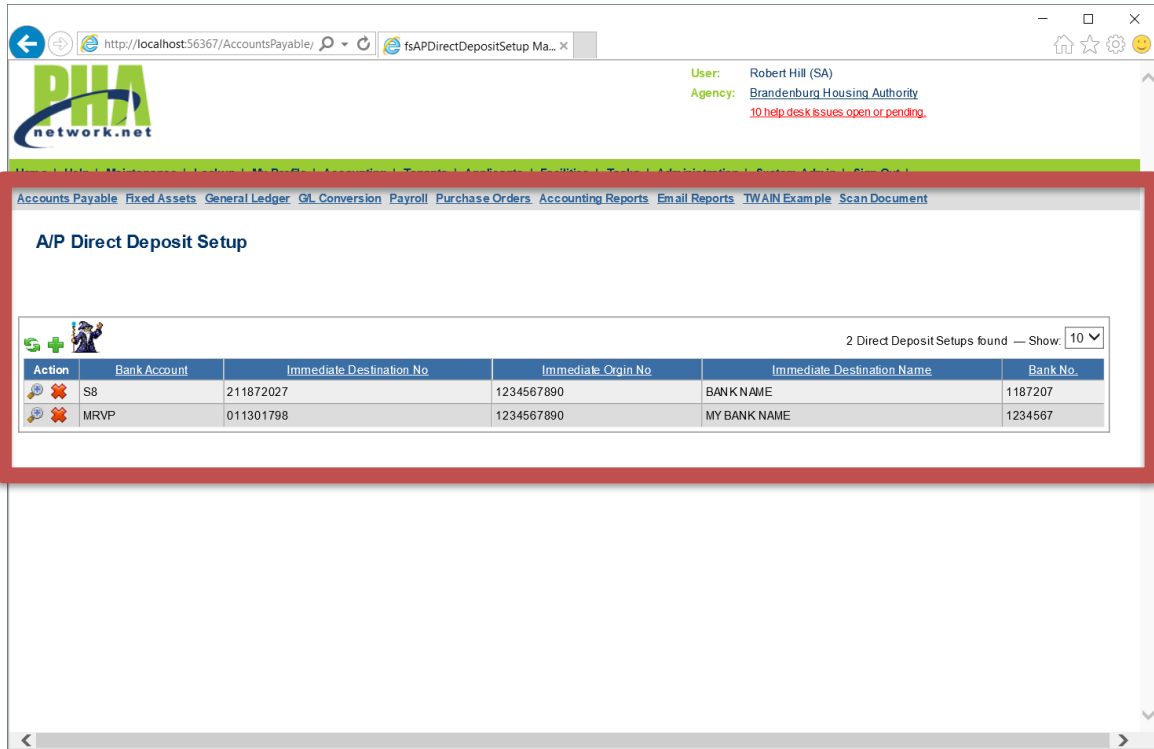
After entering or selecting the G/L Account Number, you can enter the memo to describe the entry. This entry is optional but if entered, it cannot exceed fifty (50) alphanumeric characters.

Finally, enter the Distribution Amount for this line item. If you are only entering a single manual distribution for this Recurring Payment entry, then this should be the full monthly amount. However, if there will be multiple manual entries or a combination of manual entries and accounting codes, then enter the portion of that entry for this amount. The sum total of all distribution amounts must be exactly equal to the monthly payment amount. In other words, the account distribution for the Recurring Payment must be 100%.

### 3.7 Direct Deposit Setup

If you plan to pay your landlords or vendors through an online direct deposit process, you must setup the interface required to submit direct deposit files to your bank. At the present time, PHAnetwork supports the NACHA (National Automated Clearing Housing Association) format for creating direct deposit upload files. For more information on NACHA visit <http://www.nacha.org> or contact your financial institution.

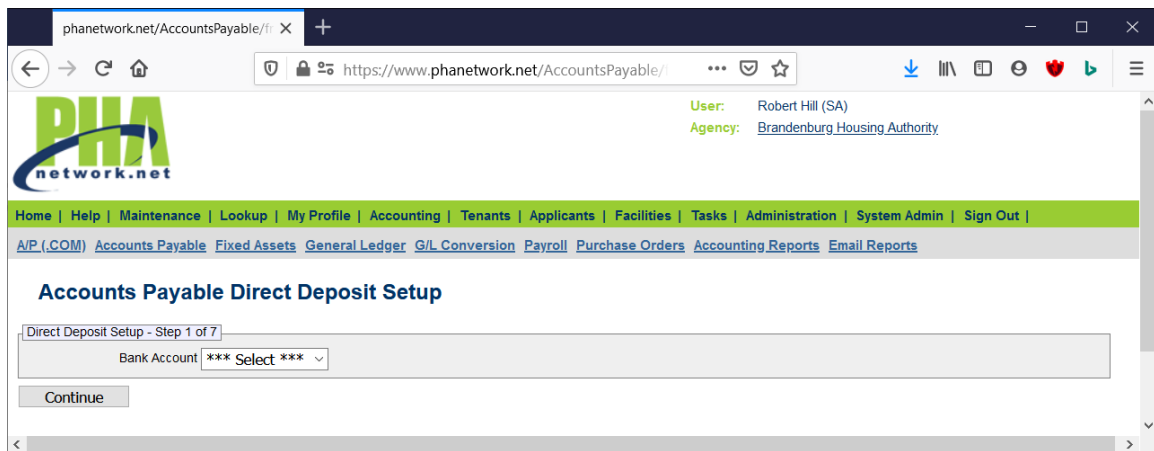
You must have a Direct Deposit setup for each bank account that will process direct deposits. When you choose **Direct Deposit Setup** from the **Accounts Payable** menu, the screen will appear as follows.



If you are using this process for the first time, you will need to setup a new Direct Deposit setup entry. There are two (2) ways that you can do this. One method is to click the icon to add a new entry. The other method, which provides more assistance is to click on the icon. This will guide you step-by-step through the process of setting up the Direct Deposit entry giving cues along the way.

There are seven (7) steps required to create a Direct Deposit setup using the setup wizard. They are defined here.

**Step 1:** Select the bank account which will be used for the direct deposits



**Step 2:** Enter the Immediate Destination number for the Direct Deposit account. Generally, this is the bank routing number for the account from which the funds will be drawn.

phanetwork.net/AccountsPayable/ff/ X +

https://www.phanetwork.net/AccountsPayable/

**PHA**  
network.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

[A/P \(.COM\)](#) [Accounts Payable](#) [Fixed Assets](#) [General Ledger](#) [G/L Conversion](#) [Payroll](#) [Purchase Orders](#) [Accounting Reports](#) [Email Reports](#)

### Accounts Payable Direct Deposit Setup

Direct Deposit Setup - Step 2 of 7

Immediate Destination

This will normally be the routing number for your bank. Check with your financial institution if you are unsure as to what to enter here.

**Note** This must be a valid ABA routing number.

You must enter a valid routing number here or you will not be allowed to continue.

**Step 3:** Enter the Immediate Origin number. This is generally your agency's tax ID number, but you should consult with your financial institution to determine exactly what they need to see in this entry.

phanetwork.net/AccountsPayable/ff/ X +

https://www.phanetwork.net/AccountsPayable/

**PHA**  
network.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

[A/P \(.COM\)](#) [Accounts Payable](#) [Fixed Assets](#) [General Ledger](#) [G/L Conversion](#) [Payroll](#) [Purchase Orders](#) [Accounting Reports](#) [Email Reports](#)

### Accounts Payable Direct Deposit Setup

Direct Deposit Setup - Step 3 of 7

Immediate Origin

The immediate origin is usually your 10 digit tax ID number. Make sure to enter a 10 digit number.

In some cases your bank may issue you a company number. If you are not sure what to enter here contact your Financial Institution.

**Step 4:** Immediate Destination Name and Immediate Origin Name. Here you will enter the name of your financial institution in the Destination name box. This is a maximum of 16 characters. For the Destination Origin box, you will enter your agency name, which should default. This is also a maximum of 16 characters.

Direct Deposit Setup - Step 4 of 7

Immediate Dest. Name: MAYFLOWER BANK

Immediate Orig. Name: BRANDENBURG HOUS

16 characters - 0 characters remain  
The immediate destination name is your bank name (up to 23 characters).

The immediate origin name is your agency's name (up to 16 characters).

Previous Continue

**Step 5: Originating Bank Number.** This is usually the first 8 digits of your bank's routing number. Once again, you should consult with your financial institution to determine the correct number to enter here if you are not sure. You must also select the correct *Service Class Code* from the list of available options. Each option is described below.

Direct Deposit Setup - Step 5 of 7

Originating Bank No: 1130179  
The Originating Bank Number is usually the first 8 digits of your bank's routing number.

If you are not sure what to enter here, please contact your Financial Institution.

Service Class Code: 200-Mixed Debits/Credits  
Usually the service code used is 200 which includes a mix of debits and credits. However, it can sometimes be set to credits only. Check with your bank if you are not sure.

Standard Entry Class: CCD - Cash Concentration and Disbursements  
The standard entry code is usually set to CCD for regular cash disbursements. PPD would be used for payroll or recurring type transactions. If you are not sure contact your financial institution.

Previous Continue

## Service Class Codes

200-Mixed Debits/Credits – select this if the both debits and credits will be posted (Default)

220-Credits only – choose this if you will only be issuing credits to bank accounts

**Standard Entry Class (confirm this selection with your financial institution)**

CCD – Cash Concentration and Disbursements

## PPD – Pre-arranged Payments and Deposits

### Step 6 – Setup other options (see below)

Direct Deposit Setup - Step 6 of 7

Include Offset Entry?  Yes  No  
 If your bank required an offsetting entry (Debits/Credits) then select Yes. Otherwise, you can select No. However, selecting Yes should work in all cases.

Include Debit Amount?  Yes  No  
 Most financial institutions require that the debit amount also be included in the batch control record for the direct deposit file. If not, choose "No" for this option.

Fill to Blocks of 10?  Yes  No  
 Most financial institutions require that complete 10 row blocks be used for the entire file. If the final block does not have 10 rows it will be filled with 9's to complete the block.

Be sure to check with your bank if you are not sure.

Previous Continue

There are three (3) options that must be selected. The default responses for each of these is set to **Yes**, and generally, you can leave these responses as is. However, if you are not sure about a specific setting you should contact your financial institution.

The options are described here.

Option	Purpose
Include Offset Entry	The offsetting entry will net the total deposit to zero. It will create a single debit entry to offset each credit (payment) entry in the file. Most-often, this is required so checking <b>Yes</b> will be best.
Include Debit Amount	The batch control record that is placed into the direct deposit file will show the total credits included. Most banks also require a matching debit amount (total of credits) in order to keep the deposit in balance. You should check <b>Yes</b> for this unless instructed otherwise by your financial institution.
Fill to Blocks of 10	The NACHA standard generally requires that records (or rows) be placed into the direct deposit control file in blocks of 10. Checking <b>Yes</b> here ensures that this will be done correctly. This may not be required by your financial institution, however, it never hurts to include this.

### Step 7 – Specify if Separate Files are Required (see below)

phanetworknet/AccountsPayable/fr X +

https://www.phanetwork.net/AccountsPayable/

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

A/P (.COM) Accounts Payable Fixed Assets General Ledger G/L Conversion Payroll Purchase Orders Accounting Reports Email Reports

### Accounts Payable Direct Deposit Setup

Direct Deposit Setup - Step 7 of 7

Separate Files  Yes - separate files for companies and individuals  
 No - single file including companies and individuals

If your financial institution requires a file for direct deposit payments to companies and a separate file for payments to individuals, choose **Yes** above. Otherwise, choose **No**

Previous Continue

In step 7, you specify if separate files for companies and individuals are required. If you choose **yes** here, the direct deposit process will create one file for companies and a separate file for individuals. If you choose **no**, the direct deposit file will create one file with companies and individuals combined.

You should check with your financial institution to determine if this is a requirement, however, it is generally accepted that you will submit separate files for companies and individuals.

Once you complete this step and click the **[Continue]** button your direct deposit setup will be saved.

phanetworknet/AccountsPayable/fr X +

https://www.phanetwork.net/AccountsPayable/

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

A/P (.COM) Accounts Payable Fixed Assets General Ledger G/L Conversion Payroll Purchase Orders Accounting Reports Email Reports

### Accounts Payable Direct Deposit Setup


Direct Deposit Setup - Finished

Direct Deposit Setup is complete!

Finish

Click the **[Finish]** button to return to the Direct Deposit setup main section.

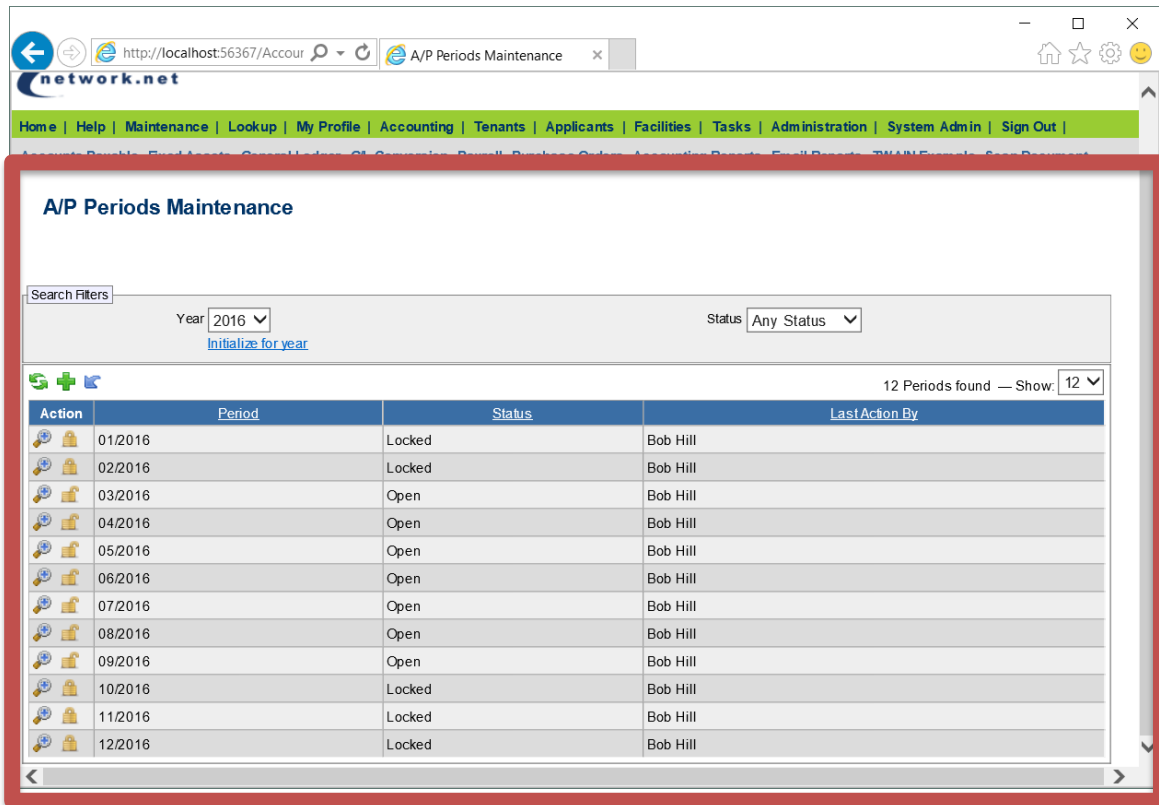
To edit an existing direct deposit setup entry, click on the  icon.

To delete a direct deposit setup entry, click the  icon. Note, that if you delete a direct deposit setup entry you will no longer be able to process direct deposits for this bank account.

## 4 Processing

### 4.1 Manage A/P Periods

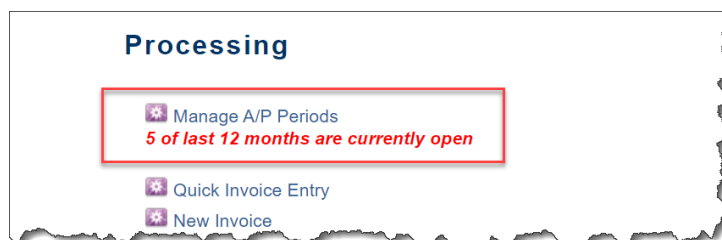
In order to pay bills, record deposits, track service fees, etc. you must have an open *Accounts Payable Period (A/P Period)*. A/P Periods are managed through **Manage A/P Periods**. When you select the menu option the following screen will appear.



The screenshot shows the 'A/P Periods Maintenance' screen. At the top, there is a navigation bar with links like Home, Help, Maintenance, etc. Below that, the title 'A/P Periods Maintenance' is displayed. There are search filters for 'Year' (set to 2016) and 'Status' (set to Any Status). A table below shows 12 periods found. The table has columns for Action, Period, Status, and Last Action By.

Action	Period	Status	Last Action By
	01/2016	Locked	Bob Hill
	02/2016	Locked	Bob Hill
	03/2016	Open	Bob Hill
	04/2016	Open	Bob Hill
	05/2016	Open	Bob Hill
	06/2016	Open	Bob Hill
	07/2016	Open	Bob Hill
	08/2016	Open	Bob Hill
	09/2016	Open	Bob Hill
	10/2016	Locked	Bob Hill
	11/2016	Locked	Bob Hill
	12/2016	Locked	Bob Hill

**NOTE:** If you see a message similar to the following...




The screenshot shows a 'Processing' message box. The message text is: 'Manage A/P Periods 5 of last 12 months are currently open'. Below the message, there are three menu options: 'Quick Invoice Entry' and 'New Invoice'.

It means that you probably have accounting periods open that should be locked. The purpose of locking them is to prevent accidental entries into those periods.


In the *Search Filters* area, you can select the year that you would like to manage. You can also set the status that you would like to view. The status can be *Any Status*, *Open Only*, *Locked Only* or *Closed Only*.


#### 4.1.1 Initializing Periods for a Year


If you haven't setup a year of *A/P Periods* yet you can do that by selecting the year in the *Search Filters* area and then clicking on the [Initialize for year](#) link. This will setup each month of the selected year.

You can also setup a month or period manually by clicking on the  icon and then selecting the month and year. When you create a new period it is automatically placed in a *Locked* state.

In order to **close** an *A/P Period* you must use the *Close A/P Period* menu option. The *Manage A/P Periods* menu option is only for establishing and locking *A/P Periods*.

To *edit* a period, click on the  icon. The only change you will be able to make (provided the period has no activity) is to change to another month or year. Also, you will not be able to change to another month/year if that month/year combination already exists.

To *lock* a period, click on the  icon. This is only available if the period is presently open and not *locked*. A *locked* period prevents any changes from being made within that month. You will not be able to pay invoices, create bank register entries or do a bank reconciliation if the target period is locked.

To *unlock* a period, click on the  icon. This option is only available if the period is presently locked.

## 4.2 Accounts Payable Invoices

*Accounts Payable invoices* are used to track pending payments to vendors and landlords. They are in a sense, your first notice of a financial obligation to a vendor. Invoices do not translate directly into payments. An invoice is simply a recording of a liability that must be paid.

Invoices are recorded directly through the *New Invoice* menu option and can be edited after that through the *View Invoices* process.

Invoices are also generated by the *Housing Assisted Payment (HAP)* process when doing the monthly processing. These invoices *cannot* be directly edited since they are connected to a specific HAP run.

In order to produce a check to a landlord from one or more invoices, you use the *Pay Invoices* process.

#### 4.2.1 Using the Quick Invoice Entry Method



The quickest and easiest way to enter invoices into PHAnetwork is through the Quick Invoice Entry process. Clicking on Quick Invoice Entry will result in the following form to appear.



The screenshot shows a web-based form titled "Quick Invoice Entry". The form has a light blue background and a white border. It contains the following fields and controls:

- Vendor:** A text input field with a magnifying glass icon and an "Add New" button to its right.
- Bank Account:** A dropdown menu currently showing "Revolving".
- Invoice/Reference Number:** A text input field with a lightbulb icon to its right.
- Invoice Amount:** A text input field containing the value "0".
- Invoice Date:** A date picker showing "1/6/2021".
- Memo:** A text input field.
- Accounting Code:** A dropdown menu showing "\*\*\* Select/Not Applicable \*\*\*".
- G/L Fund:** A dropdown menu showing "\*\*\* Select \*\*\*".
- G/L Account:** A text input field with a magnifying glass icon to its right.


At the bottom of the form, there are three buttons: "Save/Exit", "Save/New", and "Cancel".

The information needed to enter the invoice is outlined in the table below.

Entry	Purpose
<b>Vendor</b>	<p>Every invoice entered must have a vendor. You can enter part of the vendor's name and then hit the <b>[Tab]</b> key. When you do this, a vendor lookup will appear. You can select the vendor from the list.</p> <p>You can also click the  icon to lookup a vendor.</p> <p>If you are entering an invoice for a new vendor, click the <b>Add New</b> button and you will be able to setup the vendor.</p> <p>If you would like to clear out the vendor information, click the  icon and the information for the previous vendor will be cleared out.</p> <p>NOTE: When you click <b>[Save/New]</b> the last vendor will stay in place in case you need to enter multiple invoices for that vendor.</p>
<b>Bank Account</b>	<p>You must specify the bank account on which to pay this invoice. The default bank account, if setup, will be displayed initially. After you select an invoice, it will change the account if needed to the specific bank account saved with that vendor.</p>
<b>Invoice/Reference Number</b>	<p>Enter the invoice or reference number from the vendor's invoice. In the event that the vendor did not provide any type of invoice or reference number, and since this is a <b>required</b> entry, you can click</p>

	on the  icon and the system will create a suggested reference number that you can use.
<b>Invoice Amount</b>	The invoice amount is copied from the previous step; however, you can edit that here if it is incorrect.
<b>Invoice Date</b>	Enter or select the invoice date from the vendor's invoice.
<b>Memo</b>	Enter the memo or brief description of the invoice being entered. You can enter up to 100 characters for the memo.
<b>Accounting Code</b>	You can select a predefined Accounting Code in order to specify the account G/L distribution. If a code has been saved as the default code for the selected vendor, that code will be selected automatically.
<b>G/L Fund</b>	You can specify the G/L Fund and G/L Account number for the distribution. You must either select an Accounting Code or enter/select a valid G/L Account in order to save the invoice.
<b>G/L Account</b>	Enter the G/L Account and (if necessary) the sub-account or click on the  icon to select an account. After you have used the same G/L account for multiple invoices, it will remain in place. You can also click on the <b>Use Last Account</b> button if visible to use the G/L Account from the previous invoice saved.
<b>[Save/Exit]</b>	Click this button to save the invoice and return to the Accounts Payable menu. If there are any errors, such as missing vendor, invalid G/L Account, etc. they will be displayed above the invoice entry. You must correct all errors in order to save an invoice.
<b>[Save/New]</b>	Click this button to save the invoice and then enter another new invoice. As with the <b>[Save/Exit]</b> option, the invoice will be checked for validity first.
<b>[Cancel]</b>	Click this button to return directly to the Accounts Payable menu without saving the invoice.

#### 4.2.2 Entering a New Invoice

There are two (2) ways to enter a new invoice. The first and easiest method is to click the **New Invoice** menu option from the *Accounts Payable* menu. The other option is to choose the **View Invoices** menu option and then click the  icon.

Using the **New Invoice** menu option, you are guided through the steps necessary to create an invoice. Each step is discussed in detail below. The first page that appears shows step 1 where you look up the vendor name and enter the invoice amount. This screen appears as shown below.

The screenshot displays a web browser window with the URL `http://localhost:56367/Acco`. The page title is "New Invoice". The user is identified as "Robert Hill (SA)" and the agency as "Brandenburg Housing Authority". A navigation menu includes "Home", "Help", "Maintenance", "Lookup", "My Profile", "Accounting", "Tenants", "Applicants", "Facilities", "Tasks", "Administration", "System Admin", and "Sign Out". Below the menu, there are links for "Accounts Payable", "Fixed Assets", "General Ledger", "GL Conversion", "Payroll", "Purchase Orders", "Accounting Reports", "Email Reports", "TWIN Example", and "Scan Document". The main content area is titled "New Invoice" and contains a form for "Step 1 - Select Vendor". The form has a "Vendor Name for lookup" field with a search icon and an "Add New" link. Below it is an "Invoice Amount" field with the value "0.00" and two buttons: "Show Paid" and "Show UnPaid". At the bottom of the form are "Continue" and "Cancel Process" buttons.


The first piece of information required is the vendor from whom the invoice came. If this is the first time you are entering an invoice for this vendor, click the **Add New** link and you will be allowed to enter the vendor's information. If you are not sure if the vendor exists, you can type part of the vendor name (such as *Acme*) and then hit the [Tab] key. This will tell the system that you would like to see a list of all vendors who match this.


If you enter the vendor's full name exactly as it has been setup the system will automatically choose this vendor.




**NOTE:**

If you have entered an invoice for a vendor within the last 24 hours, the last vendor that you worked with will be displayed. This makes it convenient to enter a group of invoices for the same vendor.

The screenshot shows the 'New Invoice' process in the PHA network.net system. The user is Robert Hill (SA) at the Brandenburg Housing Authority. The 'Step 1 - Select Vendor' form is active, with 'acme' entered in the 'Vendor Name for lookup' field and '0.00' in the 'Invoice Amount' field. A 'Vendor Lookup' window is open, showing search results for 'acme'. The search criteria are 'Vendor name: acme' and 'Account Type: \*\*\* any type \*\*\*'. The results table shows one vendor: 'Acme Pest Control' at '147 Gladstone Street'. The modal also includes icons for search, reset, and exit.

As you can see from the example above, the list shows one vendor, *Acme Pest Control*. If this is the correct vendor, click on the  icon next to the vendor's name to select it.

You can also click on the  icon next to the Vendor Name entry to lookup vendors. Within the Vendor Lookup window, you can fine tune the search criteria and you can use wild cards to simplify your search. For example, if you knew the vendor name included the word *Pest*, then entering *\*pest\** in the vendor name box would return all vendor names that contain the word *Pest* in their names. Likewise, if you entered *\*Control\** you would be asking the system to locate any vendors whose name ends with the word *Control*.

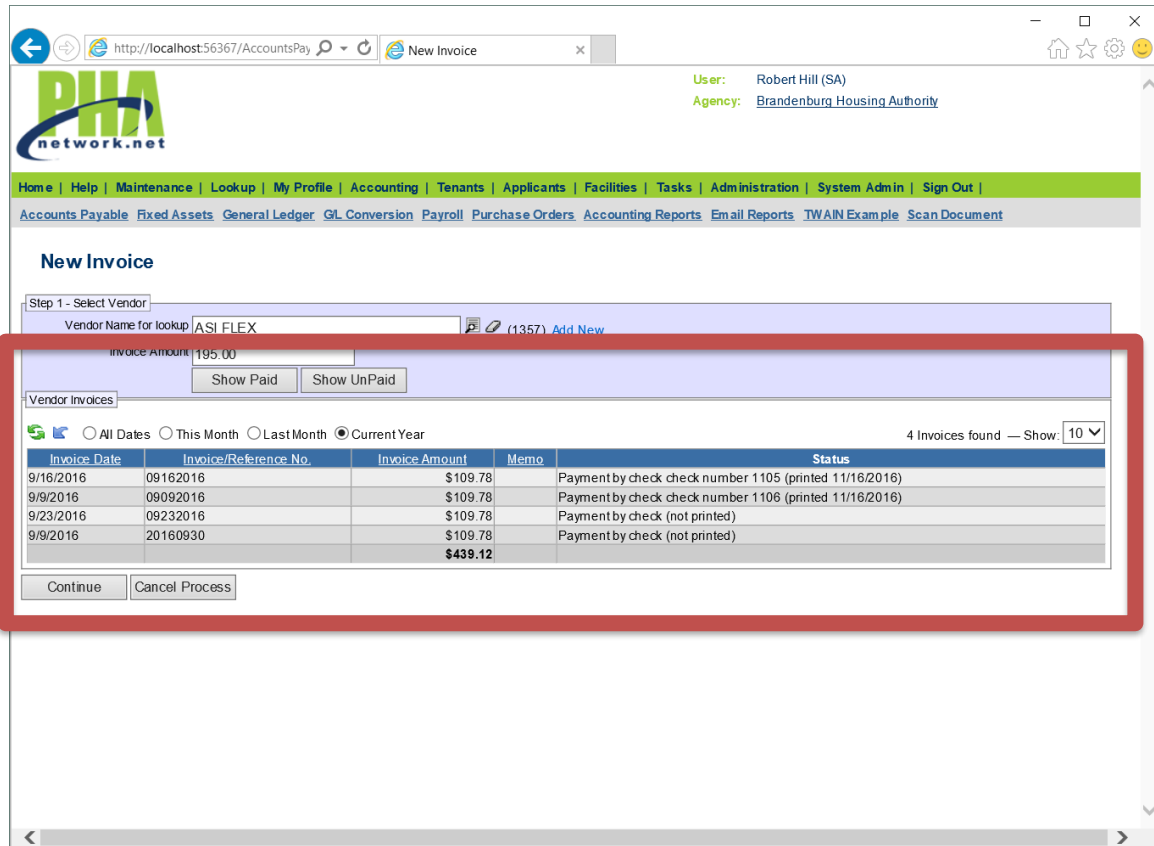
After changing your search criteria in the box, click the  icon to execute the search. Clicking on the  icon will reset the search criteria to its original value. Clicking on the  icon will exit the vendor lookup without making a selection.

Once the appropriate vendor has been selected, or a new vendor has been added, the next step is to enter the amount of the invoice as a dollar amount.

#### 4.2.2.1 Checking the Status of Invoices

If you are not sure if you have already paid an invoice, there are a few options available to you without having to exit the *New Invoice* process. If you click on the **[Show Paid]** button,

the system will display all paid invoices for this vendor. In the following screen print, we have asked to see all paid invoices for the current year for the selected vendor.



The screenshot shows the 'New Invoice' screen in the Accounts Payable system. The vendor name is 'ASI FLEX' and the invoice amount is 195.00. The 'Vendor Invoices' section is highlighted with a red box and shows a table of 4 invoices for the current year. The table is as follows:

Invoice Date	Invoice/Reference No.	Invoice Amount	Memo	Status
9/16/2016	09162016	\$109.78	Payment by check check number 1105 (printed 11/16/2016)	
9/9/2016	09092016	\$109.78	Payment by check check number 1106 (printed 11/16/2016)	
9/23/2016	09232016	\$109.78	Payment by check (not printed)	
9/9/2016	20160930	\$109.78	Payment by check (not printed)	
		<b>\$439.12</b>		

Below the table are buttons for 'Continue' and 'Cancel Process'.

As you can see from the screen print, it is showing that four (4) separate invoices were paid to this vendor. Two (2) have been paid by check and two (2) are still waiting to be printed.

Likewise, if you click the **[Show Unpaid]** button it will identify any invoices that have been entered into the system for this vendor but have not yet been paid. The following screen image shows this.

PHA network.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable Fixed Assets General Ledger GL Conversion Payroll Purchase Orders Accounting Reports Email Reports TWAIN Example Scan Document

### New Invoice

Step 1 - Select Vendor

Vendor Name for lookup: ASI FLEX (1357) [Add New](#)

Invoice Amount: 0.00

Show Paid Show UnPaid

Vendor Invoices

All Dates  This Month  Last Month  Current Year 1 Invoice found — Show: 10

Invoice Date	Invoice/Reference No.	Invoice Amount	Memo	Status
11/16/2016	2016-11-16-1357	\$195.00		unpaid
		<b>\$195.00</b>		

Continue Cancel Process

This view shows all unpaid invoices for this vendor. This will make it easy to determine if the invoice you are entering has already been entered into the system and is just awaiting payment.

Once you are ready to continue entering the invoice, click on the **[Continue]** button. This will bring up *Step 2* of the Invoice Entry process as shown below.

### New Invoice

Step 2 - Invoice No./Date

Vendor Name  (121)  
[Hide Vendor Options](#)  
[Video Help Online Help Guide](#)

Vendor Options  
 Always copy previous invoice  
 Always copy specific invoice (below)  
 Copy specific invoice (below) just this time  
 Never copy invoice for this vendor  
 Allow Distribution Selection this time

Vendor Invoice to Copy

Bank Account

Invoice Amount

Invoice/Reference Number

Invoice Date


G/L Period (Month/Year)

The first thing you will notice is that, based upon the selected vendor, certain options are available regarding the copying of prior invoices. When you copy a prior invoice for the vendor, you are mainly copying the G/L Account Distribution used on the copied invoice. This is convenient when you are typically paying for the same services each month.

The available options for copying invoices are defined here.

Option	Purpose
Always copy previous invoice	When this is selected, the invoice will be a copy of the previous invoice entered for this vendor (if any.)
Always copy specific invoice (below)	Choosing this option will always use a specific invoice (listed in the entry below) as the basis for any new invoice for this vendor.
Copy specific invoice (below) just this time	When you choose this, you can select (lookup) a specific invoice for this vendor. This invoice will be copied to the new invoice just in this instance.
Never copy invoice for this vendor	If you choose this option, then you will always start with a "blank" invoice.

After selecting what invoice to copy (if any), the next steps are defined in the table below.

Entry	Purpose
<b>Bank Account</b>	Choose the bank account from which the payment will be posted for this invoice. Once you select this initially, it will default to this bank account any time you select this vendor.
<b>Invoice Amount</b>	The invoice amount is copied from the previous step; however, you can edit that here if it is incorrect.
<b>Invoice/Reference Number</b>	Enter the invoice or reference number from the vendor's invoice. In the event that the vendor did not provide any type of invoice or reference number, and since this is a <b>required</b> entry, you can click on the  icon and the system will create a suggested reference number that you can use.
<b>Invoice Date</b>	Enter or select the invoice date from the vendor's invoice.
<b>G/L Period</b>	If you are not using General Ledger, you can ignore this.  If you are using General Ledger, this will default to the month and year of the invoice date. However, you can change this so that the resulting transaction, when transferred to G/L will affect the month and year selected here if it happens to be different from the date of the invoice.

Once you have entered the information for the invoice, click the **[Continue]** button. The *Step 3* page will appear as follows.

**New Invoice**

Step 3 - Distribution Method

Vendor Name: Acme Pest Control (121)

Distribution Method:
 

- Vendor Accounting Code(s)
- Other Accounting Code
- Manual Distribution
- Copy previous invoice

Vendor Accounting Code(s): (none on file) ^  
[Ctrl]/[Click] multi-select

Other Accounting Code: ABC Disposal Services ^  
[Ctrl]/[Click] multi-select

Last Invoice Date: 8/17/2023

Last Invoice/Reference: 2023-08-23-121

Last Invoice Amount: 250.00

Last Invoice Info: Created 8/23/2023 at 12:00:00 AM by Bob Hill

Previous Continue Cancel Finish

If the choice for the vendor is to copy a previous invoice for that vendor, then the *Distribution Method* will be set to **Copy previous invoice**. Otherwise, you will be asked to choose one of the following options.

Entry	Purpose
<b>Vendor Accounting Code(s)</b>	If this option is selected, you will select from one of the predefined account distribution codes that have been saved with the vendor (if any).
<b>Other Accounting Code</b>	If this option is selected, you will select from the list of <i>Other Accounting Codes</i> . You can select multiple codes if needed by holding down the [Ctrl] key while making your selections.
<b>Manual Distribution</b>	If you choose <i>Manual Distribution</i> you will be required to manually enter the account distribution. This can be done by selecting accounting codes or by manually entering each G/L Account.

In addition to the distribution method, *Step 3* of the *New Invoice* process lists the latest invoice entered for this vendor (if any). Below that, it gives you the option of using the selected distribution method or copying the account distribution from the invoice listed.

Once you have made your selections, click the [Continue] button. *Step 4* of the *New Invoice* process will be shown as follows.

**New Invoice**

Step 4 - Confirm and Finish

Vendor Name	Acme Pest Control	(121)
Invoice/Reference Number	2023-11-17-121	
Invoice Amount	275.00	
Invoice Date	11/17/2023	
Distribution Method	Distribution from previous invoice	

Previous Cancel Finish

At this point, you are simply confirming that the selections made to this point are correct. If they are, then click the **[Finish]** button. Otherwise, click the **[Previous]** button to return to the prior step. You can continue to click [Previous] to get to the step that needs correcting.

To cancel out of the *New Invoice* process without saving the invoice, click the **[Cancel Process]** button.

#### 4.2.3 Invoice Entry and Invoice Editing

Regardless of which method you used to create a new invoice you will end up viewing the invoice in *Edit* mode. The following screen shows an invoice being edited.

### Accounts Payable - Vendor Invoice

Invoice
Distribution
Scans
Utilities

Vendor

Invoice Reference No

Invoice Date

Amount

Memo  [Distribute Memo](#)

Due Date

Separate Check  Check to pay this invoice on a separate check

Bank Account

Purchase Order No

G/L Period (Month/Year)

Internal ID No.


Save Invoice
Save/Continue
Cancel Edit

The *Vendor Invoice* is divided into four (4) tabs for convenience. The tabs are described in the following table.

Tab	Purpose
<b>Invoice</b>	The <b>Invoice</b> tab contains the main invoice information including the invoice reference number, date, amount, vendor name, etc.
<b>Distribution</b>	The <b>Distribution</b> tab is where the G/L Account Distribution is defined.
<b>Scans</b>	The <b>Scans</b> tab is where any number of scanned images are saved. This is convenient if you want to scan a copy of the invoice and save it along with the invoice.
<b>Utilities</b>	The <b>Utilities</b> tab pertains to utility invoices for electricity, gas, water, etc. On this tab, you will be able to identify and portion your utilities by development using a variety of methods.

#### 4.2.4 The Invoice Tab

On the invoice tab, you can edit any of the invoice information. The table below describes each entry and the options available.

Entry	Purpose
<b>Invoice/Reference No</b>	Every invoice entered requires some type of invoice number or reference number. If the vendor has not supplied an invoice number, you can click on the  icon, and the system will suggest a unique invoice reference number to use for this invoice.
<b>Invoice Date</b>	Each invoice must be dated. If the invoice from the vendor does not have a date, use the date that you received the invoice. Generally, due dates are based on the invoice date.
<b>Vendor</b>	The vendor entry is where you identify the vendor for the invoice. See the sections above for information on how to enter and/or lookup the vendor.
<b>Amount</b>	Enter the invoice amount.
<b>Memo</b>	Enter any memo or note describing the purpose of the invoice.  If you click on <b>Distribute Memo</b> , the memo entered will also be entered into the memo on each account distribution entry.
<b>Due Date</b>	Enter or select the date that the invoice is due.
<b>Separate Check</b>	If this invoice should be paid on a separate check when multiple invoices are being paid for to this vendor, check this box. This will ensure that the check includes payment only for this invoice. Otherwise, do not check this box.
<b>Bank Account</b>	Select the bank account where the payment will be posted. This will default to the bank account saved with the vendor, but you can change it if you need to.
<b>Purchase Order No.</b>	If you have a purchase order number for the purchases described on the invoice, enter that here.
<b>Internal ID No.</b>	The <i>Internal ID No.</i> is the internally assigned ID number for the invoice. This is for reference purposes only but is very useful to technical support if you should need to post a Help Desk issue regarding this invoice.



#### 4.2.5 The Distribution Tab

When you click the *Distribution* tab, the page will appear as follows.

**Accounts Payable - Vendor Invoice**

Invoice Reference No. **2023-11-17-121**  
 Invoice Amount **275.00**  
 Total Distributed **275.00**

Code Distribution **Manual Distribution** Full Distribution Validate

Actions	Fund	AMP	Project	FISH #	Account No.	Memo	Dist. Amount
 	401	000			4430	Monthly Spraying	\$275.00
							\$275.00

Save Invoice Save/Continue Cancel Edit



At the top of the *Distribution* tab you see the Invoice/Reference Number, the invoice amount and the total distributed amount. In order for the invoice to be valid, the Total Distributed must equal the Invoice amount.


Below that, you see the distribution section and at the very top, you see the following linked options...

#### **Code Distribution Manual Distribution Full Distribution Validate**

##### **Code Distribution**

This is where you select one or more *Accounting Codes* for the distribution. The total distributed to the selected codes cannot exceed the invoice amount, however, it can be less than the invoice amount, in which case the remainder would be entered manually through the **Manual Distribution**. The **Code Distribution** section is shown highlighted in the image on the previous page.

This example shows a single accounting code (Elderly/Family Split) which has been distributed to the full invoice amount. You can edit this entry by clicking on the  icon next to the entry. If you need to delete an accounting code from the **Code Distribution** section, click the  icon.

For demonstration purposes, let's change the shown Code Distribution to a lower dollar amount and then add a new accounting code for a portion of the distribution. The following screen shows the result. The new Accounting Code was added by clicking on the [ **Add**]

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority  
[4 help desk issues open or pending.](#)

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |  
Accounts Payable Fixed Assets General Ledger GL Conversion Payroll Purchase Orders Accounting Reports Email Reports TWIN Example Scan Document

### Accounts Payable - Vendor Invoice

Invoice Reference No.   
Invoice Amount   
Total Distributed

[Code Distribution](#) [Manual Distribution](#) [Full Distribution](#) [Validate](#)

Actions	Accounting Code	Amount To Distribute
	Elderly/Family Split	\$200.00
	Alternate CP-303	\$50.00
		<b>\$250.00</b>

Save Invoice Save/Continue Cancel Edit

You can see from the screen print above that the original Accounting Code has been edited and the amount has been changed to \$200, and a second Accounting Code has been added for \$50. The total distributed is now \$250, which is \$25 short of the invoice amount.

This also means that \$200 of the invoice will be distributed according to the setup of the ***Elderly/Family Split*** code and \$50 will be distributed according to the ***Alternate CP-303*** code.

To complete the distribution of the remaining \$25 we will manually distribute by clicking on **Manual Distribution**.

http://localhost:52283/AccountsPayable/frmAPIInvoice.aspx

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Agency: Brandenburg Housing Authority  
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Accounts Payable Fixed Assets General Ledger GL Conversion Payroll Purchase Orders Accounting Reports Email Reports TWAIN Example Scan Document

### Accounts Payable - Vendor Invoice

Invoice Reference No: 2016-11-17-1338  
Invoice Amount: 275.00  
Total Distributed: 0.00

Code Distribution Manual Distribution Full Distribution Validate

+ Add

No manual distribution lines were found. Click the [Add] button above to add one

Save Invoice Save/Continue Cancel Edit

Initially, there is no manual distribution listed so the message indicates that we must click the [ + Add ] to add one. When we do that, we get the following page.

http://localhost:52283/AccountsPayable/frmAPIInvoice.aspx

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority  
[4 help desk issues open or pending.](#)

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable Fixed Assets General Ledger GL Conversion Payroll Purchase Orders Accounting Reports Email Reports TWAIN Example Scan Document

### Accounts Payable - Vendor Invoice

Invoice Reference No: 2016-11-17-1338  
Invoice Amount: 275.00  
Total Distributed: 0.00

Code Distribution Manual Distribution Full Distribution Validate

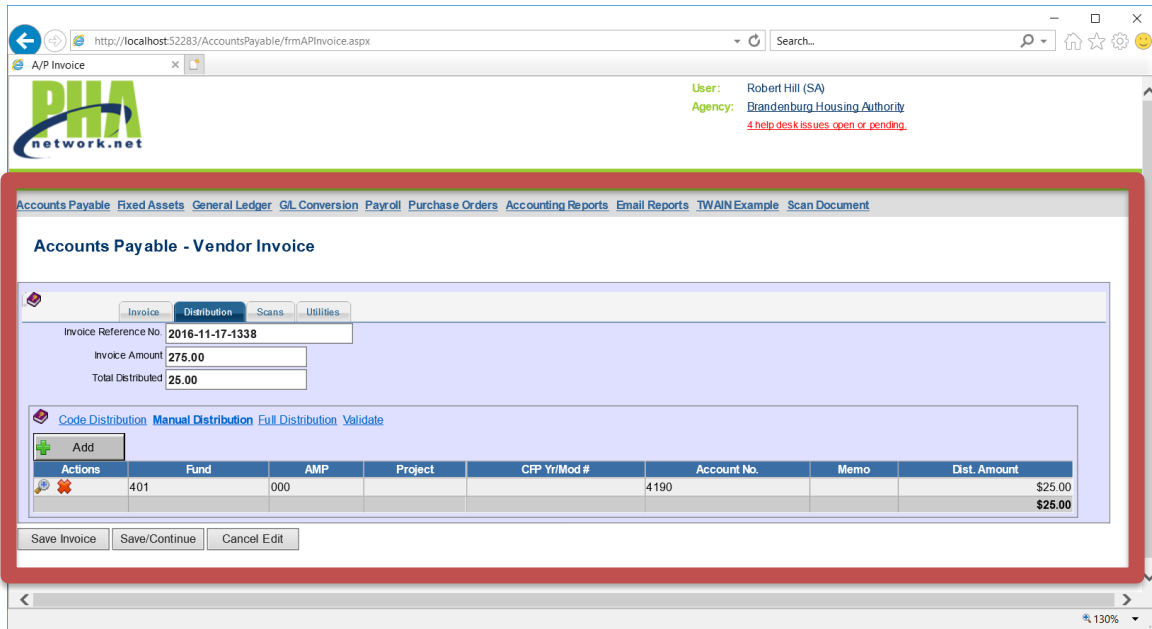
+ Add

Actions	Fund	AMP	Project	CFP Yr/Mod #	Account No.	Memo	Dist. Amount
	401	N/A	N/A				0.00
							\$0.00

Save Invoice Save/Continue Cancel Edit

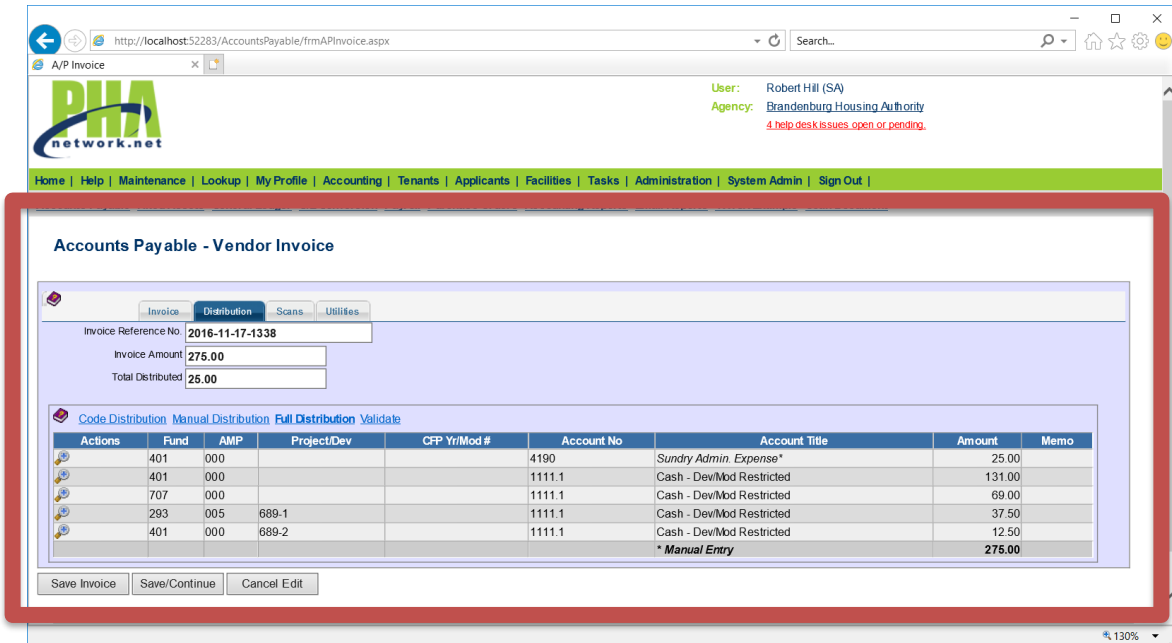
At this point, you would select the *Fund*, the *AMP* (if necessary), the *Project* (if necessary) and then proceed to enter a capital project number (optionally) and the G/L Account Number.

The entry of a G/L Distribution is described in detail under the **Accounting Codes** section of this manual. Refer to that section for detailed instructions.



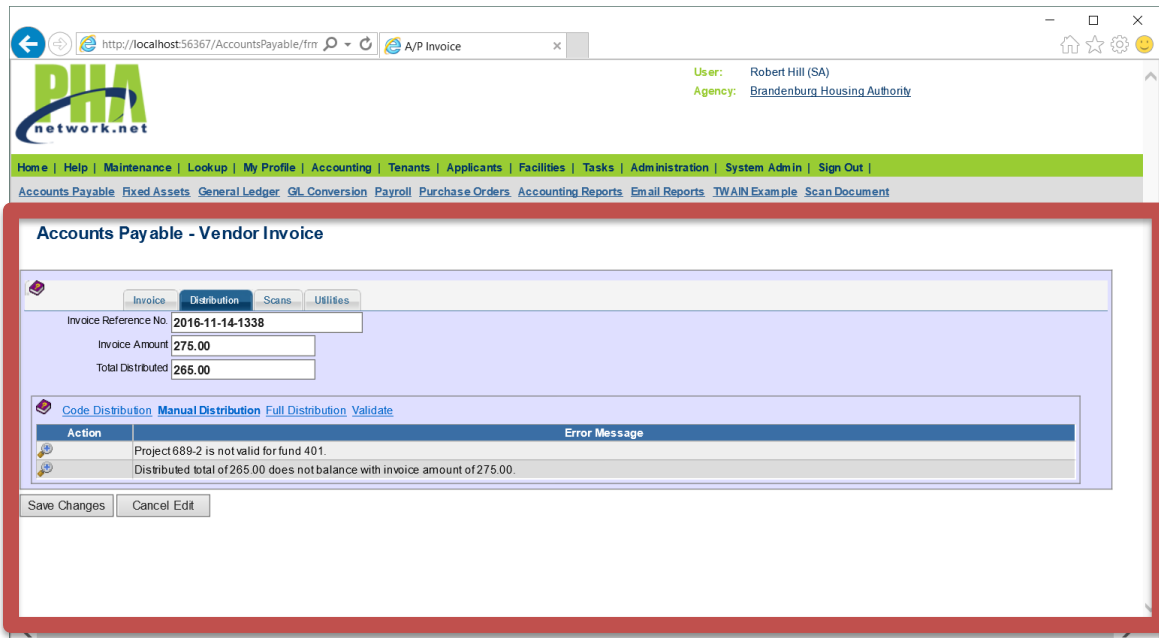
As you can see from the above screen image, the G/L distribution has been completed and the total distribution is now \$275 to match the invoice amount. The distribution above could have been further split into multiple lines if desired.

Once you have completed the account distribution steps for **Code Distribution** and/or **Manual Distribution**, you can view the results by clicking **Full Distribution** as shown in the following image.



This section shows the result of applying the full distribution including the selected Accounting Codes as well as the manual distribution.

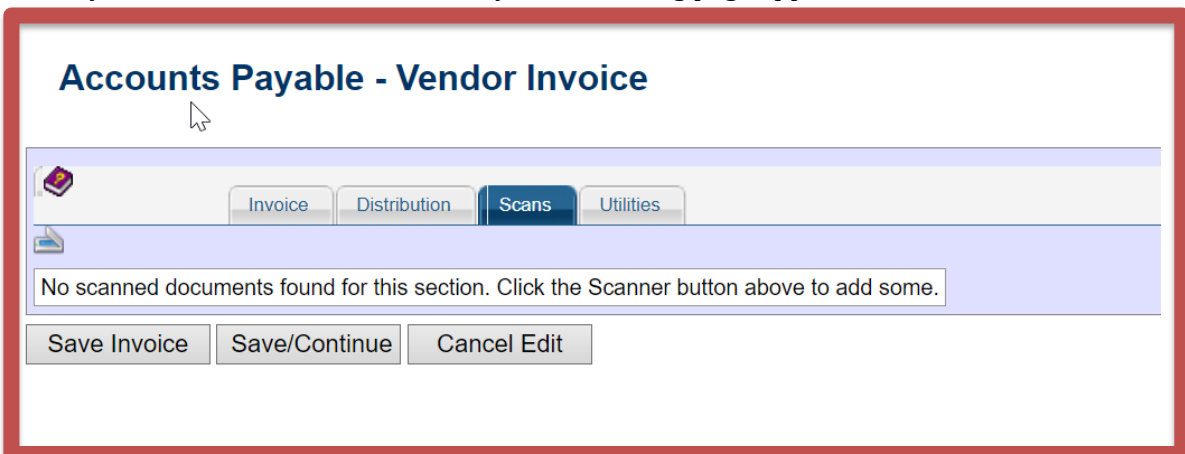
To determine if the account distribution for the invoice is valid, click **Validate**. If there are any errors, they will be displayed. The screen image below shows the result of validation where errors were found.




#### 4.2.6 Working with the Scans Tab

The *Scans* tab provides you with the option of saving one or more scanned images along with the invoice. The scan can be a copy of the invoice itself or any other supporting documents that you would like to save with the invoice.

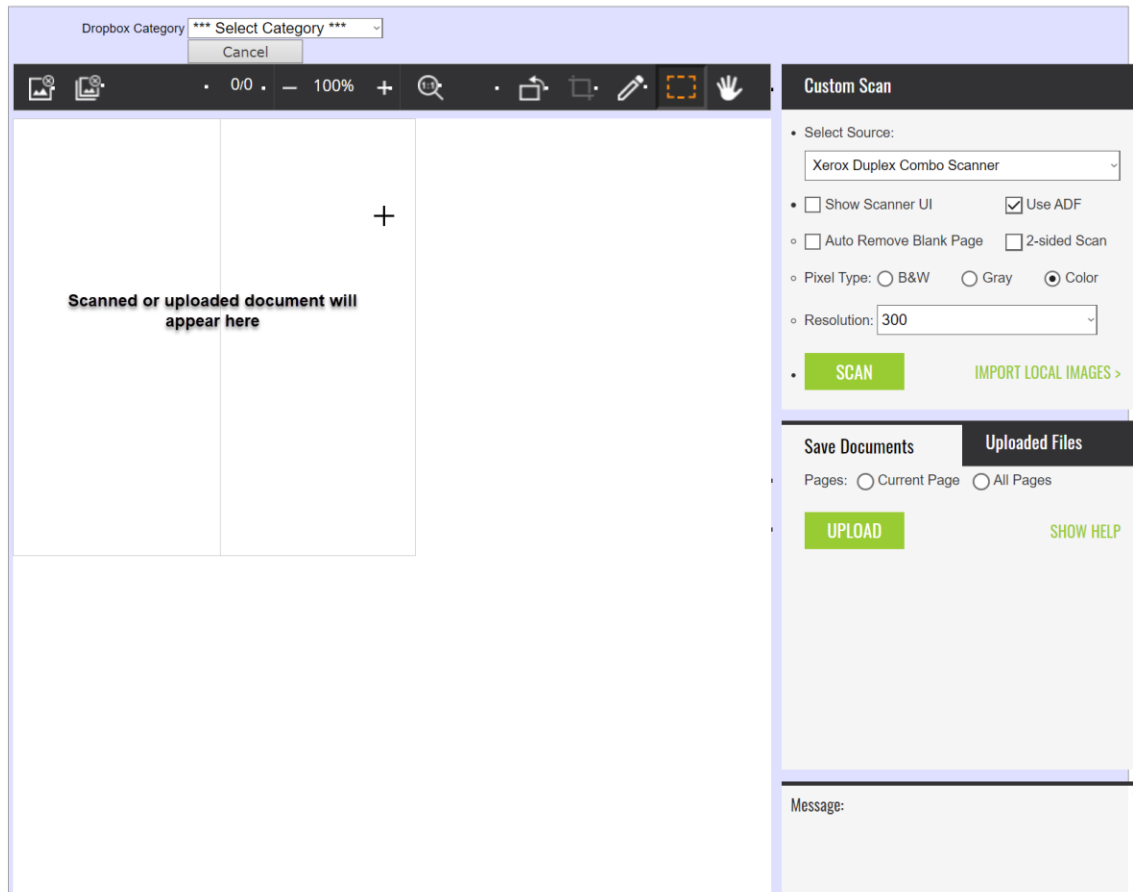
When you click on the *Scans* tab initially, the following page appears.






To add/scan a new document (such as a copy of the invoice), click the  button. This will launch the integrated scanning utility.

NOTE: You may be prompted to install this. Follow the instructions to download and install the scanner interface.

The scanning interface will appear as follows.



The left side of the scanner interface is where the resulting scan (or uploaded document) will appear. You can edit the document by clicking on the pencil  button. You can also rotate the document in the event that it was scanned sideways or upside down by clicking on the  button. The  button will allow you to crop the scanned document.

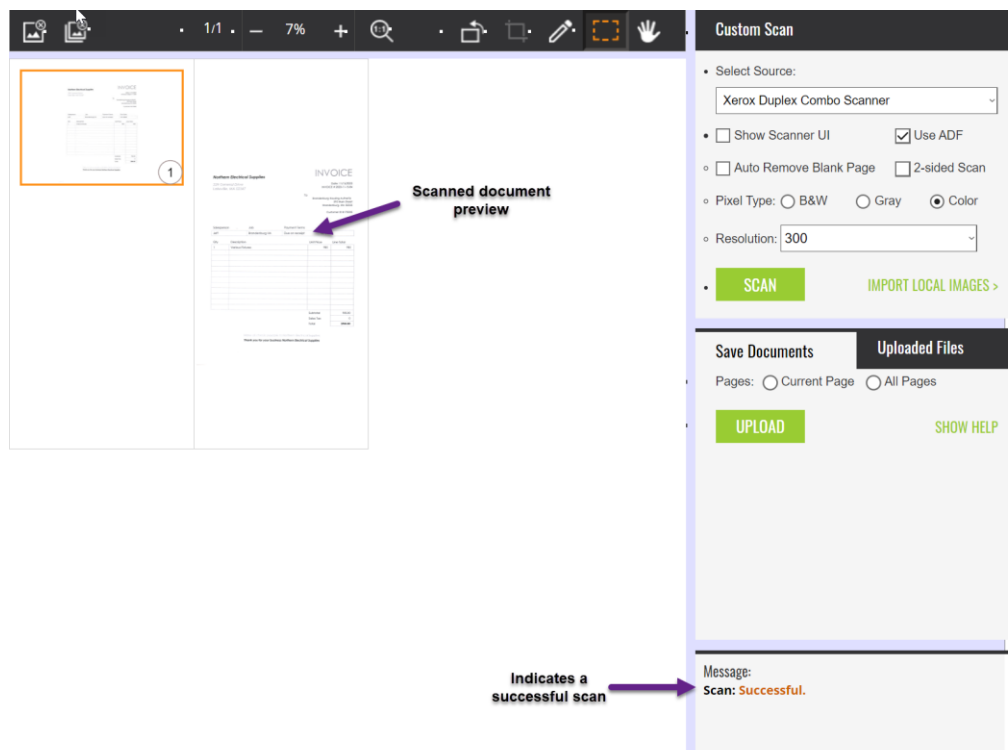
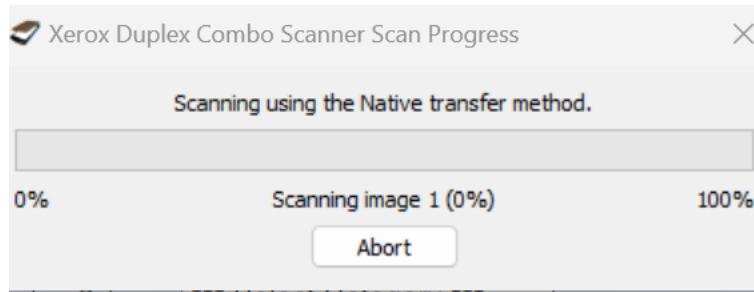
#### 4.2.7 Scanner Settings


There are a number of scanner settings that you can control, including the scanning device as well as the characteristics and features of the scanner, resolution, quality, etc. After a successful scan, the settings that you use will be saved for the next time you scan a document.

The table below shows the meaning of each scanner setting.

Scanner Setting	Purpose/Meaning
<b>Select Source</b>	This is where you select the scanning device to use.
<b>Show Scanner UI</b>	If this is checked, the scanner's user interface (UI) is shown to you. Otherwise, no additional interface is shown, and the settings selected here will be used to scan the document.
<b>Use ADF</b>	If this is checked, the scanning device will load the page(s) to be scanned from the automatic document feeder (ADF) if the scanner is equipped with one. If this is left unchecked, the page on the flatbed of the scanner will be scanned.
<b>Auto Remove Blank Page</b>	If you are scanning multiple pages and there are blank pages within the scan (i.e. double-sided pages with some blank pages), this option will automatically remove any of the blank pages.
<b>2-sided Scan</b>	If this is checked, and the scanner supports this feature, both sides of each page will be scanned.
<b>Pixel Type:</b>	The options are... <ul style="list-style-type: none"> <li>• B&amp;W (Black and White – low resolution)</li> <li>• Gray (grayscale – higher resolution and clarity)</li> <li>• Color (color scan – highest quality)</li> </ul>
<b>Resolution:</b>	The options are... <ul style="list-style-type: none"> <li>• 100 DPI (dots-per-inch)</li> <li>• 150 DPI</li> <li>• 200 DPI</li> <li>• 300 DPI</li> </ul> <p>For most scans, 200 DPI will be fine. Also, you are potentially limited to the size of any single scan if you are not using the Dropbox option (See Dropbox section in this User Guide for more information)</p>

To scan a document, click the **[Scan]** button. The scanned page will appear as shown below.




You can zoom in using the  button. If there are multiple pages, they will appear in the left pane and you can navigate through each page.

Once you are ready to accept the scanned page(s), click the **[Upload]** button. The document will be uploaded to PHAnetwork and you will be returned to the invoice entry as shown here.

**Accounts Payable - Vendor Invoice**

New Document

Scan Document  Scan **Scan Successful!**

Notes


31 of 500 characters


Save Cancel



Save Invoice Save/Continue Cancel Edit

You can enter any notes that you would like. Once you are done, click the **[Save]** button to save your notes and the status of the scanned document. It will be listed in the Scans tab as shown here.



**Accounts Payable - Vendor Invoice**

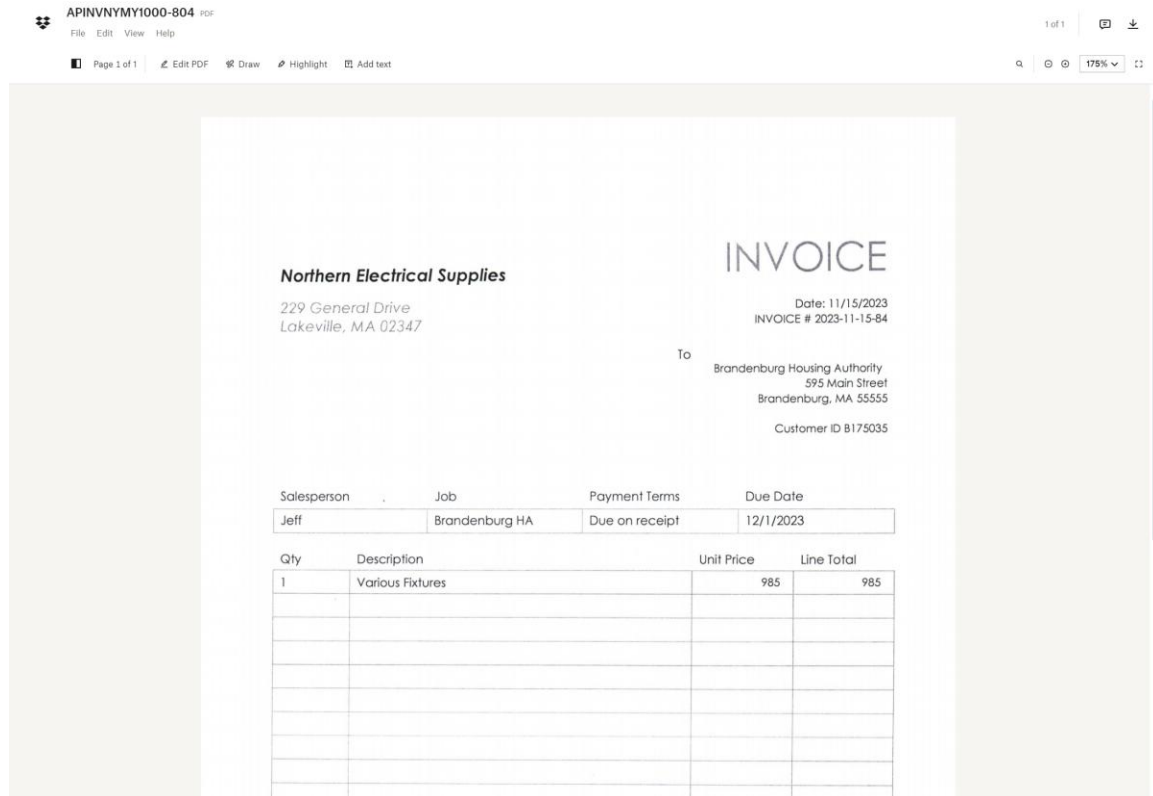
 Invoice Distribution **Scans** Utilities



Notes	
 	Copy of the 11/15/2023 invoice.

Save Invoice Save/Continue Cancel Edit

You will either see the  button (Dropbox) or the  (PDF) button. If you are using the Dropbox option for storing external documents, simply click on that button and the document will be displayed as shown below.



There are numerous features available to you if you are using the Dropbox option. You can edit the document, highlight it and add text. You can also download copies of the document from here, print a copy or change the viewing options. For more information on Dropbox, see the Dropbox section at the end of the User Guide.

If you are not utilizing the Dropbox option, then you will simply get a copy of the document as a PDF when you click on the PDF button.

#### 4.2.8 Tracking Utilities Through an Invoice

If the invoice that you are entering is for some type of public utility such as gas, water, electricity, etc., you can track the utility usage in detail through the **Utilities** tab. When you choose the **Utilities** tab, the following page will appear.

**Accounts Payable - Vendor Invoice**

Invoice/Reference No: 2016-11-18-745  
Unit of Measure: \*\*\* Select \*\*\*  
Total Utility Units: 0.00  
Utility Month/Year: 11 / 2016

Save Delete

Actions	Dev. ID	Percentage	Utility Units	Utility Amount
✖	*** Select ***	0.0000	0.0000	0.00
		0.00	0.0000	\$0.00

Save Changes Cancel Edit

The top section contains some information that must be entered regarding your utility invoice.

Entry	Purpose
<b>Unit of Measure</b>	Select the appropriate unit of measure from the dropdown list.
<b>Total Utility Units</b>	Enter the total units that you are being billed for from the invoice. The total units should correlate to the <i>Unit of Measure</i> selected above.
<b>Utility Month/Year</b>	Select the Month and Year that corresponds to the period when the utility was consumed.

After you have entered these values, click the **[Save]** button to save the changes.

The bottom section of the *Utilities* tab is used to record the total utilities used at each development. In the event that your utility invoices are separated by development, then you will most-likely only have a single entry here. However, if your utility company sends a single invoice with a breakdown by development, then you will enter a utility distribution line for each development.

The information for each utility distribution line is as follows.

Entry	Purpose
-------	---------

<b>Dev ID</b>	Select the Development ID
<b>Percentage</b>	Enter the percentage of the utility for this development (if known). After entering this amount and hitting the [Tab] key, the utility units and utility amount will automatically be calculated and displayed.
<b>Utility Units</b>	If you do not have the percentage, but instead have the exact amount, enter the total units consumed for this development.
<b>Utility Amount</b>	If not already calculated, enter the total dollar amount charged to this development.

The completed utility distribution is shown here.

Accounts Payable - Vendor Invoice

Distribution line has been deleted.

Invoice/Reference No: 2016-11-18-745  
Unit of Measure: KWH (Elec)  
Total Utility Units: 15500.0  
Utility Month/Year: 10 / 2016

Save Delete

Actions	Dev. ID	Percentage	Utility Units	Utility Amount
✖	667-1	27.5000	4262.5000	63.18
✖	667-2	72.5000	11237.5000	166.55
		100.00	15,500.0000	\$229.73

Save Changes Cancel Edit

To add a new Utility Distribution line, click the **+** button.

To remove a Utility Distribution line, click the **✖** button.

### 4.3 Viewing and Editing Invoices

If you need to edit an invoice to change its G/L distribution, the amount, or any other information on the invoice, you will use the **View Invoices** menu option. This is also where you might lookup paid invoices for a vendor, or to get a general idea of how many outstanding invoices you have.

When you click the **View Invoices** menu option, the screen appears as follows.

**Accounts Payable - Invoice Search**

Invoice Search Filters

Paid Status: Unpaid Only  
 Invoice Date Start: 4/1/2023  
 Invoice Date End: 4/30/2023  
 All Invoice Dates  [Set current month](#)


Bank Account: (any bank account)  
 Invoices Due By: 4/30/2023  
 Vendor Name:   
 Invoice Types: A/P Invoices Only


19 Invoices found — Show: 10


Action	Invoice/Reference No.	Invoice Date	Vendor Name	Revision No.	Invoice Amount	Memo	Due Date	Bank Account	Pay Status
	2016-04-14-781	4/14/2016		0	\$225.00		4/14/2016	MRVP	Unpaid
	123456	5/14/2019	Acme Test	0	\$100.00	Test Invoice	6/13/2019	689	Unpaid
	98765	5/14/2019	Acme Test	0	\$200.00	Another Test Invoice	6/13/2019	689	Unpaid
	Third Test	5/14/2019	Acme Test	0	\$300.00		6/13/2019	689	Unpaid
	PAY-902:	10/22/2019	Internal Revenue Service	0	\$11,163.95	Medicare - Employer	10/22/2019	REV	Unpaid
	PAY-902: (copy)	10/22/2019	Internal Revenue Service	0	\$11,163.95	Medicare - Employer	10/22/2019	REV	Unpaid
	PAY-902: NXRET (copy) (copy) (copy)	10/22/2019	Aetna-Commonwealth of Mass.	0	\$418.21	NXRET	10/22/2019	REV	Unpaid
	2020-05-11-491	5/11/2020	B.S.A. Painting Co., Inc.	0	\$175.00	Painting	6/10/2020	REV	Unpaid
	2020-06-29-1232	6/29/2020	Hampden Technologies	0	\$1,000.00		6/29/2020	REV	Unpaid
	2020-11-19-807	11/19/2020	Galaxy Auto Body, Inc	0	\$200.00	Repairs	12/19/2020	REV	Unpaid
			<b>Total of invoice(s) shown</b>		<b>\$24,946.11</b>				

The top portion of the Invoice search is where the search criteria is entered or selected. This controls what invoices are shown in the grid below. Following is a description of the various filters available.








Filter Setting	Purpose/Options
<b>Paid Status</b>	Options include... Unpaid Only Paid Only Paid or Unpaid
<b>Bank Account</b>	You can select a specific bank account here and the search will be limited to invoices entered for that bank account, or you can choose <i>All Bank Accounts</i> , in which case, invoices matching the other criteria will be listed regardless of which bank account they are entered for.
<b>Vendor Name</b>	You can enter part of a vendor name (including * wild cards) to limit your search to invoices for vendors matching the name entered. For example, if you entered *electric*, the list would be restricted to vendors whose names contain the word <i>electric</i> . If this is blank, any vendor who matches the remaining criteria will be included.
<b>Invoice Date Start/End</b>	Unless <i>All Invoice Dates</i> is checked (see below), the invoices shown will be restricted to those invoices whose date falls within the range of dates indicated by the <i>Invoice Start</i> and <i>Invoice End</i> dates.
<b>Invoices Due By</b>	You can set a cut-off date for invoices by selecting a date for the <i>Invoices Due By</i> entry. If specified (and <i>All Invoice Dates</i> is not checked), only invoices due on or before the selected date will be included in the list.
<b>Invoice Type</b>	You can specify to include only <i>A/P Invoices</i> or <i>HAP Invoices</i> , or you can choose to include both types.
<b>All Invoice Dates</b>	If this is checked, the list will include all invoices that match the remaining criteria, regardless of the date. Generally, this should be reserved for viewing <i>Unpaid</i> invoices though.
<b>Set Current Month</b>	Clicking this button will set the invoice start, end and invoices due by dates to the current month and will then refresh the list of invoices in the grid.

Once you have setup the desired search criteria, click the  icon to refresh the list of invoices. In some cases, the list will refresh automatically after a selection changes, such as the *Paid Status* or the *Invoice Types*.

To reset the search criteria to their initial values, click the  icon. This will cause the list to automatically refresh to reflect the changes in the search criteria.

If you would like to add a new invoice, you can do so by clicking the  icon. The *Invoice Entry/Edit* page will be displayed. See the section on entering invoices for more information on entering a new invoice.

In the *Action* column for each invoice listed, there are a set of actions that can be performed, depending upon the status of the invoice. These options are defined in the following table.

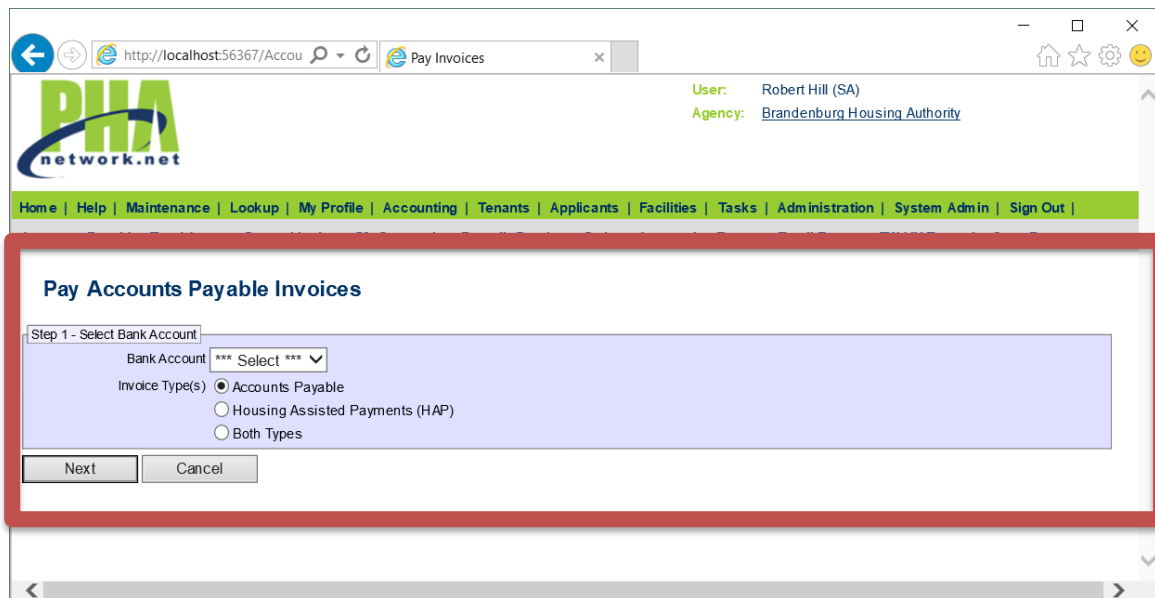
Action	Purpose
	If the invoice has not yet been paid, clicking this invoice will allow you to edit the full invoice.
	If the invoice has not yet been paid, clicking this will allow you to delete this invoice. It will ask you to confirm before completing the deletion.
	If the invoice has not yet been paid, clicking this will allow you to pay this invoice and optionally print a check if necessary.
	Clicking on this icon will create a duplicate copy of the invoice. This is convenient if a vendor is invoicing you for a similar or identical service and all you need to do is to change the invoice reference number and the invoice date. When you copy an invoice, it will have the same invoice/reference number as the original invoice appended with the word (copy).
	When clicking this invoice, a read-only view of the invoice will be presented. This is also the only way to view invoices that have already been paid. In addition, you will have the capability of editing the <b>Utility Usage</b> through this option.
	<p>If <b>Approvals</b> are enabled (see Accounts Payable Options) and the currently logged in user has A/P Admin permissions, then this icon will allow the user to approve the invoice. If approvals are enabled, then every invoice must be approved before it can be paid.</p> <p>In addition to clicking on the approval button, there is a textual button located on above the grid which will allow a user with Administrative permissions to approve all invoices shown in the <b>View Invoices</b> page. The process will only approve the invoices shown, so if there are multiple invoice pages, it will only work on the current page.</p>
	If <b>Approvals</b> are enabled (see Accounts Payable Options) and the currently logged-in user has A/P Admin permissions, and the invoice shown has been approved, then clicking on this button will allow the user to “un-approve” the invoice. The activity of un-approving an invoice will be logged in the system activity log.

## 4.4 Paying Invoices

In order to print checks and/or record direct deposits, you must pay your invoices, otherwise, they will remain in an unpaid status.

NOTE: If **approvals** have been enabled (see Accounts Payable Options), then only invoices that have been approved can be paid.

To pay your invoices, click **Pay Invoices** from the Accounts Payable menu. The following page will appear.



The screenshot shows a web browser window with the URL <http://localhost:56367/Accounting/PayInvoices>. The page header includes the PIA network.net logo and user information: User: Robert Hill (SA), Agency: Brandenburg Housing Authority. A navigation menu is visible with links: Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |. The main content area is titled "Pay Accounts Payable Invoices" and contains a form for "Step 1 - Select Bank Account". The form includes a "Bank Account" dropdown menu with the text "\*\*\* Select \*\*\*", an "Invoice Type(s)" section with three radio button options: "Accounts Payable" (selected), "Housing Assisted Payments (HAP)", and "Both Types". At the bottom of the form are "Next" and "Cancel" buttons. The entire form area is highlighted with a red border.

The first step in paying invoices is to select for which bank account you will be paying invoices. In addition, you must select the source of the invoices to be paid. This can be restricted to *Accounts Payable* invoices, *Housing Assisted Payments* or you can include both types.

Once you have completed this step, click the **[Continue]** button. Step 2 will appear as

### Pay Accounts Payable Invoices

**Step 2 - Select Invoice Range**

Bank Account:

Invoice Type(s):

Invoice Range:  All unpaid invoices  
 Invoices due by specified date  
 Range of Invoice Dates

Invoices Due By...:

Invoice Starting Date:

Invoice Ending Date:

Credit Invoices:  Include credit invoices in list to pay  
 Do not include credit invoices in list to pay

The selected bank account and the types of invoices to include (specified in step 1) will be shown. You can choose to include *All unpaid invoices* or you can restrict the list of invoices to those *invoices due by the specified date*. In the latter case, you must select or enter the date by which invoices are due.

In addition you can choose whether or not to include any credit invoices (invoices entered with negative amounts to reflect credits from the vendor.)

To continue, click the **[Next]** button. Step 3 will appear as follows.

### Pay Accounts Payable Invoices

**Step 3 - Select invoices to pay**

Bank Account: BBT  
 Invoice Type(s): Housing Assisted Payments  
 Invoice Range: All Invoices

Select All Select None Save Selections Update Totals All 143 Invoices - Go Payment Date: 11/2/2020 Total \$ Selected: \$0.00 143 Invoices found

Pay	Payment Date	Simple Pmt's	Online	Invoice Date	Due Date	Vendor Name	Name	Invoice Reference No	Invoice Amount	Distributed Total
<input type="checkbox"/>	11/2/2020	<input type="checkbox"/>	<input type="checkbox"/>	11/1/2020	11/1/2020	Adam Branson	Marie Danielson	202011-1172-1	728.00	728.00
<input type="checkbox"/>	12/1/2020	<input type="checkbox"/>	<input type="checkbox"/>	12/1/2020	12/1/2020	Adam Branson		HAP-1172-004	728.00	728.00
<input type="checkbox"/>	12/1/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/1/2020	12/1/2020	Adam Cartright		HAP-1133-894	621.00	621.00
<input type="checkbox"/>	11/2/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/1/2020	11/1/2020	Adam Cartright	Brigitto Mangini	202011-1133-1	621.00	621.00
<input type="checkbox"/>	12/1/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/1/2020	12/1/2020	Adam Cartright		HAP-1215-012	1,062.00	1,062.00
<input type="checkbox"/>	11/2/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/1/2020	11/1/2020	Adam Cartright	Christine J. Walker	202011-1215-1	1,062.00	1,062.00
<input type="checkbox"/>	12/1/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/1/2020	12/1/2020	Adrienna Mendez		HAP-1232-017	425.00	425.00
<input type="checkbox"/>	11/2/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/1/2020	11/1/2020	Adrienna Mendez	Cynthia Bach	202011-1232-1	425.00	425.00
<input type="checkbox"/>	12/1/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/1/2020	12/1/2020	Anne Realty Trust		HAP-1081-880	805.00	805.00
<input type="checkbox"/>	11/2/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/1/2020	11/1/2020	Anne Realty Trust	Mary Doherty	202011-1078-1	799.00	799.00
<input type="checkbox"/>	11/2/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/1/2020	11/1/2020	Anne Realty Trust	Mary Jones	202011-1081-1	805.00	805.00
<input type="checkbox"/>	11/2/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/1/2020	11/1/2020	Anne Realty Trust	Lana X. Modrehabak	202011-1112-1	447.00	447.00
<input type="checkbox"/>	12/1/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/1/2020	12/1/2020	Anne Realty Trust		HAP-1078-878	799.00	799.00
<input type="checkbox"/>	12/1/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/1/2020	12/1/2020	Anne Realty Trust		HAP-1112-892	447.00	447.00
<input type="checkbox"/>	12/1/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/1/2020	12/1/2020	Banner Realty Trust		HAP-1188-907	564.00	564.00
<input type="checkbox"/>	12/1/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/1/2020	12/1/2020	Barker Street Realty Trust		HAP-1210-910	119.00	119.00
<input type="checkbox"/>	11/2/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/1/2020	11/1/2020	Barker Street Realty Trust	Adam N. Todday	202011-1210-1	119.00	119.00
<input type="checkbox"/>	11/2/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/1/2020	11/1/2020	Beck Corporation	Jorge Johnson	202011-1027-1	551.00	551.00
<input type="checkbox"/>	12/1/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/1/2020	12/1/2020	Beck Corporation		HAP-1027-842	551.00	551.00
<input type="checkbox"/>	12/1/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/1/2020	12/1/2020	Bill Miller		HAP-1074-874	705.00	705.00
<input type="checkbox"/>	11/2/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/1/2020	11/1/2020	Bill Miller	Gleinn McAndrews	202011-1017-1	519.00	519.00
<input type="checkbox"/>	12/1/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/1/2020	12/1/2020	Bill Miller		HAP-1029-844	750.00	750.00
<input type="checkbox"/>	11/2/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/1/2020	11/1/2020	Bill Miller	Larry Moison	202011-1074-1	705.00	705.00
<input type="checkbox"/>	12/1/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/1/2020	12/1/2020	Bill Miller	Mr. Glenn McAndrews	HAP-1017-838	519.00	519.00

As you can see from the image above, the invoices that meet the criteria selected in steps 1 and 2 will be listed. Above the list of invoices, there are some options and actions that you can take. They are outlined in the following table.

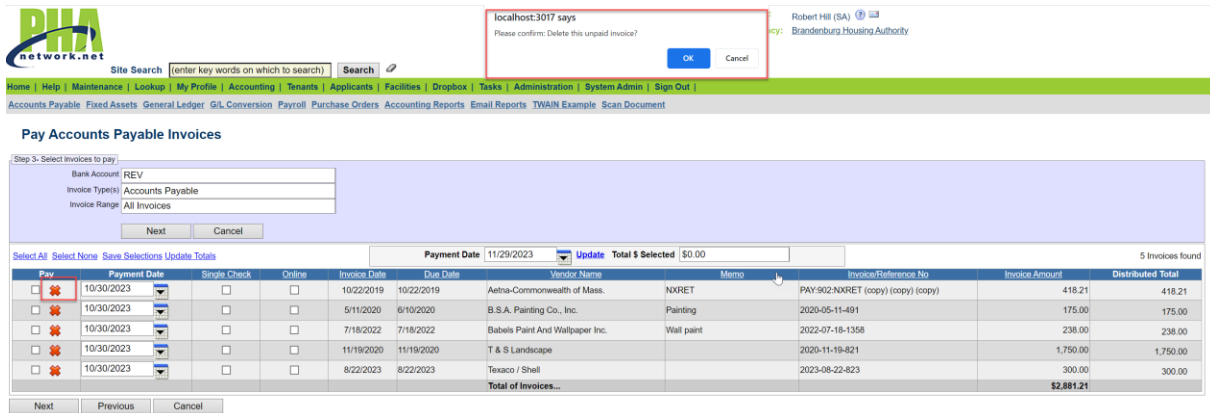
Item/Option	Purpose
<b>Select All</b>	Click on this option to select all invoices listed. The check boxes in the <b>Pay</b> column will all be checked.
<b>Select None</b>	Click on this option to un-select all invoices listed. Any invoices previously checked will be un-checked.
<b>Save Selections</b>	Click on this link to save the status of the invoices that you have selected. This is convenient if you have been hand-picking invoices to pay but must leave this area to perform another task. After saving your selections, when you return to the <i>Pay Invoices</i> process, the selections will be restored.
<b>Update Totals</b>	Clicking this will update the total dollar amount of invoices to be paid.
<b>All ### invoices [Go]</b>	If more than 100 invoices are listed, this will give you the option of paying just a portion of the invoices. Since the process of paying a single invoice involves a lot of <i>processing</i> by the system, it can take a good amount of time to pay a large number of invoices. Therefore, it is advisable to pay at most <b>100 invoices at a time</b> to ensure that the process completes properly. After going through all of the steps, you can return to <b>Pay Invoices</b> and the remaining, unpaid invoices will be shown.
<b>Payment Date</b>	The <i>Payment Date</i> is the default date that will be used for the payments to be made. This is the date that will become the check/entry date in the bank register. The only exception to this date is if a specific payment date is selected for an invoice. This is discussed further in the next section below.
<b>Total \$ Selected</b>	As you select invoices for payment, this box will update to show the total dollar amount to be paid.

Within the list of invoices displayed in the grid, there are also a number of options that you can choose. The first four (4) columns of the grid are actionable columns that cover a variety of actions. They are described in the table below.

Item/Option	Purpose
<b>Pay</b>	If checked, the invoice is selected for payment.
<b>Payment Date</b>	Enter or select the specific payment date if it will be different from the date entered above.
<b>Single Check</b>	If checked, the invoice will be paid on a single check.
<b>Online</b>	If checked, the invoice will go into the bank register as an online payment or direct deposit.

#### 4.4.1 Deleting Invoices from the Pay Invoices option

In the **Pay** column, you may also see the  button. If you click on this, you will be prompted to confirm that you would like to delete the invoice as shown here.



The screenshot shows the PIA network.net interface. At the top, there is a search bar and navigation links. A confirmation dialog box is open, asking to delete an unpaid invoice. Below the dialog, the 'Pay Accounts Payable Invoices' screen is visible. It shows a table of invoices with columns for 'Pay', 'Payment Date', 'Single Check', 'Online', 'Invoice Date', 'Due Date', 'Vendor Name', 'Memo', 'Invoice/Reference No', 'Invoice Amount', and 'Distributed Total'. The first row is highlighted in red, and the 'Pay' column contains a delete icon. The total invoice amount is \$2,881.21.

If you click the **[OK]** button, the invoice will be deleted. To cancel the delete process, click the **[Cancel]** button.

Another thing that you should note about the invoice grid is that the *Distributed Total* is shown in the last column. This total should match the *Invoice Amount*. If it does not, the distributed total is shown in red. In these instances, although you can pay the invoice, the account distribution will most-likely be out-of-balance. It can be corrected once in the bank register, but it is usually better to correct this at the invoice level before paying the invoice.

Finally, if you look at the example shown above, it highlights several invoices in bold text and places an asterisk (\*) after the invoice/reference number. At the bottom, it indicates that these are possibly duplicate invoices. The determination for this is the fact that the vendors and invoice dates are the same and the invoice/reference numbers are similar. This is only a warning but you should take note when you see this to make sure you are not paying an invoice twice.

Once you have made your selections, click the **[Next]** button. The final step of the *Pay Invoices* process will be shown as follows.

Step 4 - Confirm payments

Your selections for payment have been saved!

Bank Account: REV

Total of invoices to be paid: \$1,371.76

Click the **[Finish]** button to complete the process of paying invoices

Buttons: Finish, Previous, Cancel

The total dollar amount of the invoices to be paid is shown. At this point, you just need to click the **[Finish]** button to complete the process. You will be prompted to confirm this. The resulting page is shown below.

Step 5 - Process Complete

Payments have been processed.

Continue to Print Check process next

Buttons: Done, Previous

The message indicates that the payments have been processed. It also gives you the option to continue on to the *Print Check* process. If this is checked, when you click the **[Done]** button, you will be taken directly to *Print Checks*.

#### 4.5 Printing Checks

Once you have paid your invoices and are ready to print checks, click on ***Print Checks*** from the main Accounts Payable menu. The following page will appear.

In *Step 1* you must select the bank account for which you will be printing checks. You can also indicate to include all un-printed checks, or you can specify a range of dates and include only those unprinted checks that fall within that range of dates.

Once you have completed this, click the **[Continue]** button to continue on to *Step 2*.

Action	Check Date	Type	Payee	Amount	Description	Brief Description
<input type="checkbox"/>	12/1/2023	Manual Check	Newton Community Dev. Foundation	3,204.78	FSS Escrow payment - 12/01/2023	FSS Escrow payment - 12/01/2023
<input type="checkbox"/>	1/1/2024	Manual Check	Newton Community Dev. Foundation	3,204.78	FSS Escrow payment - 01/01/2024	FSS Escrow payment - 01/01/2024
<input type="checkbox"/>	2/1/2024	Manual Check	Newton Community Dev. Foundation	3,204.78	FSS Escrow payment - 02/01/2024	FSS Escrow payment - 02/01/2024
<input type="checkbox"/>	3/1/2024	Manual Check	Newton Community Dev. Foundation	3,204.78	FSS Escrow payment - 03/01/2024	FSS Escrow payment - 03/01/2024
<input type="checkbox"/>	3/1/2024	Check	26-28 Elliot Place Realty Trust	3,876.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	612 Baker Street Realty Trust	2,404.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Armando Grossi	5,854.56	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	BLUEBONNET SENIOR VILLAGE	1,460.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Bundowlish LLC - John Needham	564.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Cedar Gardens LLC	762.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Danskin Realty Corp.	821.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Gaetano Giarruffa Trust	2,463.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Graystoke Properties, LLC	3,648.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Hampden Technologies	2,700.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Hancock Street Realty Trust	2,788.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	J. Hockman, Inc.	1,304.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Lane Realty Partners, Inc.	858.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Lane Realty Partners, Inc.	858.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Lane Realty Partners, Inc.	858.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Lane Realty Partners, Inc.	858.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Martinez, Ernesto & Susana	1,050.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Martinez, Ernesto & Susana	1,050.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Martinez, Ernesto & Susana	1,050.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Martinez, Ernesto & Susana	1,050.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Middleboro Housing Authority	675.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	3/1/2024	Check	Middleboro Housing Authority	63.64	Payment of HAP Invoice(s)	

When you first start the check printing process, no checks are selected for printing. You must specify which checks you would like to print. To assist in your selection, there are links to **Select All** and **Select None**, **Select 75** and **Select 100**. The **Select 75** option will only be visible if there are more than 75 checks to print and the **Select 100** option will only be visible if there are more than 100 checks to print.

In the center above the list of checks, you will see a message stating how many checks have been selected as well as the total dollar amount. In addition, there is an **Update** link which you can click on to save your selections. In the following example, 75 checks have been selected for printing.

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Dropbox | Tasks | Administration | System Admin | Sign Out |

Accounts Payable Fixed Assets General Ledger G/L Conversion Payroll Purchase Orders Accounting Reports Email Reports TWIN Example Scan Document

### Print Accounts Payable Checks

Step 2 - Select checks to print

Bank Account: S8

Continue Previous

Select All Select None Select 75 Select 100 Checks to print: 75 checks to print for \$74,656.24 Update

Action	Check Date	Type	Payee	Amount	Description	Brief Description
<input checked="" type="checkbox"/>	12/1/2023	Manual Check	Newton Community Dev. Foundation	3,204.76	FSS Escrow payment - 12/01/2023	FSS Escrow payment - 12/01/2023
<input checked="" type="checkbox"/>	1/1/2024	Manual Check	Newton Community Dev. Foundation	3,204.76	FSS Escrow payment - 01/01/2024	FSS Escrow payment - 01/01/2024
<input checked="" type="checkbox"/>	2/1/2024	Manual Check	Newton Community Dev. Foundation	3,204.76	FSS Escrow payment - 02/01/2024	FSS Escrow payment - 02/01/2024
<input checked="" type="checkbox"/>	3/1/2024	Manual Check	Newton Community Dev. Foundation	3,204.76	FSS Escrow payment - 03/01/2024	FSS Escrow payment - 03/01/2024
<input checked="" type="checkbox"/>	3/1/2024	Check	26-28 Elliot Place Realty Trust	3,876.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	612 Baker Street Realty Trust	2,404.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Armando Grossi	5,854.56	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	BLUEBONNET SENIOR VILLAGE	1,460.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Bundowlish LLC - John Needham	564.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Cedar Gardens LLC	762.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Danskin Realty Corp.	821.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Gaetano Giarruffa Trust	2,463.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Graystone Properties, LLC	3,648.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Hampden Technologies	2,700.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Hancock Street Realty Trust	2,788.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	J. Hockman, Inc.	1,304.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Lane Realty Partners, Inc.	858.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Lane Realty Partners, Inc.	858.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Lane Realty Partners, Inc.	858.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Lane Realty Partners, Inc.	858.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Martinez, Ernesto & Susana	1,050.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Martinez, Ernesto & Susana	1,050.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Martinez, Ernesto & Susana	1,050.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Martinez, Ernesto & Susana	1,050.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Middleboro Housing Authority	675.00	Payment of HAP Invoice(s)	
<input checked="" type="checkbox"/>	3/1/2024	Check	Middleboro Housing Authority	63.64	Payment of HAP Invoice(s)	

If you prefer, you can select each check individually by clicking on the check box next to the check.

Once you have made your selections, click the **[Continue]** button to proceed to *Step 3*.

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Dropbox | Tasks | Administration | System Admin | Sign Out |

Accounts Payable Fixed Assets General Ledger G/L Conversion Payroll Purchase Orders Accounting Reports Email Reports TWIN Example Scan Document

### Print Accounts Payable Checks

Step 3 - Confirm starting check

Bank Account: S8

Purpose of check run: Accounts Payable Checks

Checks to print: 75 checks to print for \$74,656.24

Starting check number: 20870

Checks to print each pass: 100 (or all up to 100)

Continue Previous

*Step 3* will show you the bank account selected as well as the number of checks to print and the total dollar amount. Next to **Purpose of check run**, you can enter a description of why the checks are being printed. The default is *Accounts Payable Checks*, but you could label the check run as *Expense Reimbursement Checks*, *Utility Payments*, *Benefit Payments*, etc.

The **starting check number** is shown and should be one higher than the last check printed for the selected bank account. You can also change this number by entering a new check number or by clicking the up/down arrows next to the entry box.

The final entry in *Step 3* is to specify the number of checks to print each pass. The default entry is 100 (or all up to 100) but you can change this to print in smaller groups of checks. For example, if your printer is temperamental when handling checks, you may want to print just ten (10) checks at a time. The system will automatically generate 10 checks for printing, wait for you to confirm and then generate the next 10 checks until all checks have been

printed. Also, the limit for any one pass is 100 checks, so for example, if you had 320 checks to print, the system would make four (4) passes. The first three would print 100 checks each and the final pass would print 20 checks.

In the example shown below, we have 7 checks to print, and we have selected to print a maximum of 5 checks at each pass.

The screenshot shows a web browser window with the URL <http://localhost:56367/Accounting/Print A/P Checks>. The user is Robert Hill (SA) from the Brandenburg Housing Authority. The page title is "Print Accounts Payable Checks". The interface is in "Step 3 - Confirm starting check". The form contains the following fields:

- Bank Account: REV
- Purpose of check run: Accounts Payable Checks
- Checks to print: 7 checks to print for \$2,016.05
- Starting check number: 1107
- Checks to print each pass: 5

Buttons for "Continue" and "Previous" are visible at the bottom of the form.

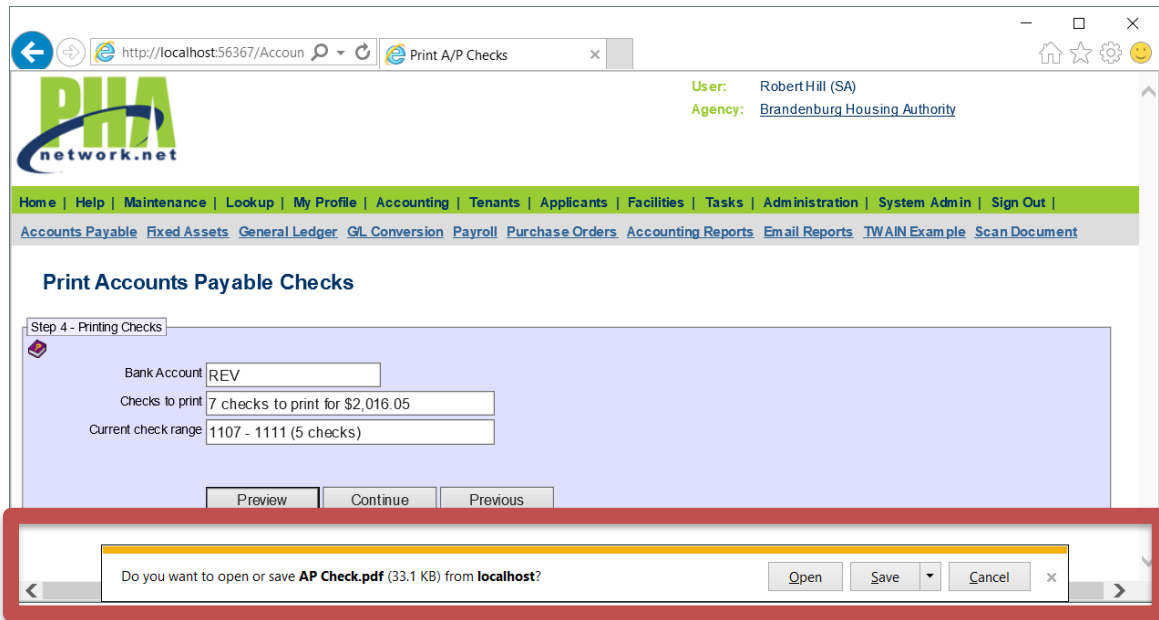
To generate your first pass of checks (or all of the checks), click the **[Continue]** button.

The screenshot shows the same web browser window, now in "Step 4 - Printing Checks". The form contains the following fields:

- Bank Account: REV
- Checks to print: 7 checks to print for \$2,016.05
- Current check range: 1107 - 1111 (5 checks)

Buttons for "Preview", "Continue", and "Previous" are visible at the bottom of the form.

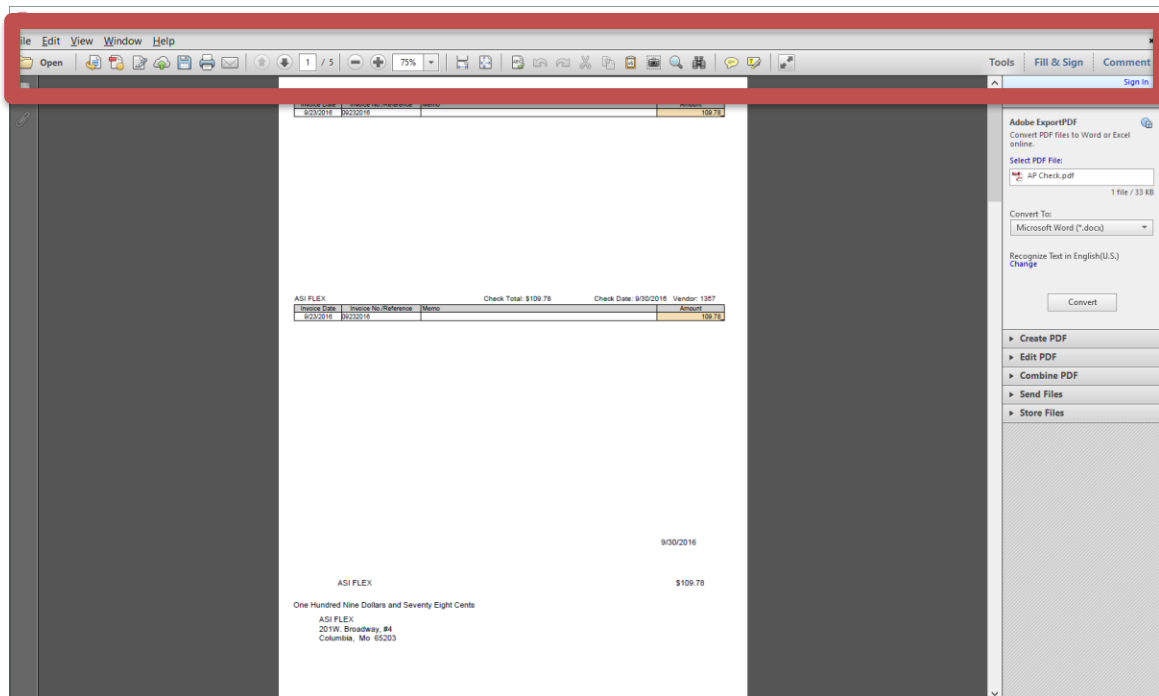
The system will include the range of checks to print next to the **Current check range** box. As you can see, this will print 5 checks starting with check number 1107. Once you are ready to generate your checks, click the **[Preview]** button.



You will be prompted to open your checks for viewing. Click the **[Open]** button to view your checks.

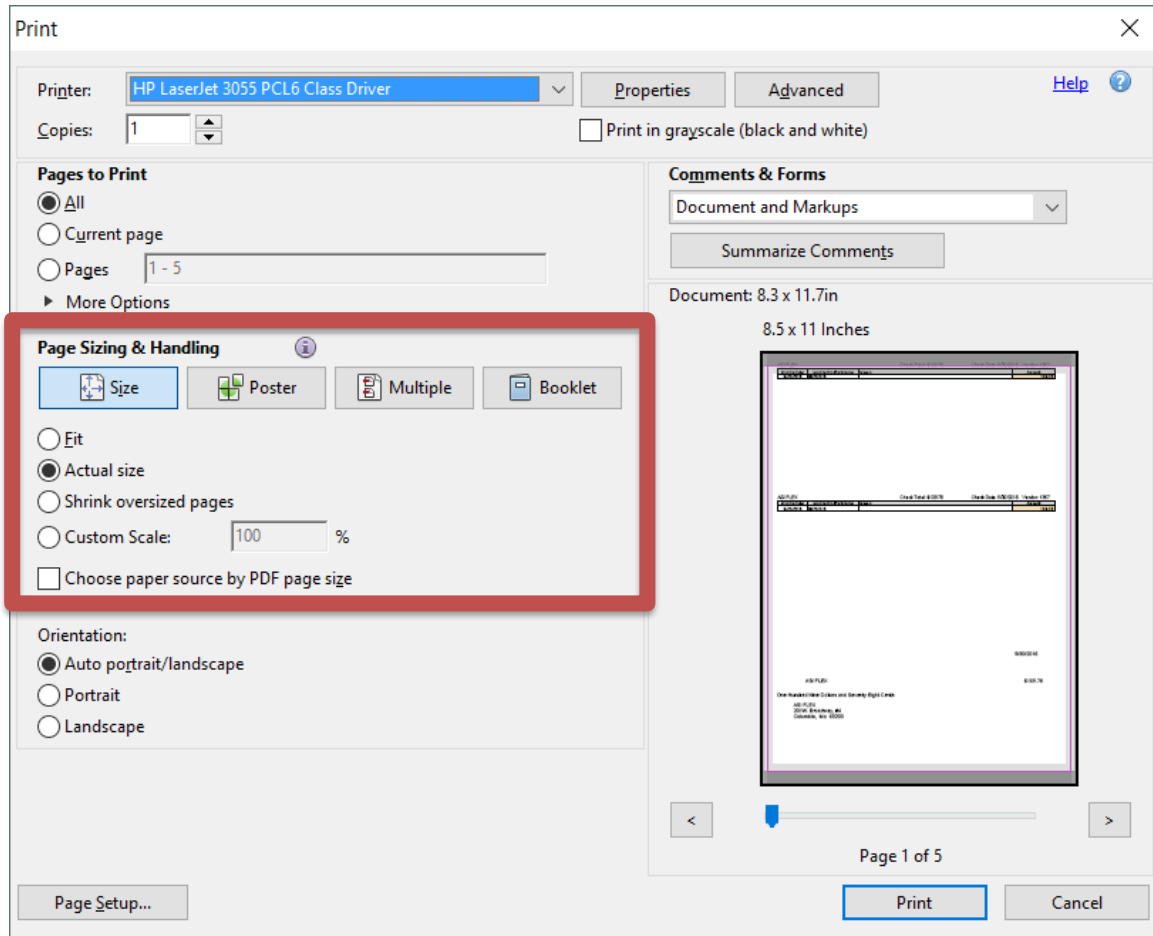
**Note:** The example shown here is from Microsoft Internet Explorer 11. Depending upon your browser, the exact prompt that you will see may differ.

The checks will open in the Adobe Acrobat Reader.



At this point, you would click on the printer icon on the Adobe Acrobat tool bar (highlighted above) to send your checks to the printer. At this point it is **CRITICAL** that you make sure

that the printer dialog box is not scaling or shrinking your checks before sending them to the printer. As you can see in the printer dialog box below, the **Page Size** is set to **Actual Size**. **THIS IS THE CORRECT SETTING AND MUST BE CHECKED EACH TIME YOU SEND CHECKS TO THE PRINTER!** Failing to properly check this value will result in misalignment of your checks.



Once you have sent your checks to the printer, you can close the Adobe Acrobat reader window. If prompted to save your document before closing, you can choose “No”, unless you prefer to keep a hardcopy of checks printed on your computer.

Click the **[Continue]** button. If you have finished printing all of your checks, you will be taken to the next step. Otherwise, if you have more checks to print, the following page will appear.

Print Accounts Payable Checks

Step 4 - Printing Checks

Bank Account: REV

Checks to print: 7 checks to print for \$2,016.05

Current check range: 1112 - 1113 (2 checks)

Click the [Preview] button to generate the next block of checks for printing.

Preview Continue Previous

Load checks 1112 - 1113 into your printer. Click the [Preview] button when ready to proceed. After previewing and printing checks, click the [Continue] button.

This shows the next (or in our case, the final) range of checks to be printed. Again, click the **[Preview]** button to preview and print your checks from Adobe Acrobat.

Once again, click the **[Continue]** button.

#### 4.5.1 Confirming Printed Checks

Once you have printed all of your checks, *Step 5* will appear as follows.

**Print Accounts Payable Checks**

Step 5 - Confirm check printing

Bank Account: REV

Continue Previous

[Mark All](#)
[Mark None](#)
[Increment All Checks by One](#)
[Decrement All Checks by One](#)
[Reverse Order of All Checks](#)
[If you forgot to preview and print your checks, click here!](#)

Mark	Void	Check No	Payee Name	Entry Date	Amount	Description	Brief Description/Memo
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1107	ASI FLEX	9/30/2016	\$109.78	Payment of AP Invoice(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1108	ASI FLEX	9/30/2016	\$109.78	Payment of AP Invoice(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1109	AA Rental Center	11/18/2016	\$571.40	Payment of AP Invoice(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1110	Acme Pest Control	11/18/2016	\$525.00	Payment of AP Invoice(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1111	AA Rental Center	11/21/2016	\$275.36	Payment of AP Invoice(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1112	ASI FLEX	11/21/2016	\$195.00	Payment of AP Invoice(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1113	NSTAR ELECTRIC	11/21/2016	\$229.73	Payment of AP Invoice(s)	

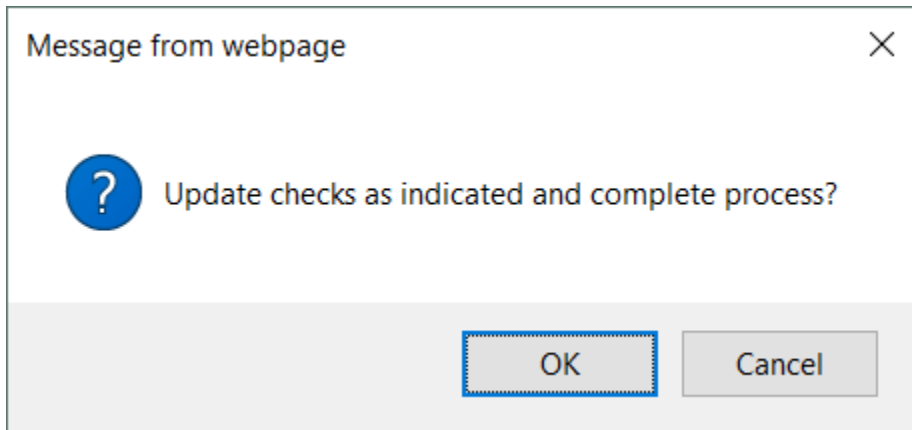
In *Step 5*, you will identify if your checks printed correctly. In addition, you can change check numbers if the check numbers shown do not match the actual check numbers printed. The table below shows the options available to you in *Step 5*.

Item/Option	Purpose
<b>Mark All</b>	Click on this to mark all checks (printed correctly)
<b>Mark None</b>	Click on this to unmark all checks (did not print correctly)
<b>Increment All</b>	When this is checked, each check number will be incremented by 1
<b>Decrement All</b>	When this is checked, each check number will be decremented by 1
<b>Reverse Order of All</b>	If you click on this entry, it will reverse the order of the check numbers listed. The highest check will be given the lowest check number in the range and visa-versa.

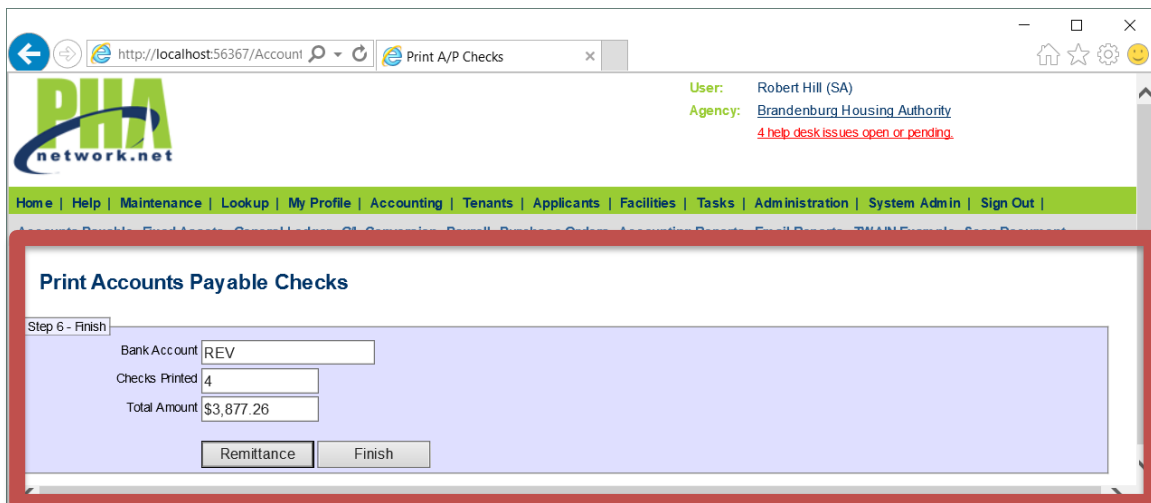
You also have the option of manually adjusting your check numbers by entering them or by clicking on the up/down arrows next to the check numbers.

If a check misprinted, jammed, or something else happened to the check, you can click the “Void” check box next to that check. The check will be placed into the bank register as a voided check and you will have the opportunity to re-print that check.

Once you have identified all of the correctly printed checks, click the **[Continue]** button to advance to the next step. You will first be asked to confirm. Click the **[Ok]** button.



Once you do that, the final page will appear as follows.



Click the **[Finish]** button to exit the check printing process.

Click the **[Remittance]** button to view/print a *Payment Distribution and Remittance* report for each check that was printed.

#### 4.6 Viewing and Managing Check Runs

Each separate printing of checks is called a *Check Run*. You can view and manage your check runs from the *View Check Runs* menu option. The page will appear as follows.

Action	Bank Account	Checks Printed	Check Range	Description	No. of Checks	Amount of Checks	Printed By	Notes
	REV	3/21/2017	1119 - 1146	Accounts Payable Checks	28	\$9,954.48	Bob Hill	
	REV	3/21/2017	1147 - 1151	Accounts Payable Checks	2	\$720.00	Bob Hill	
	REV	3/22/2017	1152 - 1154	Accounts Payable Checks	3	\$249.02	Bob Hill	

Within the *Search Filters*, you can specify which bank account to include as well as the starting and ending date of the check run. The *check run range* is for the range of dates when the checks were printed and not the check dates of the checks printed.

Click the button to refresh the list of check runs. Each check run matching the specified criteria will be listed.

In the **Action** column, you have the following options.

Action	Purpose
	Reset the specified check run for re-printing. All checks for this check run will be reset and you will be able to print them again. Usually, you would select these if the checks never printed, however, you identified all checks as having been printed, so they are listed in the bank register with check numbers.
	Click the printer icon to print a check register listing for the check run. The report will show all checks that are part of the check run.
	Click on this icon to print a <i>Payment Distribution and Remittance</i> report for each check in the check run.

## 4.7 Assigning Check Numbers

If you have skipped the final steps in the **Print Checks** process, then you are left with a pile of printed checks in your hand, and a bank register in PHANetwork that does now show these check numbers. The reason for this is that it is the final steps of the check printing

process that assigns the check numbers. Refer to the prior section on Printing Checks for clarification on this.

If you find yourself in this condition, then one option is to go through the check printing process again to assign the check numbers. During this process you won't have to actually print the checks because they have already been printed, but you must make sure to reproduce all of the steps to assign the check numbers.

However, there is an easier way to assign these checks. You can choose the **Assign Check Numbers** menu option. When you do, you will see the following screen.

### Assign Check Numbers

This process can be used to assign check numbers for checks that have been printed but the check numbers were not assigned. This will happen if the final steps of the **Print Checks** process are not completed.

**Please Note:** This process should only be used to assign check numbers after checks have been printed and the final steps have been skipped. If the checks have not been printed yet, then you need to go through the **Print Checks** process to print them.

Cancel Continue

Read this message clearly as it explains what this process is used for. Once you are ready to proceed, click the **[Continue]** button. The next step will appear as follows.

### Assign Check Numbers

Select Bank Account

Bank Account Section 8

Cancel Continue

Choose the bank account from the dropdown list and click the **[Continue]** button to proceed to the next step.

Assign Check Numbers

Un-Assigned Checks					
Starting Check 20709					
<input type="button" value="Previous"/> <input type="button" value="Assign #'s"/> <input type="button" value="Reverse #'s"/> <input type="button" value="Finish"/>					
Check Date	Check Number	Vendor Name	Description	Amount	
8/1/2023	0	Bartels-Marrero, Sarah	Payment of HAP Invoice(s)	\$2,446.00	
8/1/2023	0	Baycove Realty, LLC	Payment of HAP Invoice(s)	\$2,870.00	
8/1/2023	0	Beckles, Katie	Payment of HAP Invoice(s)	\$1,472.00	
8/1/2023	0	Bekele, Eshete	Payment of HAP Invoice(s)	\$4,994.00	
8/1/2023	0	Benseghir, Karim	Payment of HAP Invoice(s)	\$3,700.00	
8/1/2023	0	BFMIT II Gloucester LLC	Payment of HAP Invoice(s)	\$1,854.00	
8/1/2023	0	Bianchi, Tina	Payment of HAP Invoice(s)	\$1,526.00	
8/1/2023	0	Bills Realty Trust	Payment of HAP Invoice(s)	\$2,900.00	
8/1/2023	0	Bilodeau M.&G.C/O Phillips Proper.	Payment of HAP Invoice(s)	\$1,722.00	
8/1/2023	0	Black Coffee, LLC	Payment of HAP Invoice(s)	\$3,016.00	
8/1/2023	0	Blackman, Cecil H.	Payment of HAP Invoice(s)	\$2,968.00	
8/1/2023	0	Boston Housing Authority	Payment of HAP Invoice(s)	\$5,301.72	
8/1/2023	0	Boudreau, Guy J.	Payment of HAP Invoice(s)	\$1,934.00	
8/1/2023	0	Lucretia Bouyer	Payment of HAP Invoice(s)	\$3,000.00	
8/1/2023	0	Brinkerhoff, Florence	Payment of HAP Invoice(s)	\$3,702.00	
8/1/2023	0	Brown, Lorraine	Payment of HAP Invoice(s)	\$2,048.00	
8/1/2023	0	Bryant, Joseph	Payment of HAP Invoice(s)	\$2,674.00	
8/1/2023	0	Caira, Guido	Payment of HAP Invoice(s)	\$1,238.00	
8/1/2023	0	Caira, Irene	Payment of HAP Invoice(s)	\$854.00	

The starting check number will be loaded automatically based on what the system interprets as the next check number to use for this bank account. Adjust this as necessary to align with the first check shown.

To assign sequential check numbers, click the **[Assign #'s]** button. This will start with the first check and number each successive check based on the starting check number entered. The assigned check numbers will look as follows, and the **[Finish]** button will be enabled.

Assign Check Numbers

Un-Assigned Checks					
Starting Check 20709					
<input type="button" value="Previous"/> <input type="button" value="Assign #'s"/> <input type="button" value="Reverse #'s"/> <input type="button" value="Finish"/>					
Check Date	Check Number	Vendor Name	Description	Amount	
8/1/2023	20709	Bartels-Marrero, Sarah	Payment of HAP Invoice(s)	\$2,446.00	
8/1/2023	20710	Baycove Realty, LLC	Payment of HAP Invoice(s)	\$2,870.00	
8/1/2023	20711	Beckles, Katie	Payment of HAP Invoice(s)	\$1,472.00	
8/1/2023	20712	Bekele, Eshete	Payment of HAP Invoice(s)	\$4,994.00	
8/1/2023	20713	Benseghir, Karim	Payment of HAP Invoice(s)	\$3,700.00	
8/1/2023	20714	BFMIT II Gloucester LLC	Payment of HAP Invoice(s)	\$1,854.00	
8/1/2023	20715	Bianchi, Tina	Payment of HAP Invoice(s)	\$1,526.00	
8/1/2023	20716	Bills Realty Trust	Payment of HAP Invoice(s)	\$2,900.00	
8/1/2023	20717	Bilodeau M.&G.C/O Phillips Proper.	Payment of HAP Invoice(s)	\$1,722.00	
8/1/2023	20718	Black Coffee, LLC	Payment of HAP Invoice(s)	\$3,016.00	
8/1/2023	20719	Blackman, Cecil H.	Payment of HAP Invoice(s)	\$2,968.00	
8/1/2023	20720	Boston Housing Authority	Payment of HAP Invoice(s)	\$5,301.72	
8/1/2023	20721	Boudreau, Guy J.	Payment of HAP Invoice(s)	\$1,934.00	
8/1/2023	20722	Lucretia Bouyer	Payment of HAP Invoice(s)	\$3,000.00	
8/1/2023	20723	Brinkerhoff, Florence	Payment of HAP Invoice(s)	\$3,702.00	
8/1/2023	20724	Brown, Lorraine	Payment of HAP Invoice(s)	\$2,048.00	
8/1/2023	20725	Bryant, Joseph	Payment of HAP Invoice(s)	\$2,674.00	
8/1/2023	20726	Caira, Guido	Payment of HAP Invoice(s)	\$1,238.00	
8/1/2023	20727	Caira, Irene	Payment of HAP Invoice(s)	\$854.00	

To reverse the order of the check numbers (in case the checks came out in reverse order), click the **[Reverse #'s]** button. The check numbers will be reversed as shown here.

**Assign Check Numbers**

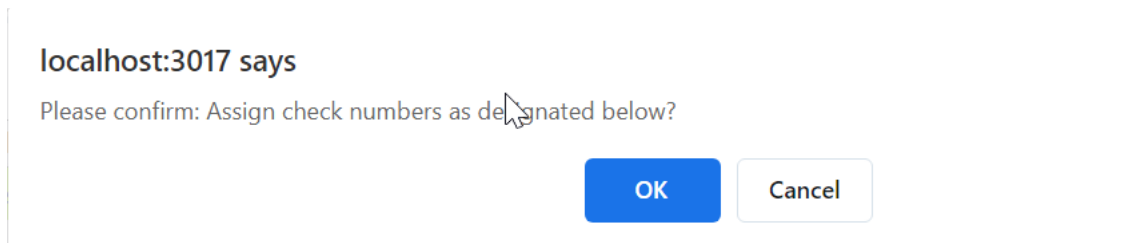
Un-Assigned Checks

Starting Check: 20709

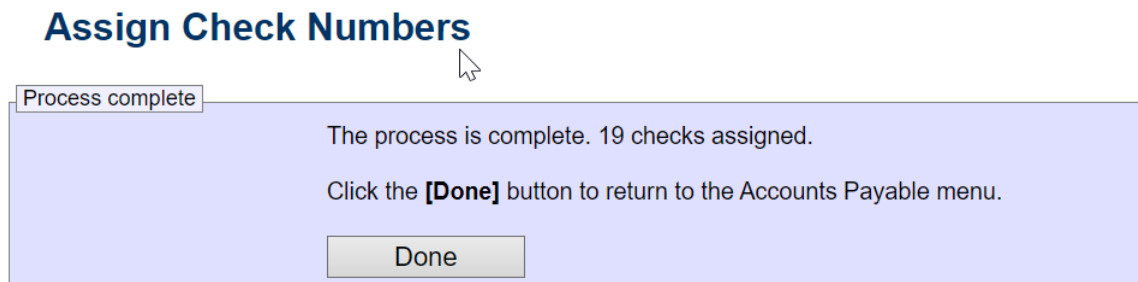
Previous Assign #'s Reverse #'s Finish

Check Date	Check Number	Vendor Name	Description	Amount
8/1/2023	20727	Bartels-Marrero, Sarah	Payment of HAP Invoice(s)	\$2,446.00
8/1/2023	20726	Baycove Realty, LLC	Payment of HAP Invoice(s)	\$2,870.00
8/1/2023	20725	Beckles, Katie	Payment of HAP Invoice(s)	\$1,472.00
8/1/2023	20724	Bekele, Eshele	Payment of HAP Invoice(s)	\$4,994.00
8/1/2023	20723	Benseghir, Karim	Payment of HAP Invoice(s)	\$3,700.00
8/1/2023	20722	BFMIT II Gloucester LLC	Payment of HAP Invoice(s)	\$1,854.00
8/1/2023	20721	Bianchi, Tina	Payment of HAP Invoice(s)	\$1,526.00
8/1/2023	20720	Bills Realty Trust	Payment of HAP Invoice(s)	\$2,900.00
8/1/2023	20719	Bilodeau M.&G.C/O Phillips Proper.	Payment of HAP Invoice(s)	\$1,722.00
8/1/2023	20718	Black Coffee, LLC	Payment of HAP Invoice(s)	\$3,016.00
8/1/2023	20717	Blackman, Cecil H.	Payment of HAP Invoice(s)	\$2,968.00
8/1/2023	20716	Boston Housing Authority	Payment of HAP Invoice(s)	\$5,301.72
8/1/2023	20715	Boudreau, Guy J.	Payment of HAP Invoice(s)	\$1,934.00
8/1/2023	20714	Lucretia Bouyer	Payment of HAP Invoice(s)	\$3,000.00
8/1/2023	20713	Brinkerhoff, Florence	Payment of HAP Invoice(s)	\$3,702.00
8/1/2023	20712	Brown, Lorraine	Payment of HAP Invoice(s)	\$2,048.00
8/1/2023	20711	Bryant, Joseph	Payment of HAP Invoice(s)	\$2,674.00
8/1/2023	20710	Caira, Guido	Payment of HAP Invoice(s)	\$1,238.00
8/1/2023	20709	Caira, Irene	Payment of HAP Invoice(s)	\$854.00

If you need to correct any individual check numbers, you can edit those within the Check Number column. Once the check numbers look correct, you can click the **[Finish]** button to complete the process. You will be prompted to confirm with a message similar to the following.



Once you do, you will see the following screen indicating that the assignments have been completed.



## 4.8 Working with the Bank Register

Most of the work that you will do in Accounts Payable will be focused on the Bank Register. As such, it is important to understand how to interact with your various bank registers. This is where you will void checks, create manual deposits, record manual checks and reset checks for printing.


To manage your bank register, choose **Bank Register** from the menu. The following screen will appear.

Action	Date	Number	Cleared	Payee	Entry Type	Description	Brief	Payment/Debit	Deposit/Credit	Balance
	12/31/2018				Beginning Balance	Beginning Balance			5,693.05	\$5,693.05

You will start by selecting the bank account. You can then choose from the preset dates or enter a range of dates on your own. You can also select the dates by a specific month and year. Once you change the month/year, the starting and ending dates will be updated to include that entire month.

In addition, you can enter a specific vendor into the **Vendor Filter** box (or click on the lookup icon) to filter your bank register for a single vendor or landlord. To clear out any previously entered vendor, click on the eraser icon to the right of the **Vendor Filter** box.

**NOTE:** You can also type in part of the vendor's name and then hit the [Tab] key. The first matching vendor will be entered into the **Vendor Filter** box. If this vendor is not correct, click the eraser icon and then use the lookup feature to find the correct vendor.

Once you have set your register filters, click on the  icon to load the bank register. The detailed bank register will appear as shown below.

**Accounts Payable Bank Register**

Register Filters: Bank Account: Revolving, Preset Dates: Custom, Vendor Filter: (leave blank for all/any vendor or landlord), Starting Date: 7/1/2019, Ending Date: 1/31/2020, By Month: January, Year: 2020









Action	Date	Number	Cleared	Payee	Entry Type	Description/Memo	Brief	Payments/Debit	Deposit/Credit	Balance
	6/30/2019				Beginning Balance	Beginning Balance			55,560.20	\$55,560.20
	7/17/2019	1222		Banner Publications Inc.	Payment	Payment of Invoice(s)		25.00		\$5,535.20
	7/30/2019			Harvey Building Products	Online Payment	Payment of AP Invoice(s)		1,200.00		\$4,335.20
	7/30/2019			Internal Revenue Service	Online Payment	Payment of AP Invoice(s)		17,605.84		\$-720.56
	7/30/2019	1225		J.D. Daddario	Payment	Payment of AP Invoice(s)		950.00		\$-1,670.56
	7/30/2019	1226		NM/RO	Payment	Payment of AP Invoice(s)		180.00		\$-1,850.56
	7/30/2019	1227		Acme Pest Control, Inc.	Payment	Payment of AP Invoice(s)		125.00		\$-1,975.56
	7/30/2019	1228		Aetra-Commonwealth of Mass.	Payment	Payment of AP Invoice(s)		1,254.63		\$-3,230.19
	7/30/2019	1229		T&M Electrical, Inc.	Payment	Payment of AP Invoice(s)		295.00		\$-3,525.19
	7/30/2019	1230		Commerce Insurance Company	Payment	Payment of AP Invoice(s)		131.00		\$-3,656.19
	7/30/2019	1231		Norfolk County Retirement System	Payment	Payment of AP Invoice(s)		117.04		\$-3,773.23
	7/30/2019	1232		NSTAR ELECTRIC	Payment	Payment of AP Invoice(s)		1,250.96		\$-5,024.19
	7/30/2019	1233		A-1 Paving Co., Inc.	Payment	Payment of AP Invoice(s)		1,250.00		\$-6,274.19
	8/19/2019	1234		Acme Pest Control, Inc.	Payment	Spraying for Ants - Community Building		819.00		\$-7,093.19
	8/20/2019	1235		Acme Pest Control, Inc.	Manual Check	Stuff & More Stuff		150.00		\$-7,243.19
	10/3/2019				Deposit	Deposit			1,295.07	\$-5,948.12
	10/29/2019			Acme Pest Control, Inc.	Manual Check	Services		120.00		\$-6,068.12
	11/22/2019			Acme Pest Control, Inc.	Manual Check	Services		150.00		\$-6,218.12
	11/26/2019			Hampden Technologies, Inc.	Online Payment	Monthly support agreement		225.00		\$-6,443.12
	11/26/2019			All Time Tree Care	Online Payment	Landscaping		50.00		\$-6,493.12
	12/12/2019	1236		Gallant Electric, Inc.	Payment	Payment of AP Invoice(s)		875.00		\$-7,368.12
										\$30,082.40

The bank register will show a beginning balance and then each transaction within the specified range of dates for the selected bank account. Finally, it will show the ending balance.













The icon bar above the bank register is shown below.



The actions associated with each icon are as follows.

Action	Purpose
	Refresh the bank register
	Add a new Register Entry (Manual Check, Deposit, Adjustment, etc.)
	Reset the bank register filter settings to the default
	View/Print a hardcopy of the currently displayed bank register
	View/Print a transaction Listing (excludes balances)
	Export the currently displayed register to Microsoft Excel™
	View/Print a Discrepancy Report (shows any out-of-balance register entries)
	Download CSV File (downloads the register transactions shown as a Comma Separated Value (CSV) file.)


The actions that you can take on transactions listed are found in the **Actions** column. The table below summarizes each icon and the associated action.

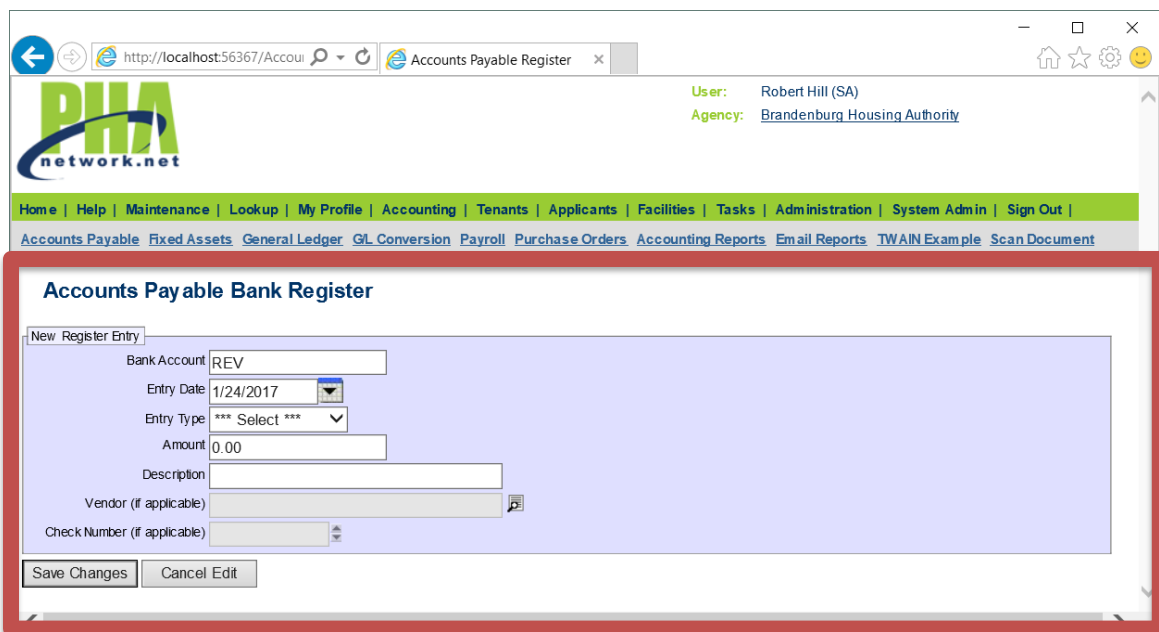
Action	Purpose
	This icon is used to edit a transaction. This will allow you to make changes to the entry, change a vendor, change a date, etc. If you need to change the account distribution, you will need to click on the  icon.
	Use this icon to view/edit the account distribution for the selected entry.
	For checks in the register, this icon will allow you to quickly print the check (if not yet printed)
	Use this icon to delete a transaction from the bank register. You can only delete a transaction if the Accounts Payable month which the transaction falls within has not been closed. Additionally, HAP transactions (checks or direct deposits) cannot be deleted. They can only be voided.
	Use this icon to copy this register entry to a new entry. Only certain types of entries can be copied, and the period/month to which the entry is to be copied must be open.
	This icon is used to void a check or cancel an entry in the bank register. This is also used to reset a check for printing.
	You would use this icon to split a payment into multiple checks. For example, if you had paid three invoices and later realized that one needed to be printed on a separate check, clicking this icon would allow you to split the invoices into two separate checks. This can only be done prior to the printing of the check.
	This flag will appear next to any printed check. Clicking this will set the check number to zero and allow the check to be reprinted. You can only reprint a check from payment of invoices or a manual check. You cannot reprint a payroll check through the Accounts Payable register. This must be done through the payroll system. Also, if a check has cleared the bank, you will not be able to flag it for reprinting.
	Clicking on this entry for a voided check will allow the entry to be un-voided.
	View Distribution and Remittance – This is a report that you can print for any debit that is the result of a payment of invoices. This can be sent to the vendor or included with the check to the vendor.
	View Payment Details with Invoices – This will produce a report showing the payment (check or online payment) along with the details for each invoice paid on the check.

#### 4.8.1 Adding and Editing Bank Register Transactions

The bank register is used to record all types of banking transactions including deposits, payments, debit or credit adjustments, etc. Many of these transactions will be created through a variety of automated processes such as the payment of invoices, the preparation of a tenant, rent deposit and automated payroll transactions.

However, some transactions may need to be manually recorded. These might be other types of deposits such as federal or state reimbursements, laundry deposits or adjustments to your bank account. In addition, when you first start using your bank register you will need to enter your starting, cleared account balance. This is done as a manual transaction.

To enter a new bank register transaction, click the  icon. The new entry page will appear as follows.



The screenshot shows a web browser window with the URL `http://localhost:56367/Accounting`. The page title is "Accounts Payable Bank Register". The user is identified as "Robert Hill (SA)" and the agency as "Brandenburg Housing Authority". The page has a navigation menu with links: Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, Sign Out. Below the navigation menu, there are links for Accounts Payable, Fixed Assets, General Ledger, GL Conversion, Payroll, Purchase Orders, Accounting Reports, Email Reports, TWAIN Example, and Scan Document. The main content area is titled "Accounts Payable Bank Register" and contains a "New Register Entry" form. The form has the following fields: Bank Account (REV), Entry Date (1/24/2017), Entry Type (\*\*\* Select \*\*\*), Amount (0.00), Description, Vendor (if applicable), and Check Number (if applicable). There are "Save Changes" and "Cancel Edit" buttons at the bottom of the form.

The **Bank Account** will be set to the bank account that came from.

The **Entry Date** defaults to the current date. You can enter or select another date, however, the date must be within an open Accounts Payable period.

Select the type of the transaction that you are recording from the dropdown menu. The choices are as follows.

Entry Type	Purpose
<b>Deposit</b>	Select this type to record a deposit to the bank register
<b>Payment</b>	This type will only be visible when editing an entry, and you cannot change it if it is a payment.
<b>Adjustment</b>	Use this type to record any type of adjustment (debit or credit).
<b>Interest</b>	This entry type is used to record interest earned.
<b>Manual Check</b>	Choose "Manual Check" if you want to record a check that has already been issued, or if you want to simply record a check and print it out. If you intend on printing the check, leave the check number at zero and it will appear in your check print queue.
<b>Online Payment</b>	This type is used to record an online payment or a direct deposit.
<b>Voided Check</b>	You can choose this type to record a check that has been voided outside of the system (i.e. accidentally printed on by another report.)

Next, enter the **amount** of the transaction that you are recording. If the type of transaction that you are recording is an **Adjustment**, then enter the number as a positive for a credit adjustment or as a negative for a debit adjustment.


The **Description** is used to document why the transaction was recorded. You can enter up to 100 alpha-numeric characters to describe the transaction.

Depending upon the type of transaction, you may need to look up a vendor to associate with the transaction. The following types of transactions will require a vendor look up.

#### ***Manual Check***

#### ***Online Payment***

In addition, you have the option of specifying a vendor when you are recording a voided check. For other types of entries, the selection of a vendor is not required.

To lookup a vendor, first, enter part of the vendor's name into the **Vendor** entry. Then, click on the  icon. The vendor lookup window will appear as follows...

The screenshot displays the PHAnetwork.net Accounts Payable Bank Register interface. The main form is titled "New Register Entry" and contains the following fields:





- Bank Account: REV
- Entry Date: 1/27/2017
- Entry Type: Manual Check
- Amount: 275.00
- Description: Services Rendered
- Vendor (if applicable): Acme
- Check Number (if applicable):

Buttons for "Save Changes" and "Cancel Edit" are visible below the form. A "Vendor Lookup" window is overlaid on the main form, showing search criteria and results:

Vendor name: Acme  
Account Type: \*\*\* any type \*\*\*

Action	Vendor Name	Address	Telephone	Contact Person
▶	Acme Pest Control	147 Gladstone Street		

Within the Vendor Lookup window, you can fine tune the search criteria and you can use wild cards to simplify your search. For example, if you knew the vendor name included the word *Pest*, then entering *\*pest\** in the vendor name box would return all vendor names that contain the word *Pest* in their names. Likewise, if you entered *\*Control\** you would be asking the system to locate any vendors whose name ends with the word *Control*.

After changing your search criteria in the box, click the  icon to execute the search. Clicking on the  icon will reset the search criteria to its original value. Clicking on the  icon will exit the vendor lookup without making a selection. If the correct vendor is listed in the vendor lookup, click the  icon to select that vendor. The name will be returned to the vendor entry box.

If the entry that you are recording is a **Manual Check** or a **Void Check**, you have the option of entering the check number. This is actually required for a void check transaction. For a **Manual Check** you can enter the check number if the check was issued outside of the system (for example, handwritten), or you can leave the check number blank so that you can subsequently print the check from within PHAnetwork.

If you use **Accounting Codes** to record specific accounting transactions, you can select that code here. When you save the entry, it will automatically be distributed to that distribution code.

Once you have all of the information recorded for the new transaction, click the **[Save Changes]** button to save your transaction. If this is a new entry, you will then be taken to the Account Distribution section as follows.

There are two (2) different ways to add accounts to your distribution.

### Code Distribution

In this method, you choose a predefined Accounting Code and then specify the dollar amount associated with that code. Multiple codes can be selected to make up the full distribution or you can simply select a single Accounting Code. Clicking on the [Code Distribution](#) link will take you to the code distribution area (shown below).

### Manual Distribution

This method requires you to specifically select the fund, account number, AMP and any related project information for the account distribution. In addition, you will specify the amount to be charged. Clicking on the [Manual Distribution](#) link will take you to the manual distribution area (shown below).

**Note:** You can also use a combination of **Code Distribution** entries and **Manual Distribution** entries.

If you click the [Full Distribution](#) link, the full account distribution including any distribution lines which are the result of applying Accounting Codes and each manual distribution line will be displayed. The end result is that the total distribution should match the total amount of the Recurring Payment.


The [Validate](#) link will perform a full distribution validation and show you and errors encountered.

#### 4.8.2 Using the Code Distribution with Bank Register Entries


When you click on [Code Distribution](#) the Code Distribution page appears as follows.



The screenshot shows the 'Accounts Payable Bank Register' page. The 'Register Entry Information' section includes: Entry Date: 1/30/2017, Entry Amount: \$427.19, Entry Type: Manual Check, and Total Distributed: \$0.00. Below this, there are navigation links: Code Distribution, Manual Distribution, Full Distribution, Validate, and Return to Register. An 'Add' button is visible. A table with the following structure is shown:

Actions	Accounting Code	Amount To Distribute
		\$0.00
		\$0.00

Click on the [Add] button to add a new code distribution. A new blank distribution line will be added. When you click on the  icon, next to the line you can edit the code to use as well as the total dollar amount to distribute (as seen in the screen shot below).

The screenshot shows the 'Accounts Payable Bank Register' page with a code distribution line being edited. The 'Register Entry Information' section remains the same. The 'Add' button is still present. The table now has one row with the following data:

Actions	Accounting Code	Amount To Distribute
	Alternate CP-303	427.19
		\$0.00

Use the dropdown list to select the accounting code to use and then enter the dollar amount to distribute. When you are done, click the  icon. To exit editing without saving, click the  icon.


### 4.8.3 Using a Manual Distribution with Bank Register Entries

When you click on [Manual Distribution](#) you can edit the funds and accounts that will be used to record your transaction. The following screen will appear.


The screenshot shows the 'Accounts Payable Bank Register' interface. At the top, the user is identified as Robert Hill (SA) from the Brandenburg Housing Authority. The main section is titled 'Register Entry Information' and contains the following fields:

- Entry Date: 1/30/2017
- Entry Amount: \$427.19
- Entry Type: Manual Check
- Total Distributed: \$0.00

Below this information, there are navigation links: [Code Distribution](#), [Manual Distribution](#), [Full Distribution](#), [Validate](#), and [Return to Register](#). An 'Add' button is visible, and a message states: 'No manual distribution lines were found. Click the [Add] button above to add one.'

To add a new Manual Distribution line, click the **[Add]** button. A new blank distribution line will be added. Click the  icon to edit this newly inserted distribution line. The line will change to *edit mode* as shown below.


The screenshot shows the 'Accounts Payable Bank Register' interface in edit mode. The 'Register Entry Information' section is the same as in the previous screenshot. Below it, the 'Add' button is highlighted, and a table for manual distribution lines is displayed:


Actions	Fund	AMP	Project	CFP Yr/Mod #	Account No.	Mem o	Dist. Amount
	000	N/A	N/A				0.00
							\$0.00

First, select the fund from the dropdown list. Then if necessary, select the AMP from the list of available AMP numbers. Please note that as you change the *Fund*, the list of available AMP numbers will also change as will the projects available in the Project column.

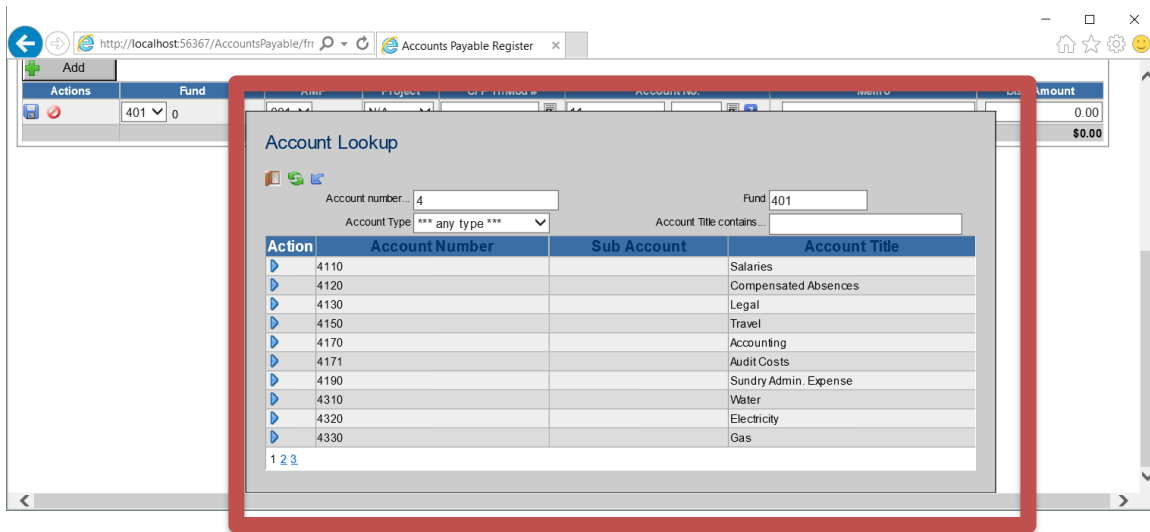
As shown in the screen print above, the CFP Yr/Mod # is the description setup in our demonstration but this can be setup to display whatever tag or naming convention that you


use for your capital projects. For the purposes of this manual, we will use CFP # as the generic term to describe this.

If you would like to include a CFP # for your account distribution, you can enter it or you can click on the  icon next to it in order to display the CFP # list. If the selected fund does not allow for the use of CFP #'s, then you will see an error when you attempt to save the account distribution.

For the **Account Number** you can either enter the numeric account or you can click on the  button to display the account number lookup. You will notice that the account number is broken up into two (2) separate entries. The first entry is for the base account number and the second entry is for the sub-account if one has been defined.

If you open the *Account Lookup* you will see the following screen.






As you can see from the **Account Lookup** window, the accounts that can be selected are listed along with the  icon. If you click on this icon it will select that account and place it into the account number entry.

You can filter the list of accounts shown. In this example, *11* has been entered into the *Account Number* box. Only G/L Accounts whose number begins with *11* will be included in the list. Likewise, if you enter *\*21\**, then only G/L Accounts whose number *contains 21* will be included in the search. The *\** acts as a wild-card for the search.

You can also select the account type to include. This example shows *any type* but you can restrict your list to *Assets*, *Liabilities*, etc.

In addition to filtering on the account number and the account type, you can also filter on the account title by entering that into the *Account Title Contains* box. As with the account


number, the \* acts as a wild care so if you were to enter \*Cash\*, the list of accounts shown would be limited only to those accounts containing the word *Cash* in their title.

If you change any of the Account Lookup filters, you must click on the  icon. To reset the Account Lookup filters to the default, click the  icon. Finally, if you would like to exit without selecting an account, click the  icon.

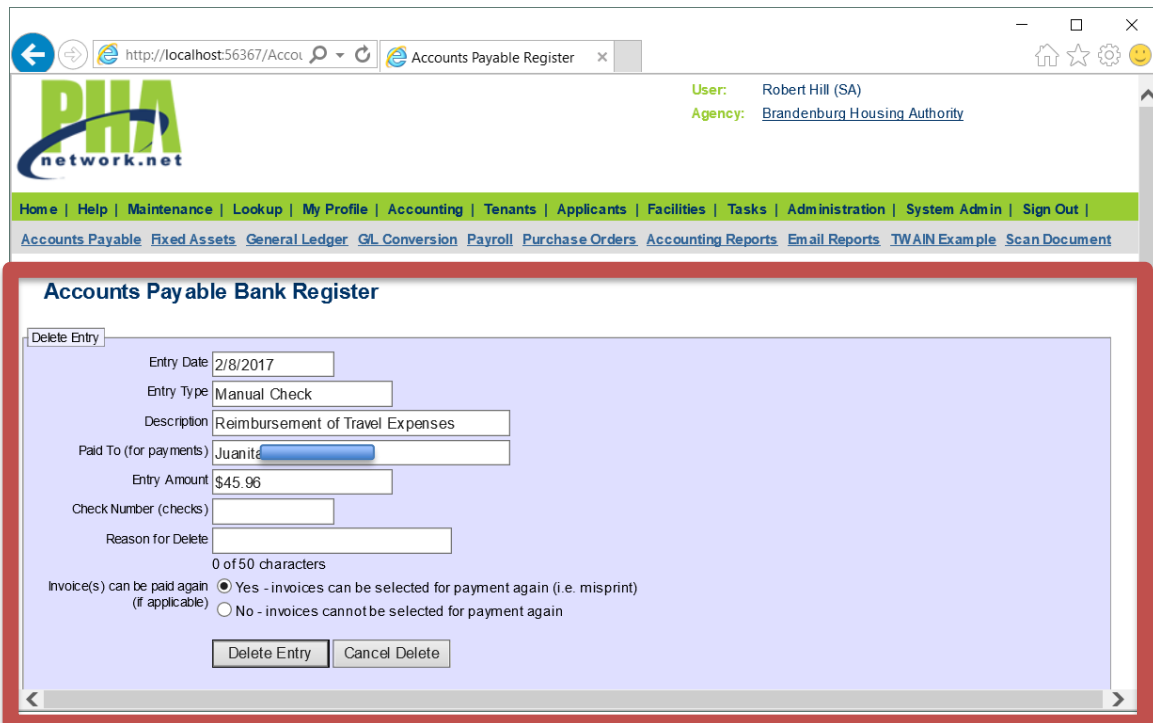
After entering or selecting the G/L Account Number, you can enter the memo to describe the entry. This entry is optional but if entered, it cannot exceed fifty (50) alphanumeric characters.

Finally, enter the Distribution Amount for this line item. If you are only entering a single manual distribution for this register transaction entry, then this should be the full amount. However, if there will be multiple manual entries or a combination of manual entries and accounting codes, then enter the portion of that entry for this amount. The sum total of all distribution amounts must be exactly equal to the total transaction amount. In other words, the account distribution for the bank register transaction must be 100%.

#### 4.8.4 Deleting Bank Register Entries

If your agency is setup to allow it, you may delete a bank register entry. If the  icon is shown, then chance are, you will have the option of deleting the entry.

To delete a bank register entry, click on the  icon. The following screen will appear.



The screenshot shows a web browser window with the URL <http://localhost:56367/Accounting> and the page title "Accounts Payable Bank Register". The user is identified as Robert Hill (SA) from the Brandenburg Housing Authority. The navigation menu includes Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. The main content area is titled "Accounts Payable Bank Register" and contains a "Delete Entry" form. The form fields are as follows:

Entry Date	2/8/2017
Entry Type	Manual Check
Description	Reimbursement of Travel Expenses
Paid To (for payments)	Juanita
Entry Amount	\$45.96
Check Number (checks)	
Reason for Delete	
Reason for Delete (characters)	0 of 50 characters
Invoice(s) can be paid again (if applicable)	<input checked="" type="radio"/> Yes - invoices can be selected for payment again (i.e. misprint) <input type="radio"/> No - invoices cannot be selected for payment again
Buttons	Delete Entry Cancel Delete

You are required to enter the **Reason for Delete** so that the system can log the activity. Also, if the entry that you are deleting is the result of *payment of invoices*, then you have the


option of setting the invoices so that they can be selected for payment again. This is the default behavior. If you choose **No** for this entry, then the invoices will not be available for selection in the **Pay Invoices** option.

Once you have entered the reason for deleting, and have optionally set the invoice option, click the **[Delete Entry]** button. You will be prompted to confirm the delete.

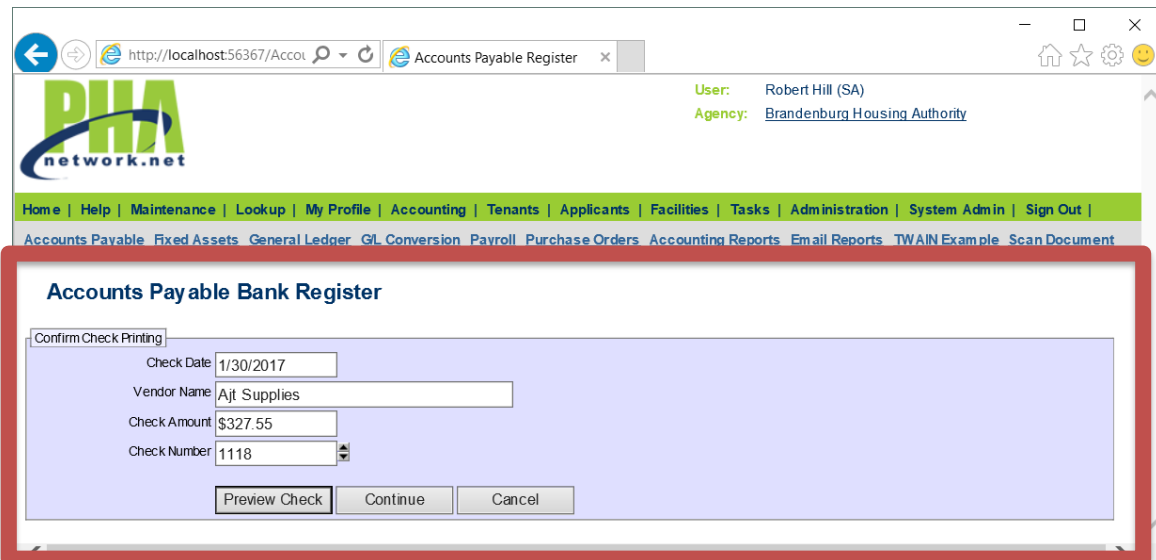
**NOTE:** Any time that you delete a bank register entry, the activity is logged.

To cancel the delete, click the **[Cancel Delete]** button and you will be returned to the bank register and no deletion will occur.

#### 4.8.5 Printing a Check using the Quick Print Option

If you have unprinted checks in your register, perhaps due to the entry of manual checks, you can print them quickly through the bank register by clicking on the  icon. This will allow the check to be printed, and then the check number recorded, all in one simple process.

To **Quick Print** a check, click the  icon. The following page will appear.

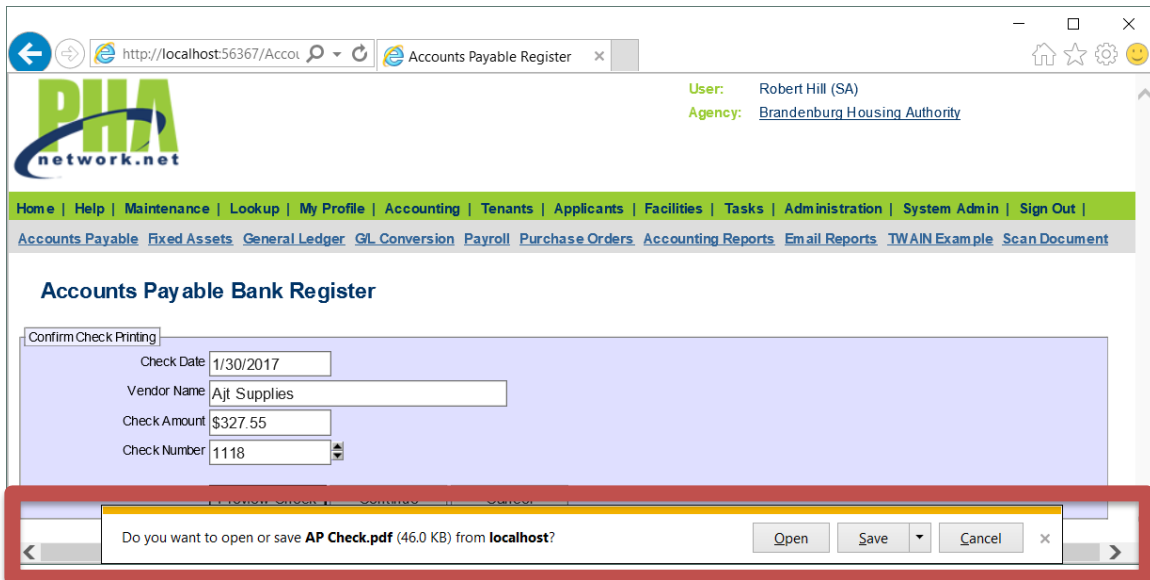


The screenshot shows a web browser window with the URL <http://localhost:56367/Accounting> and the page title "Accounts Payable Register". The user is identified as Robert Hill (SA) from the Brandenburg Housing Authority. The page features a navigation menu with links such as Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. The main content area is titled "Accounts Payable Bank Register" and displays a "Confirm Check Printing" dialog box. This dialog box includes the following information:

Check Date	1/30/2017
Vendor Name	Ajt Supplies
Check Amount	\$327.55
Check Number	1118

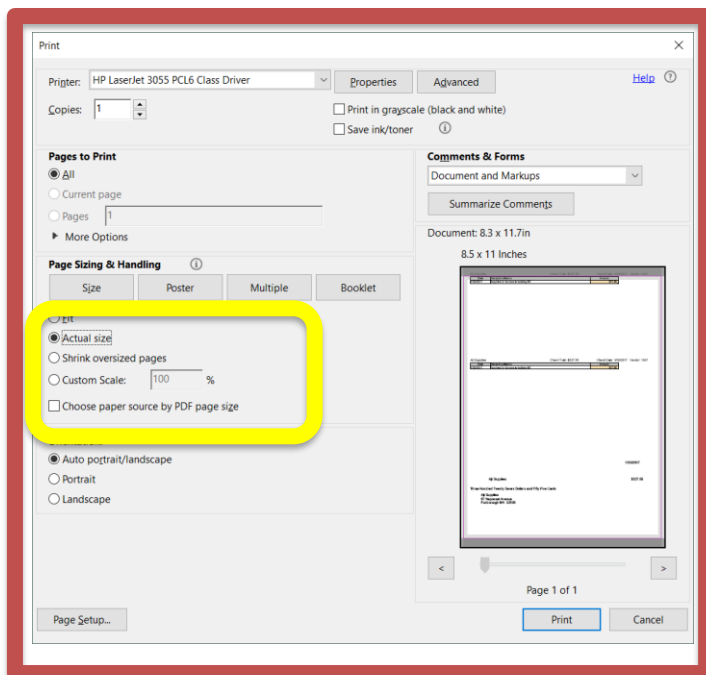
At the bottom of the dialog box, there are three buttons: "Preview Check", "Continue", and "Cancel".

The check date, vendor name and check amount are shown. Also, the next check number to be used for this bank account is shown by default. You can change this number if the check that you will be printing is on a different check. Once you have confirmed the check number, click the **[Preview Check]** button. You will be prompted to open the check document as shown below.



Click the **[Open]** button to open the check preview document. You can use this document to print your check.

**NOTE:** When printing the check, or any other pre-printed form, you *must* make sure that you choose **Actual Size** when sending the check to the printer. Any other setting will result in improper printing of the check. The dialog window should look similar to the following when you send the check to the printer.



After sending the check to the printer, you *MUST* click the **[Continue]** button. This tells the *Quick Print* process that the check has finished printing. Next, you will see the following page.

Accounts Payable Bank Register

Confirm Check Printing

Check Date: 1/30/2017

Vendor Name: Ajt Supplies

Check Amount: \$327.55


Check Number: 1118

Confirm printing:  Yes - check printed correctly  
 No - check printed incorrectly

Cancel Finish


Next to **Confirm printing**, choose **Yes** if the check printed correctly, or **No** if the check did not print correctly, and then click the **[Finish]** button. The check will be recorded in the bank register.

#### 4.8.6 Printing a Payment Distribution and Remittance Report

If you need to print out a Payment Distribution and Remittance Report, click on the  icon next to the payment. The report viewer will appear with a preview of the report.

**NOTE:** This option is only available on checks that were the result of *Payment of Invoices*.

#### 4.8.7 Voiding or Cancelling a Register Entry

If you need to cancel a bank register transaction, or you need to void a check, you can do this through the bank register by clicking on the  icon. When you do, the following page will appear.

The screenshot shows a web browser window with the URL <http://localhost:56367/Accounting>. The page title is "Accounts Payable Bank Register". The user is identified as Robert Hill (SA) from the Brandenburg Housing Authority. The navigation menu includes Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. The main content area is titled "Accounts Payable Bank Register" and contains a "Void Payment" form with the following fields:

- Payment Date: 1/30/2017
- Paid To: Ajt Supplies
- Payment Amount: \$327.55
- Check Number: 1118
- Description: Supplies for furnace in building #3
- Reason for Void: (empty text box)
- Invoice(s) can be paid again:  Yes - invoices can be selected for payment again (i.e. misprint) /  No - invoices cannot be selected for payment again

Buttons for "Void Payment" and "Cancel Void" are located at the bottom of the form.

The *payment date*, *vendor name* (paid to), *check number* and *description* of the bank transaction will be shown. You will also be asked to enter the **Reason for Void**. In addition, if the payment that you are deleting is a result of *payment of invoices*, you have the option of specifying whether or not the associated invoices can be paid again.

If the type of the payment to be voided is a HAP payment, the void entry will look as shown here.

The screenshot shows the "Accounts Payable Bank Register" form for voiding a HAP payment. The "Void Payment" form includes the following fields:


- Payment Date: 4/1/2024
- Paid To: Gliven Real Estate Trust, LLC
- Payment Amount: \$2,463.00
- Check Number: 3365
- Description: Payment of HAP(s)
- Date Voided: 4/1/2024
- NOTE: If the **Date Voided** is different from the payment date, a new *adjusting* transaction will be created.
- Reason for Void: (empty text box)
- Re-Issue this HAP Check?:  Yes - Re-issue this HAP check for re-printing /  No - Just void this HAP check

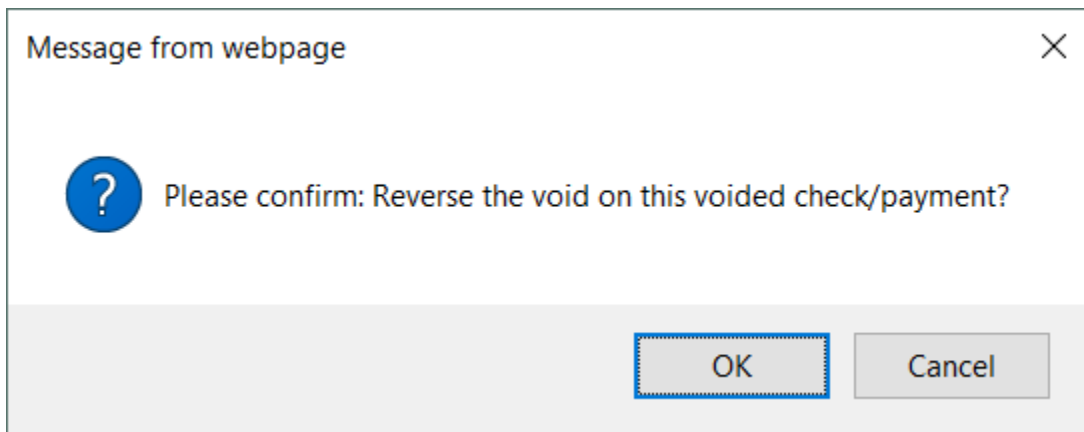
Buttons for "Void Payment" and "Cancel Void" are located at the bottom of the form.

For a HAP check you have the option to re-issue the HAP check for **re-printing**. Otherwise, you can just void the payment.

Once you have made your selection and have entered the reason for voiding the check, click the **[Void Payment]** button to void the check. To cancel the void, click the **[Cancel Void]** button.

#### 4.8.8 Reversing a Voided Check or Payment


If you ever need to reverse the void on a check or online payment, you can do this easily by clicking on the  icon. You will be prompted to confirm as shown below.

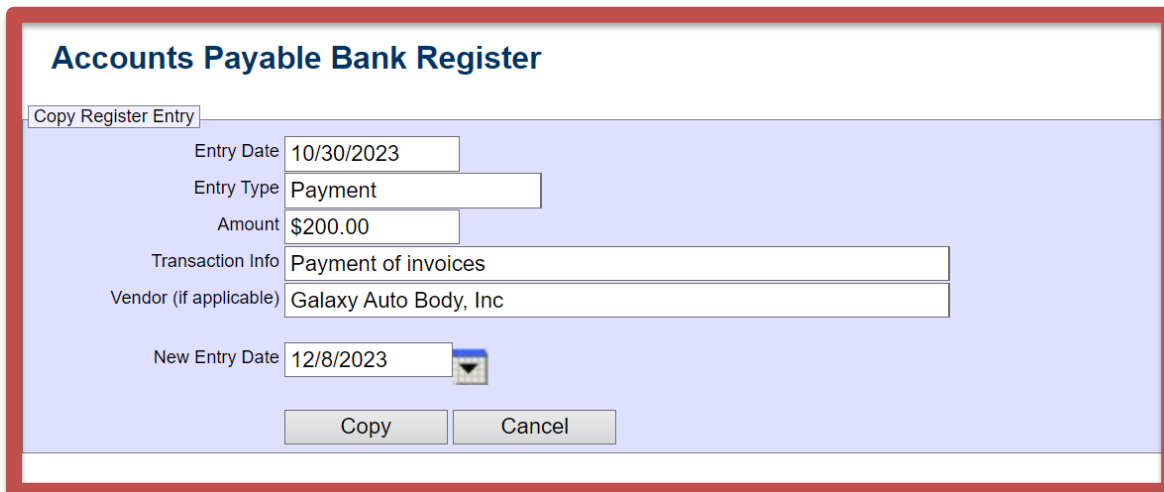


A dialog box titled "Message from webpage" with a close button (X) in the top right corner. On the left, there is a blue circular icon containing a white question mark. To the right of the icon, the text reads: "Please confirm: Reverse the void on this voided check/payment?". At the bottom of the dialog, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a blue dashed border.


Click the **[OK]** button to reverse the void or click **[Cancel]** to cancel the operation.

#### 4.8.9 Copying a Register Entry

If you see the  button in the Action column, then the transaction can be copied to a new entry. When you click on the copy button, you will see the following screen.




The "Accounts Payable Bank Register" screen displays a "Copy Register Entry" form. The form fields are as follows:

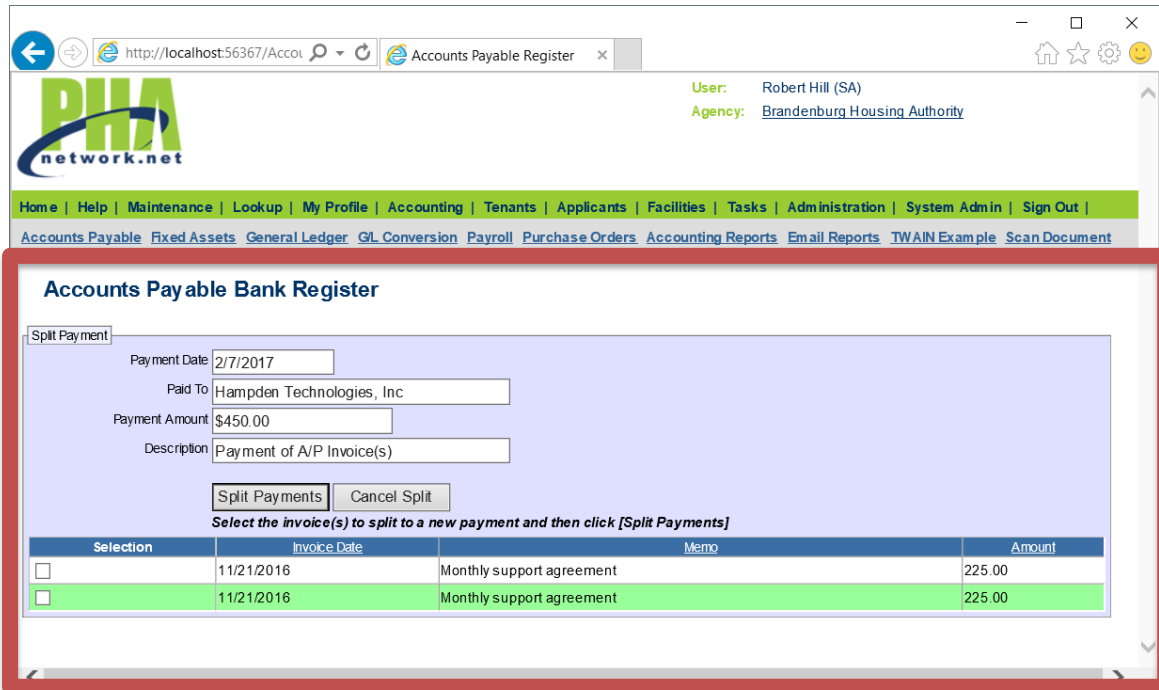
Entry Date	10/30/2023
Entry Type	Payment
Amount	\$200.00
Transaction Info	Payment of invoices
Vendor (if applicable)	Galaxy Auto Body, Inc
New Entry Date	12/8/2023 

At the bottom of the form, there are two buttons: "Copy" and "Cancel".

The information on the entry to be copied will be shown. You must enter or select the new entry date and then click the **[Copy]** button to complete the process. Click **[Cancel]** to cancel the copy process.

#### 4.8.10 Splitting a Payment into Multiple Payments

For any bank register entries that are the result of a *payment of invoices*, you can split the entry up into multiple entries (or checks) by clicking on the  icon. In order for this to happen, the entry type must either be a **payment** (of invoices) or an **online payment** (of invoices.) When you click on the icon, the following page will appear.



The screenshot shows a web browser window with the URL <http://localhost:56367/Accounting>. The page title is "Accounts Payable Bank Register". The user is identified as Robert Hill (SA) and the agency as Brandenburg Housing Authority. The page includes a navigation menu with links like Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. The main content area is titled "Accounts Payable Bank Register" and contains a "Split Payment" form. The form fields are: Payment Date (2/7/2017), Paid To (Hampden Technologies, Inc), Payment Amount (\$450.00), and Description (Payment of A/P Invoice(s)). Below the form are buttons for "Split Payments" and "Cancel Split". A instruction reads: "Select the invoice(s) to split to a new payment and then click [Split Payments]". Below this is a table with columns: Selection, Invoice Date, Memo, and Amount.




Selection	Invoice Date	Memo	Amount
<input type="checkbox"/>	11/21/2016	Monthly support agreement	225.00
<input checked="" type="checkbox"/>	11/21/2016	Monthly support agreement	225.00

The information on the register entry will be shown along with each invoice that makes up the entry. There is a check box in the **Selection** column. For each invoice that should be removed from this entry and made into its own entry, check the box. All of the invoices selected will be split into a new, single payment. The remaining invoices will stay with this register entry.


Once you have made your selections, click the **[Split Payments]** button. You will be asked to confirm. If you click **[OK]**, the selected payments will be split into a separate payment for the specified vendor.

To cancel the process, click the **[Cancel Split]** button.

#### 4.8.11 Changing an Entry Date

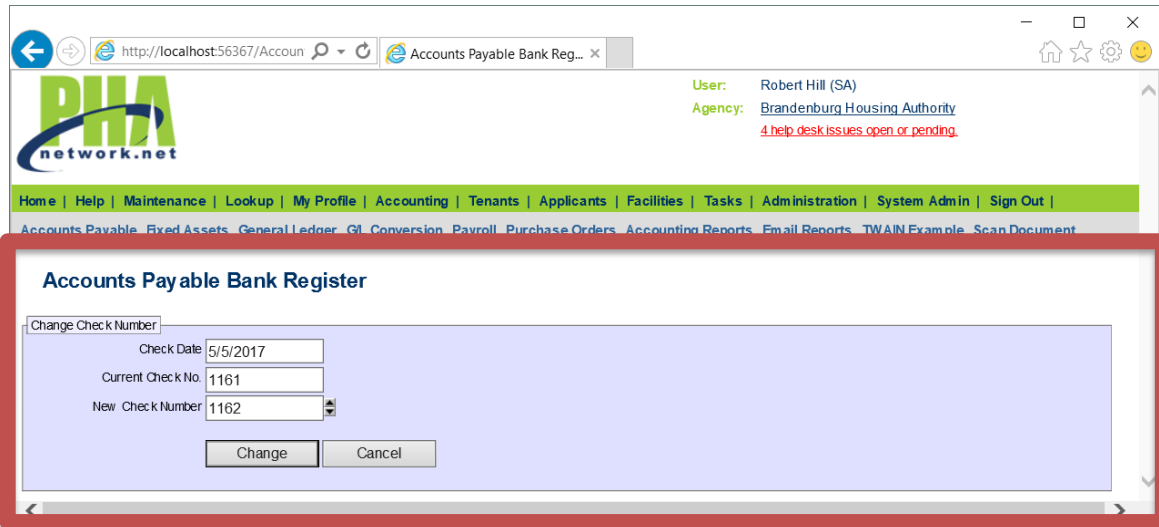
You can change the date of an entry by clicking on the  icon next to the date in the register. The date will change to an edit box and you will see an icon for saving () and an icon to cancel the edit ().

#### 4.8.12 Flagging a Check for Reprinting

If you need to reprint a check you can click on the  icon next to the check number. This will prompt you first, and if you click the [OK] button, will send the check back to the print queue so that you can reprint it.

#### 4.8.13 Changing a Check Number

If you need to change a check's number, click on the  icon next to the check. A window similar to the following will appear.




The screenshot shows a web browser window with the URL <http://localhost:56367/Account> and the title 'Accounts Payable Bank Reg...'. The user is identified as Robert Hill (SA) from the Brandenburg Housing Authority. A navigation menu includes Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. The main content area is titled 'Accounts Payable Bank Register' and contains a 'Change Check Number' dialog box. The dialog box has the following fields: 'Check Date' with the value '5/5/2017', 'Current Check No.' with the value '1161', and 'New Check Number' with the value '1162'. There are 'Change' and 'Cancel' buttons at the bottom of the dialog box.

You can either enter the check number directly next to the *New Check Number* entry, or you can click the up/down arrows to the right to change the number.

**NOTE:** The check number must be a unique check number with one exception. You can repeat a check number if there is no similar number within 180 days.


Once you have changed the number to the correct check number, click the [Change] button to complete the change. Click [Cancel] to abort the changing of the check's number.

#### 4.8.14 Viewing/Printing a Facsimile of a Check

From time to time, you may need to print a facsimile of a check. You can do this by clicking on the  icon next to the check. A preview of a check will appear which you can download and print if needed.




#### 4.8.15 Marking a Register Entry as Cleared

When you are getting started with the bank register, it may be necessary to manually mark a transaction as having cleared the bank. Normally, transactions are marked as cleared through the bank reconciliation process. Also, when starting up your first bank reconciliation, there is an option to mark all transactions prior to a specific date as cleared.




Nevertheless, you may still be required to manually mark one or more entries as cleared. To do this, click on the  icon in the **Cleared** column. Note that this will only be available if the

transaction has not previously been marked as cleared through a bank reconciliation process. Also, it will not be available for any voided check or cancelled bank register entry.

#### 4.8.16 Editing the Memo/Description of a Transaction

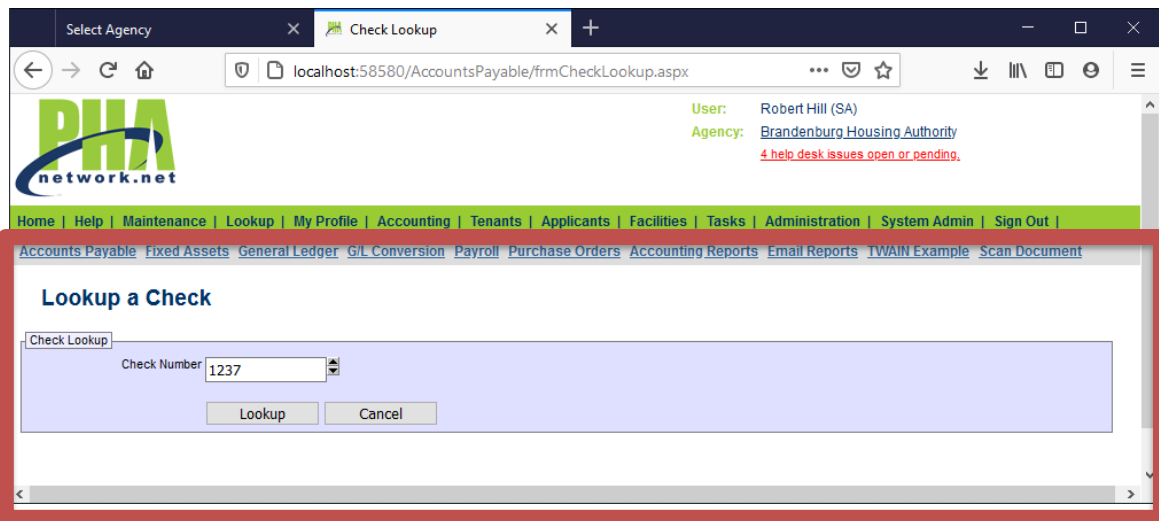
You can change the default memo of a payment or any transaction in the bank register by clicking on the  icon next to the entry in the **Memo/Description** column. The column cell will change to an edit box with an icon for saving () and an icon to cancel the edit ()

#### 4.8.17 Adding or Editing a Brief Transaction Description

You can assign or edit a *brief* description for any transaction in the register. To do this, click the  icon next to the entry in the **Brief** column. The column cell will change to an edit box with an icon for saving () and an icon to cancel the edit ()

### 4.9 Check Lookups

From time-to-time, you may need to locate a check but you are not sure of the check date. In order to make it easier to perform this task, you can do a **Check Lookup**. When you click the menu option for **Check Lookup**, the following screen appears.



The screenshot displays a web browser window with the following elements:

- Browser Tabs:** Select Agency, Check Lookup
- Address Bar:** localhost:58580/AccountsPayable/frmCheckLookup.aspx
- Page Header:**
  - Logo: PIA network.net
  - User: Robert Hill (SA)
  - Agency: Brandenburg Housing Authority
  - Link: [4 help desk issues open or pending.](#)
- Navigation Menu:** Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |
- Sub-Menu:** Accounts Payable | Fixed Assets | General Ledger | G/L Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports | TWIN Example | Scan Document
- Main Content Area:**
  - Title: **Lookup a Check**
  - Form:
    - Label: Check Lookup
    - Input: Check Number
    - Buttons:

Simply enter the check number that you would like to locate and then click the **[Lookup]** button. If the check cannot be found, a message will be displayed indicating that. Otherwise, the details of the check will be shown (as seen below).

### Lookup a Check

Check Details

Check Number	1238
Bank Account	REV
Check Date	4/7/2020
Vendor Name	Acme Pest Control, Inc.
Check Amount	\$697.63
Description	Payment of A/P Invoice(s)
Check Status	Check has not yet cleared the bank

1 of 2 - (Note: multiple entries found with same check number)

Done Next View

The details for the located check are shown including the bank account, the check date, the vendor name, the check amount, the description and the check status.

In this case, the check number searched (1238) was actually found in for two different dates. Even though this is a rare instance, it is possible that the search will result in more than one occurrence of a check number. When this happens, you can click the **[Next]** and **[Previous]** button to navigate through each instance of the check as shown below.

### Lookup a Check

Check Details

Check Number	1238
Bank Account	REV
Check Date	1/21/2021
Vendor Name	Aetna-Commonwealth of Mass.
Check Amount	\$418.21
Description	Payment of A/P Invoice(s)
Check Status	Check has not yet cleared the bank

2 of 2 - (Note: multiple entries found with same check number)

Done Previous View

When you locate the check that you are looking for, you can click the **[View]** button to see this check *in context* within the bank register as shown below.

**Accounts Payable Bank Register**

Register Filters: Bank Account: Revolving Starting Date: 1/21/2021  
 Preset Dates: Custom Ending Date: 1/21/2021  
 Vendor Filter: (leave blank for all any vendor or landlord) By Month: April Year: 2023

Action	Date	Number	Cleared	Payee	Entry Type	Description/Memo	Brief	Payment/Debit	Deposit/Credit	Balance
	1/20/2021				Beginning Balance	Beginning Balance		-	31,389.17	\$31,389.17
	1/21/2021	1235		Aetra-Commonwealth of Mass.	Payment	Payment of A/P Invoice(s)		418.21	-	30,970.96
	1/21/2021	1236		Aetra-Commonwealth of Mass.	Payment	Payment of A/P Invoice(s)		418.21	-	30,552.74
	1/21/2021	1237		Aetra-Commonwealth of Mass.	Payment	Payment of A/P Invoice(s)		418.21	-	30,134.53
	1/21/2021	1238		Aetra-Commonwealth of Mass.	Payment	Payment of A/P Invoice(s)		418.21	-	29,716.31
	1/21/2021	1239		Aetra-Commonwealth of Mass.	Payment	Payment of A/P Invoice(s)		418.21	-	29,298.10
	1/21/2021	1240		Commerce Insurance Company	Payment	Payment of A/P Invoice(s)		65.50	-	29,232.60
	1/21/2021	1241		Commerce Insurance Company	Payment	Payment of A/P Invoice(s)		65.50	-	29,167.10
	1/21/2021	1242		Commerce Insurance Company	Payment	Payment of A/P Invoice(s)		65.50	-	29,101.60
										\$29,101.60

The check will be highlighted so that it will stand out from the other entries in the bank register.

Once you are finished viewing the check details, click the **[Done]** button and you will be returned to the **Lookup Check** section where you can enter a new check number to lookup.

### 4.10 Bank to Bank Transfers

The **Bank to Bank Transfers** process is used to record a transaction where funds are transferred from one bank account to another. The process is *dual entry*, where a transaction is created in one bank account and an opposite transaction is created in the other.

When you choose the **Bank to Bank Transfers** menu option, the page will appear as follows.

The process of creating a bank-to-bank transfer involves choosing the bank accounts where the funds will come and the bank accounts where the funds will be transferred to. The following table defines each entry and its purpose.

Entry	Purpose
<b>From Bank</b>	Select the bank account from which the funds will be transferred.
<b>To Bank</b>	Select the bank account to which the funds will be transferred.
<b>Description (To)</b>	Enter a description of the transaction that will be used in the originating account. The {bankaccount} entry will be replaced with the <b>To</b> bank account so you can use that as a placeholder. You can also leave the default description if you like. This entry will appear in the register for the <b>From</b> bank account.
<b>Description (From)</b>	This is the description that will appear in the bank register for the <b>To</b> bank account.
<b>Transfer Amount</b>	Enter the dollar amount for the transfer.
<b>Transfer Date</b>	Enter or select the date of the transfer. The A/P period associated with this date must be open.
<b>Accounting Code</b>	Select the Accounting Code from the list of available codes. This will determine how the transfers are coded in each bank account.

Once you have setup the transfer, click the **[Transfer]** button to complete the entries.

#### 4.11 Processing Recurring Payments

If you have setup *Recurring Payments* from the Accounts Payable Setup menu, you then must process these on a monthly basis. When you choose *Process Recurring Payments* from the menu, the following page will appear.

Process Recurring Payments

Selection Filters

Bank Account: \*\*\* All \*\*\*

Select All Select None Process Date: 11/21/2016 Process

Action	Bank Account	Description	Monthly Amount	Vendor	Payment Type
<input type="checkbox"/>	REV	Monthly support agreement	\$225.00	Hampden Technologies, Inc	Invoice
<input type="checkbox"/>	REV	Landscaping	\$50.00	All Time Tree Care	Check
<input type="checkbox"/>	REV	Monthly Insurance Installment	\$228.75	Arbella Protection Insurance Co.	Check

You can filter your recurring payments on a single bank account or you can choose to include recurring payments from any bank account.

The list of recurring payments is shown. Each entry has a check box in the first column to indicate selection. As with other procedures, you can click the *Select All* link to select all payments, and you can click the *Select None* link to un-select all payments.

You must enter or select the **Process Date**. This will be the A/P Bank Register entry date for all payments processed so make sure that this is correct.

Once you have made your selections, click the **[Process]** button. Each selected payment will be posted to the bank register with the selected *Process Date*.

After clicking the **[Process]** button, a page similar to that shown below will appear.

Process Recurring Payments

Processing Results

Recurring Payments

Processed: 2

Skipped: 0 (previously processed)

Error Message

This recurring payment (Monthly Insurance Installment) is not fully distributed. This needs to be corrected through the Recurring Payment setup option

As you can see from this image, 2 entries were processed and none were skipped. If we were to run this again for the same period, none would be processed and 2 entries would be skipped because they had already been run.

Notice also that an error message has been logged. The error message indicates that one of the recurring payments selected for processing has an incomplete account distribution. This must be corrected through **Recurring Payment Setup** before the payment can be processed.


## 4.12 Bank Reconciliation

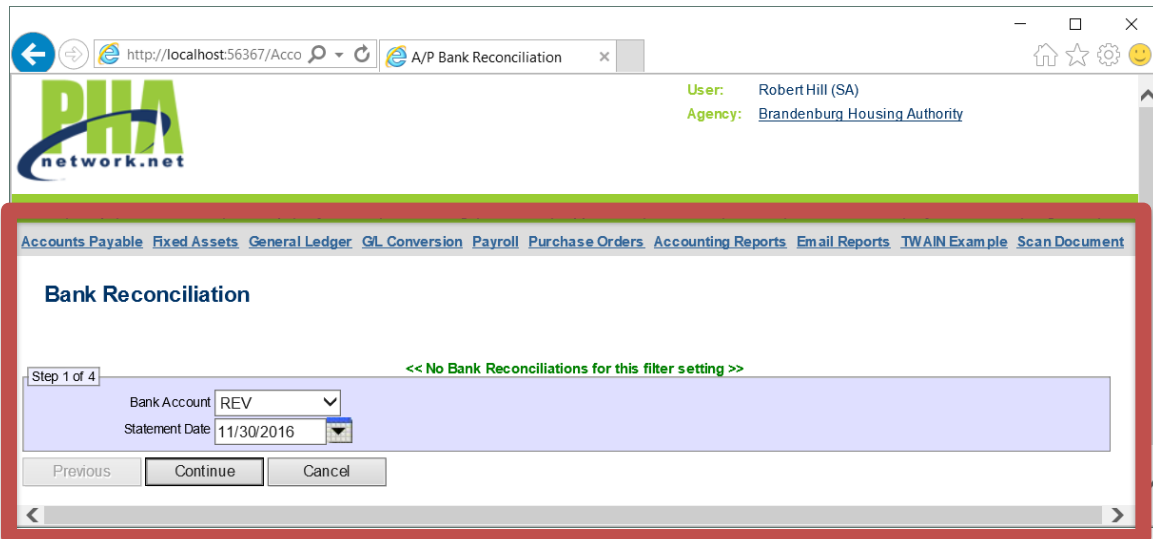
The Bank Reconciliation process allows you to reconcile statements from your financial institution against your PHAnetwork Bank Register balance and details. The result of a successful bank reconciliation is that all cleared bank transactions are accounted for, and that the total of the debits and credits shown on the bank statement matches the totals in PHAnetwork.

When you choose the Bank Reconciliation option from the Accounts Payable menu, the screen appears as follows.

The screenshot shows the PHAnetwork.net interface for Bank Reconciliation. The browser window title is "A/P Bank Reconciliation". The user is Robert Hill (SA) from the Brandenburg Housing Authority. The navigation menu includes: Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |. Below the navigation menu, there are links for: Accounts Payable | Fixed Assets | General Ledger | GL Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports | TWIN Example | Scan Document |. The main content area is titled "Bank Reconciliation" and displays a search filter area with the message "<< No Bank Reconciliations for this filter setting >>". The search filters include: Bank Account (\*\*\* All \*\*\*), Bank Rec. Status (radio buttons for Open, Closed, Any Status), Starting Date (6/1/2016), and Ending Date (1/31/2017). Below the search filters, there is a message: "No bank reconciliations fall within the specified filter criteria."

First, select the bank account in the *Search Filters* area and then set the other criteria to see if an existing Bank Reconciliation exists and may be in progress. If this is the first bank

reconciliation you are doing for a bank account, click the  icon to start a new one. The page will appear as follows.



http://localhost:56367/Acco A/P Bank Reconciliation

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

PHA network.net

Accounts Payable Fixed Assets General Ledger GL Conversion Payroll Purchase Orders Accounting Reports Email Reports TWAIN Example Scan Document

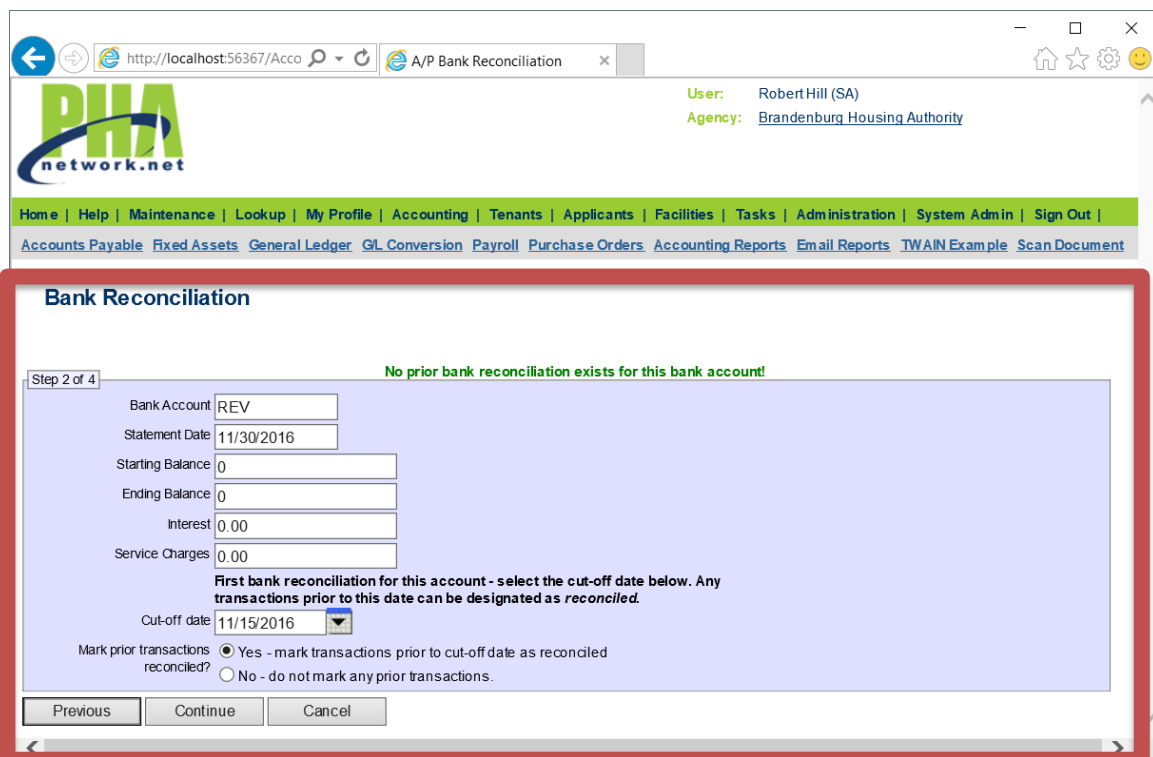
**Bank Reconciliation**

Step 1 of 4 << No Bank Reconciliations for this filter setting >>

Bank Account REV  
Statement Date 11/30/2016

Previous Continue Cancel

Select the appropriate bank account, and then enter or select the statement date from your bank statement. Then click the **[Continue]** button. The second step of the process will appear as follows.



http://localhost:56367/Acco A/P Bank Reconciliation

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

PHA network.net

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable Fixed Assets General Ledger GL Conversion Payroll Purchase Orders Accounting Reports Email Reports TWAIN Example Scan Document

**Bank Reconciliation**

Step 2 of 4 No prior bank reconciliation exists for this bank account!

Bank Account REV  
Statement Date 11/30/2016  
Starting Balance 0  
Ending Balance 0  
Interest 0.00  
Service Charges 0.00

**First bank reconciliation for this account - select the cut-off date below. Any transactions prior to this date can be designated as reconciled.**

Cut-off date 11/15/2016

Mark prior transactions reconciled?  
 Yes - mark transactions prior to cut-off date as reconciled  
 No - do not mark any prior transactions.

Previous Continue Cancel

As you can see from the image above, this is the first bank reconciliation for this account. The message in bold indicates that you can specify a **cut-off date** and then allow the system to automatically designate any transactions on or prior to that date as previously cleared.

This is necessary to ensure that the only outstanding entries in your bank register are those that genuinely have not yet cleared the bank. Usually there is a point in time (date) where all of your bank's activity has cleared the bank. This is the date that you need to use. Essentially, this will be the date prior to the oldest outstanding (non-cleared) bank register entry.

This will take care of most of the historical information in your bank account, assuming you have been using the A/P system for a period of time without running a bank reconciliation, or if you have converted history from another Accounts Payable system. However, there may still be some transactions that have cleared in bank statements prior to the first statement you are processing and are inter-mingled with non-reconciled entries. In this case, you will need to mark these as cleared, directly through the bank register. Please see the section on managing your Bank Register for more information on this.

The following information needs to be entered in step 2 of the bank reconciliation process.

Entry	Purpose
<b>Statement Date</b>	The statement date was entered in the prior step and is re-stated here for informational purposes.
<b>Starting Balance</b>	Enter the starting balance from the bank statement
<b>Ending Balance</b>	Ending the ending balance from the bank statement
<b>Interest</b>	If any interest was earning and reported on the bank statement, enter that here
<b>Service Charges</b>	If any service charges were incurred and reported on the bank statement, enter the sum total of those here
<b>Cut-off date</b>	If this is the first time you are reconciling the bank account, specify the cut-off date prior to which all transactions should be marked as <i>cleared</i>
<b>Mark Prior Transactions Reconciled</b>	Choosing <b>Yes</b> here will mark all transactions prior to the specified cut-off date as <i>cleared</i> . If you choose <b>No</b> , then no transactions will be marked

The following screen image shows the summary information for a typical bank reconciliation. In this case, this is the first bank reconciliation we are doing for this bank account so we have indicated that the cut-off date is **10/31/2016** and that any transactions on or prior to this date should be marked as *cleared*.

PHAnetwork.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable | Fixed Assets | General Ledger | GL Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports | TWIN Example | Scan Document

### Bank Reconciliation

Step 2 of 4 Select cleared transactions by clicking the check boxes

Bank Account:

Statement Date:

Starting Balance:

Ending Balance:

Interest:

Service Charges:

Previous | Continue | Cancel

Once you have entered the summary information from the bank account, click the **[Continue]** button to proceed to Step 3. The page will appear as follows.

PHAnetwork.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable | Fixed Assets | General Ledger | GL Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports | TWIN Example | Scan Document

### Bank Reconciliation

Step 3 of 4 Select cleared transactions by clicking the check boxes

Bank Account:

Statement Date:

Cut-off at statement date?  Yes  No

[Checks/Debits - Click to show Deposits/Credits](#)

[Update Selections](#)

[Select All](#) [Select None](#)

Starting Balance:

Interest:

Service Charges:

Checks/Debits:

Deposits/Credits:

Ending Balance:

Statement Balance:

Previous | Continue

Action	Entry Date	Type	Amount	Description	Check No.	Vendor Name
<input checked="" type="checkbox"/>	11/18/2016	Payment	\$571.40	Payment of A/P Invoice(s)	1109	AA Rental Center
<input checked="" type="checkbox"/>	11/18/2016	Payment	\$525.00	Payment of A/P Invoice(s)	1110	Acme Pest Control
<input type="checkbox"/>	11/21/2016	Manual Check	\$50.00	Landscaping		All Time Tree Care
<input type="checkbox"/>	11/21/2016	Payment	\$195.00	Payment of A/P Invoice(s)	1112	ASI FLEX
<input checked="" type="checkbox"/>	11/21/2016	Payment	\$229.73	Payment of A/P Invoice(s)	1113	NSTAR ELECTRIC
<input type="checkbox"/>	11/21/2016	Payment	\$275.36	Payment of A/P Invoice(s)	1111	AA Rental Center

Previous | Continue | Cancel

In this step, you identify which transactions have cleared the bank. As you complete this process, you can periodically click the **Update Selections** link to update the **Statement Balance** shown. The **Statement Balance** should match the ending balance shown on your bank statement. This is based on the beginning balance entered, plus and cleared deposits, plus any interest earned, minus any cleared debits (checks or online payments) minus any service charges.

Once the bank reconciliation is in balance, both the **Ending Balance** and the **Statement Balance** will match, and will be highlighted in bold text, as show in the example above.

Other options available in Step 3 are described below.

Option	Purpose
<b>Cut-off statement date</b>	If you choose <b>Yes</b> , then only transactions up through the statement date will be shown. This is the default behavior. Choosing <b>No</b> will include all transactions.
<b>Update Selections</b>	Clicking this will update the summary information shown to include all marked bank account transactions
<b>Select All</b>	Choose this to quickly check off all transactions shown. You can then uncheck any specific items that have not cleared.
<b>Select None</b>	Choose this option to quickly uncheck all transactions shown.

Once you have completed step 3 you can click the **[Continue]** button. The screen will appear as follows.

**Bank Reconciliation**

Step 4 of 4

Bank Account	REV
Statement Date	11/30/2016
Starting Balance	\$9,142.56
Interest	\$0.00
Service Charges	\$0.00
Checks/Debits	\$1,326.13
Deposits/Credits	\$0.00
Ending Balance	<b>\$7,816.43</b>
Statement Balance	<b>\$7,816.43</b>


Close reconciliation now?  Yes - close reconciliation now  
 No - do not close reconciliation now

Previous Continue Finish Report Cancel

The summary information from the bank reconciliation is displayed. Once again, if the ending balance calculated based on the selected transactions matches the bank account statement balance, then the bank reconciliation is in balance. It will give you the option of closing out the bank reconciliation now or you can leave it open if you still have work to do. At this point, you can click on the **[Report]** button to get a bank reconciliation report. You can click on the **[Finish]** button to finish and exit the bank reconciliation process.

#### 4.12.1 Uploading a Bank Statement Scan/Hardcopy

You can upload a scanned image or downloaded PDF of your actual bank statement to save along with your bank reconciliation. This will allow you quick and easy access to the actual bank statement should you need to refer to it at any point in the future.

In **step 2** of the bank reconciliation process, there is a **[Browse]** button that you can click on to browse for a PDF document on your computer. **NOTE:** The document must be a scanned PDF in order to upload it to PHANetwork. Once you have selected the file, click on the  icon to upload the file. Once you click the **[Continue]** button the uploaded file will then be associated with the bank reconciliation. The screen print on the next page shows where this can be done.

Step 2 of 4

Bank Account: BBT

Statement Date: 4/30/2019

Starting Balance: 114603.94

Ending Balance: 141146.44


Interest: 0.00

Service Charges: 0.00

Scanned PDF Name: NYMY1000-BANKREC-808-2019620-09-46.pdf

Browse for Statement Scan (PDF) [Browse...] <-- Upload after browsing

[Previous] [Continue] [Cancel]

Once the file has been uploaded, you can view it at any time while viewing your list of bank reconciliations. Just click on the  button next to the bank reconciliation to view the uploaded bank statement. See the following screen print for an example of this.

Search Filters


Bank Account: Brandenburg Bank & Trust

Bank Rec. Status:  Open  Closed  Any Status


Starting Date: 1/1/2019


Ending Date: 7/31/2019

1 Bank Reconciliation found — Show: 10


Action	Bank Account	Account Description	Statement Date	Ending Balance	Status
	BBT	Brandenburg Bank & Trust	4/30/2019	\$141,146.44	Open

#### 4.12.2 Editing an Open Bank Reconciliation


If you have a bank reconciliation that you have started but not yet completed, you can edit this by clicking on the  next to the bank reconciliation. You may need to adjust the search

filters accordingly. If so, click the  icons once you have done that to refresh the list of bank reconciliations shown.

#### 4.12.3 Printing a Bank Reconciliation Report

You can print a bank reconciliation report at any time by locating the bank reconciliation and then clicking on the  icon. This will load the bank reconciliation report for that particular bank rec.

#### 4.12.4 Re-Opening a Closed Bank Reconciliation

If you have a previously closed bank reconciliation that you need to re-open for any reason, just click on the  icon next to the bank reconciliation. You will be prompted to confirm, and if you click **[Ok]** the bank reconciliation will be re-opened for further editing.

### 4.13 Processing Payroll Service Records

If you use a Payroll Service to process your payroll, you still need a way to account for the checks paid to your employees as well as any taxes withheld and deductions for employee benefits. PHAnetwork provides an easy method for recording this information for each payroll that is processed by an outside vendor.

Before starting this process, you need to make sure that you have Accounting Codes setup for each type of pay (Administrative salaries, Maintenance Salaries, etc.), for each tax withholding (Federal Income Tax, Medicare, State Income Tax, etc.) and for any deductions (Health Insurance, Retirement, Long-Term Disability, etc.). In addition, assuming you are paying this vendor a management or service fee, you will need to have an Accounting Code setup to record that fee.

For more information on setting up Accounting Codes, see Accounting Codes in this user guide.

#### 4.13.1 Recording your Payroll Service Record

To record a payroll service record, choose **Process Payroll Service Records** from the **Processing** area. The screen will appear as shown below.

**Payroll Service Records**

Intro

This process is used to record expenditures and liabilities for payroll services performed by outside vendors.

You will enter Gross Pay, withholdings and deductions, and if applicable, any management fee charged by the vendor.

When the **Payroll Service Record** is released to the bank register, it will create the required payments and will charge the appropriate G/L Accounts.

Exit Continue  Do not show this introduction again

The first section shows instructions for recording your payroll service record. You can click the check box next to **Do not show this introduction again** if you no longer need to see these instructions.

Click the **[Continue]** button to proceed or click the **[Exit]** button to return to Accounts Payable. When you click **[Continue]** you will see the following screen.

**Payroll Service Records**

New Payroll Service Record

Processing Date 11/21/2023

Previous Continue

Enter or select the processing date for this payroll. This will be the date used to record the entries in the bank register for the Gross Pay entry, the Withholdings/Deductions entry and any Management Fee entry. Once you have selected or entered the date, click the **[Continue]** button and you will be prompted to confirm as shown here.

www.phanetwork.net says

Create a new Payroll Service record for this processing date?


OK Cancel

Click **[OK]** to proceed, or click **[Cancel]** to cancel and re-enter a new date. Once you click **[OK]** you will see the following screen.

### Payroll Service Records

Payroll Service Record

Processing Date


Vendor   

Bank Account




Entry Type  Online Payment  Check

Management Fee

Mgmt. Fee Accounting Code


The selected processing date will be filled in. You must next select the vendor that processed your payroll. You can enter part of the vendor's name and then click the lookup button () to lookup. The result will appear as follows.

### Vendor Lookup

Vendor name...

Account Type

Action	Vendor Name	Address	Telephone	Contact Person
	Ace Payroll Service	1297 Belmont Street		



Click on the blue arrow button or click on the vendor's name to select.

After selecting the vendor, choose the bank account that will be used to record your payroll transactions, select the entry type (online payment or check (manual)), set the management fee charged by your vendor and select the Accounting Code which will be used to record your management fee. The completed entry is shown here.

### Payroll Service Records

Payroll Service Record

Processing Date

Vendor   

Bank Account

Entry Type  Online Payment  Check

Management Fee

Mgmt. Fee Accounting Code

Click the **[Save]** button to save your changes. Then, click the **[Wages]** button to begin entering your gross wages as shown below.

**Payroll Service Records**

Gross Wages Payroll Service Record Saved

Processing Date: 11/21/2023

Buttons: Done, Add

No wages found for this payroll service record - click the [Add] button to add one

The first time you process, you will need to click the **[Add]** button to add your gross wages. Each time thereafter, you will only need to edit the amounts as each new payroll service record will be a duplicate copy of the prior payroll service record.

#### 4.13.2 Recording Gross Payroll Entries

Description: Admin. Salaries

Gross Amount: 5693.87

Accounting Code: Admin Salaries

Buttons: Save & Prev, Save & Next, Save, Cancel

Enter a description for the gross wage type, enter the gross amount and select the Accounting Code.

Click the **[Save]** button to save the entry.

Click **[Save & Prev]** to save this entry and return to the previous gross entry (if any).

Click **[Save & Next]** to save this entry and advance to the next gross entry (if any).

Click **[Cancel]** to return to the Payroll Service Record.

The completed gross payroll entries for our Payroll Service Record are shown here

**Payroll Service Records**

Gross Wages Payroll Service Record Saved

Processing Date: 11/21/2023

Buttons: Done, Add

Action	Description	Gross Amount	Accounting Code
	Admin. Salaries	\$5,693.87	Admin Salaries
	Maintenance Salaries	\$4,387.26	Maintenance Salaries
		<b>\$10,081.13</b>	

### 4.13.3 Recording Tax Withholding and Deduction Entries

To record your withholdings and deductions, click the **[Taxes/Deduct]** button. If this is the first time you are recording your payroll, click the **[Add]** button to add a new entry. You will see the following screen.

The screenshot shows a form with the following fields and options:

- Net Type:  Withholding,  Deduction
- Description:
- Amount:
- Accounting Code:
- Company Match:  Yes,  No
- Match Accounting Code:

Buttons at the bottom: Save & Prev, Save & Next, Save, Cancel.

Select the type of this entry as either a tax withholding entry or a deduction. Then, enter the description, the amount of the withholding or deduction and select the **Accounting Code**. If the company will match this amount (i.e. Medicare withholding), select Yes. If you have selected Yes to **Company Match**, choose the **Match Accounting Code**. A completed entry is shown here.

The screenshot shows a completed entry with the following fields and options:

- Net Type:  Withholding,  Deduction
- Description:
- Amount:
- Accounting Code:
- Company Match:  Yes,  No
- Match Accounting Code:

Buttons at the bottom: Save & Prev, Save & Next, Save, Cancel.


Click the **[Save]** button to save the entry.

Click **[Save & Prev]** to save this entry and return to the previous withholding/deduction entry (if any).

Click **[Save & Next]** to save this entry and advance to the next withholding/deduction entry (if any).

Click **[Cancel]** to return to the Payroll Service Record.


### 4.13.4 Deleting a Payroll Service Record

You can delete an unreleased payroll service record by clicking the  button. You will be prompted to confirm first, but if you click **[OK]** the payroll service record will be deleted.


#### 4.13.5 Releasing Payroll Service Records to the Bank Register

Once you have completed your payroll service record, it can be released to the bank register. This will create up to three (3) entries to record your payroll. There will be a full, Net-Pay entry which includes your Gross entries reduced by all of your withholding/deduction (net) entries.

There may also be an entry to record the liabilities for any tax withholdings. In addition, assuming you are paying a management service fee, there will be a separate entry to record this.

To release your payroll service record to the bank register, click the  button. You will be prompted to confirm this process. Once you click **[OK]** the entries will be created in the bank register.

#### 4.13.6 Reversing a Payroll Service Record Release

You can reverse the release of a payroll service record assuming that the period for which it was released is open and unlocked. If it is, you will see the  button. When you click on this, you are asked to confirm. If you click **[OK]**, the payroll service record will be removed from the bank register. You will then be able to make changes to the Payroll Service Record or delete it.

### 4.14 Preparing Tenant Deposits

The process of preparing tenant deposits involves selecting a date or range of dates, selecting a bank account, and then transferring any applicable cash receipt entries to the bank register as a bank deposit. The purpose of this is to record a bank deposit that you will send to the bank. Later on, this deposit will be part of the bank reconciliation process and it will affect your bank account balance.

When you choose **Prepare Tenant Deposit** from the *Accounts Payable* menu, the following page will appear.



The screenshot displays the 'Prepare Rental Deposit' web form. The form is titled 'Prepare Rental Deposit' and is part of a 'Step 1 - Specify Deposit Date/Bank Account' process. It includes fields for 'Starting Deposit Date' and 'Ending Deposit Date', both set to 12/8/2016. The 'Bank Account' is set to 'Brandenburg Bank & Trust'. The 'Program Type' has two radio buttons: 'Public Housing' (selected) and 'Leased Housing'. At the bottom are 'Continue' and 'Cancel' buttons. The page header shows the PNA network.net logo, user information (Bob Hill (SA)), and agency (Brandenburg Housing Authority). A navigation bar includes links for Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. A secondary navigation bar lists menu items: A/P (.COM), Accounts Payable, Fixed Assets, General Ledger, G/L Conversion, Payroll, Purchase Orders, Accounting Reports, and Email Reports.

Set the starting and ending deposit dates to include, and select the bank account for the deposit you are preparing. Choose whether the deposits are coming from **Public** or **Leased Housing** tenants, and then click the **[Continue]** button. A list of unposted cash receipts that fall within the specified range of deposit dates, and whose related program uses the specified bank account will appear as shown in the page image below.

Step 2 - Select Payments to Include

Deposit Date Start: 12/8/2016  
 Deposit Date End: 12/8/2016  
 Bank Account: REV

Previous Continue

Select All Select None

Action	Deposit Date	Payment Date	Tenant Name	Amount	Check Number	Description
<input type="checkbox"/>	12/8/2016	12/8/2016		\$719.00	263999	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$106.00	0168	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$279.00	249	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$104.00		Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$50.00	08-523068222	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$100.00	699	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$179.00	164	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$317.00	875	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$400.00		Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$549.00	1789	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$103.00	218	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$150.00	230	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$395.00	1037	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$552.00	1052	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$210.00	936	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$1,125.00	462	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$265.00	1382	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$231.00	08-510878135	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$200.00	08-354502307	Payment
<input type="checkbox"/>	12/8/2016	12/8/2016		\$243.00	192	Payment

To select a payment for inclusion in the deposit, click the check box next to that payment. To deselect a selected payment, click the check box again and the check mark will be cleared.

If you would like to select all payments shown, click the Select All link. To clear all of your selections, click the Select None check box.

Once you have made your selections for the deposit, click the **[Continue]** button. The next step will appear as follows.

The screenshot shows a web browser window with the URL <http://localhost:56367/Acco>. The page title is "Prepare Rental Deposit". The user is identified as "Robert Hill (SA)" and the agency as "Brandenburg Housing Authority". The navigation menu includes: Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out | Accounts Payable | Fixed Assets | General Ledger | GL Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports | TWAIN Example | Scan Document.

The main content area is titled "Prepare Rental Deposit" and shows "Step 3 - Prepare Deposit". The form contains the following fields:

- Deposit Date: 12/8/2016 (dropdown menu)
- Bank Account: REV
- Deposit Amount: \$3,056.00

At the bottom of the form are two buttons: "Previous" and "Continue".

This step (#3) shows you the total amount of the cash receipts selected for the deposit total. It also shows the bank account. In addition, the deposit date is set to the latest date of the payments selected. In other words, if you had entered cash receipts over a two-day period and some of the deposit dates were for one date, and the others were for the next day, the latest day would be shown here. You can override this date, but whatever date you choose will be the entry date in the bank register when the deposit is posted. In addition, if the date selected does not match the deposit date originally recorded for the cash receipt, then the cash receipt will be updated to reflect the new date.

After you have confirmed and/or changed the Deposit Date, click the **[Continue]** button to proceed to the next step. You will be prompted to confirm the preparation of the rental deposit. To confirm, click the [OK] button. To cancel, click the [Cancel] button. If you choose [OK], the next step appears as follows.

The screenshot shows the same web browser window as above, but now displaying "Step 4 - Process Complete". The form fields are:

- Deposit Date: 12/8/2016
- Bank Account: REV
- Deposit Amount: \$9,060.00

Below the fields is a message: "The deposit has been prepared. It has not yet been released to the bank account." At the bottom of the form are three buttons: "Start Again", "View Deposits", and "Exit".

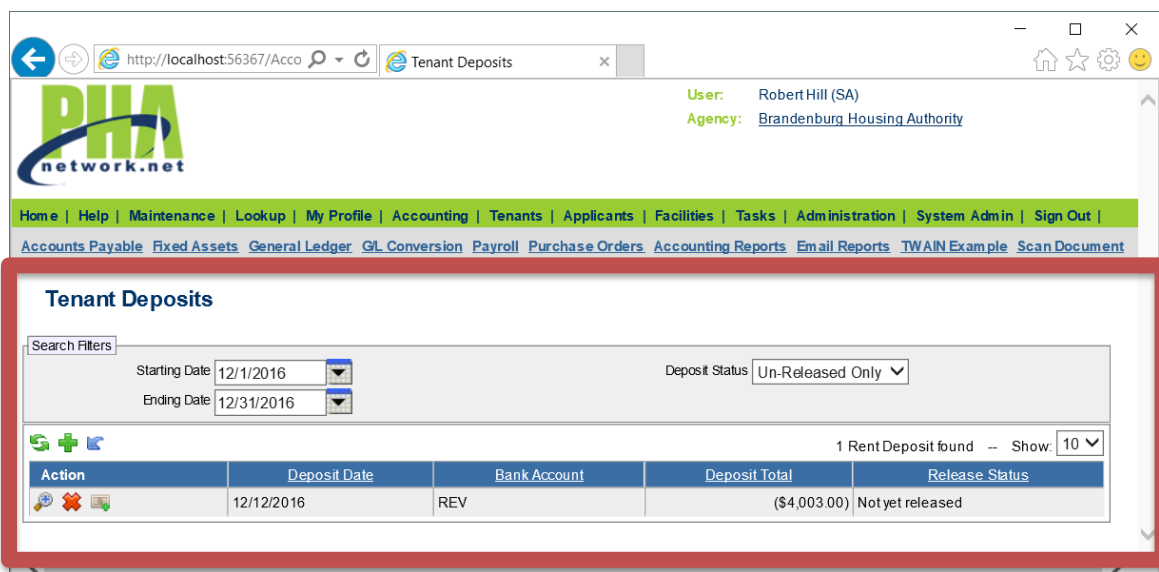
The message indicates that the deposit has been prepared. However, it has not yet been released to the bank account. There is a second step that is covered in the next section (Releasing Tenant Deposits).

If you would like to prepare another deposit, click the **[Start Again]** button and you will be returned to the start of the process. If you would like to view your prepared deposits, click the **[View Deposits]** button. This will take you to the area where you will release the deposits to the bank account.

To exit simply click the **[Exit]** button.

#### 4.15 Releasing Tenant Deposits to Bank Register

Once you have created a tenant deposit it is ready to be released to the bank register. Until you complete this process, the tenant deposit will not appear in the bank register. To release a rental deposit to the bank register, choose **View/Release Tenant Deposits** from the Accounts Payable menu. The page will appear as follows.






The screenshot shows a web browser window with the URL <http://localhost:56367/Acco>. The page title is "Tenant Deposits". The user is identified as "Robert Hill (SA)" and the agency as "Brandenburg Housing Authority". The navigation menu includes: Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out | Accounts Payable | Fixed Assets | General Ledger | GL Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports | TWAIN Example | Scan Document.


The main content area is titled "Tenant Deposits" and contains a "Search Filters" section with the following fields:


- Starting Date: 12/1/2016
- Ending Date: 12/31/2016
- Deposit Status: Un-Released Only

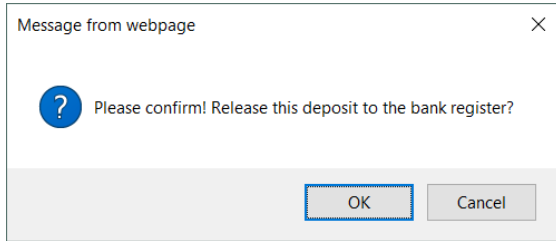
Below the search filters, there is a table with the following data:

Action	Deposit Date	Bank Account	Deposit Total	Release Status
  	12/12/2016	REV	(\$4,003.00)	Not yet released

The table also indicates "1 Rent Deposit found" and "Show: 10".

If you do not see the deposit that you would like to release, you can change the **Starting** and **Ending** dates for the range and then click the  icon to refresh the results. Also, note that you can filter your deposits on the Deposit Status. The options available are **Un-Released Only**, **Released Only**, **Cancelled Only** or **Any Status**.

To release a deposit, click the  icon next to that deposit. You will be asked to confirm.



Click the **[OK]** button to release the deposit. Click the **[Cancel]** button to cancel the process of releasing the deposit.

Once you release the deposit, a new deposit entry will be created for the selected deposit in the bank register. The results of the released deposit are shown below.

Action	Date	Cleared	Number	Payee	Entry Type	Description	Brief	Payment/Debit	Deposit/Credit	Balance
	11/30/2016				Beginning Balance	Beginning Balance		-	7,296.07	\$7,296.07
	12/12/2016				Deposit	Deposit - Rental Receipts	Deposit - Rent	-	4,003.00	\$11,299.07
										\$11,299.07

Additionally, the original Cash Receipt entries in the tenant ledgers are now associated with this deposit. At this point, they cannot be deleted from the tenant ledger unless the associated deposit is later cancelled.

#### 4.16 Deleting a Tenant Deposit

If you need to delete a rental deposit, first choose the View/Release Rental Deposits menu option under Accounts Payable. Set the **Status** to **Un-Released Only**. Then, locate the deposit that you would like to delete. The screen should look similar to this.

Action	Deposit Date	Bank Account	Deposit Total	Release Status
	7/13/2023	BBT	\$451.00	Not yet released

**NOTE:** You cannot delete a rental deposit if it has already been released to the bank register. Once it is *released*, the only way to delete the deposit is to **void** the bank deposit in the bank register. Once you do that, the tenant deposit will no longer be associated with an active deposit and can be deleted.

***As a rule, you should not release a deposit to your bank register until you can confirm that the deposit has been accepted and recorded with your bank.***

Finally, click the ✖ icon next to that deposit to delete it. You will be asked to confirm the operation. Once deleted, the tenant cash receipts associated with the deposit are released and can be used to create a new deposit.

#### 4.17 Changing a Deposit Date

If you have a tenant rental deposit that still has not been released to the bank register, then you can change the deposit date. To do this, click the 🗓 button to view the details of the deposit. Then, either enter or select the new deposit date as show here.

### Tenant Deposits

The screenshot shows a 'Deposit Details' form. A red box highlights the 'Deposit Date' field, which contains '4/8/2025'. Below this field is a calendar for April 2025. The calendar shows the days of the week (Sun to Sat) and the dates. The date '8' is highlighted in yellow. To the right of the date field is a 'Save' button. Below the date field, there is a text input field labeled 'bank account'.

Once you change the date, the [ Save ] button will be enabled. Click the [ Save ] button to complete the change. The deposit date will be changed for each tenant payment associated with this deposit and all of the activity will be logged.

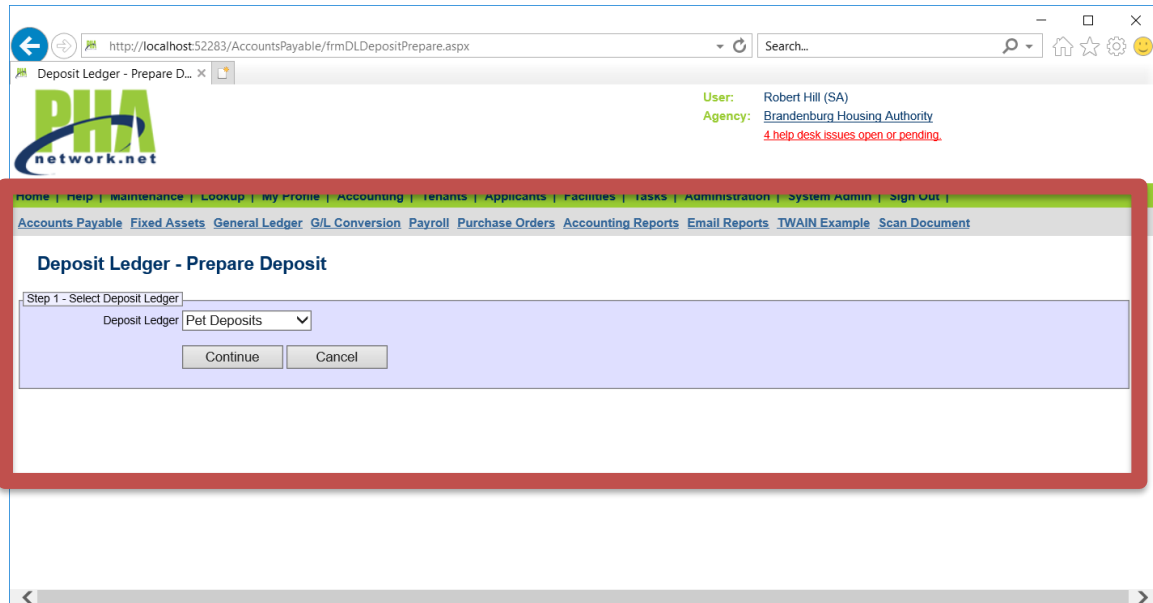
#### 4.18 Viewing Prior Tenant Deposits

In addition to viewing and releasing new tenant deposits, you can view prior tenant deposits made in the past. You just need to set the starting and ending dates to the range of dates that you would like to view. You also need to change the status to Released-Only. When you click the ↻ button, the list of deposits will be updated to show any done in the past. You can click on the 🖨 button to view/print a report on each deposit listed.

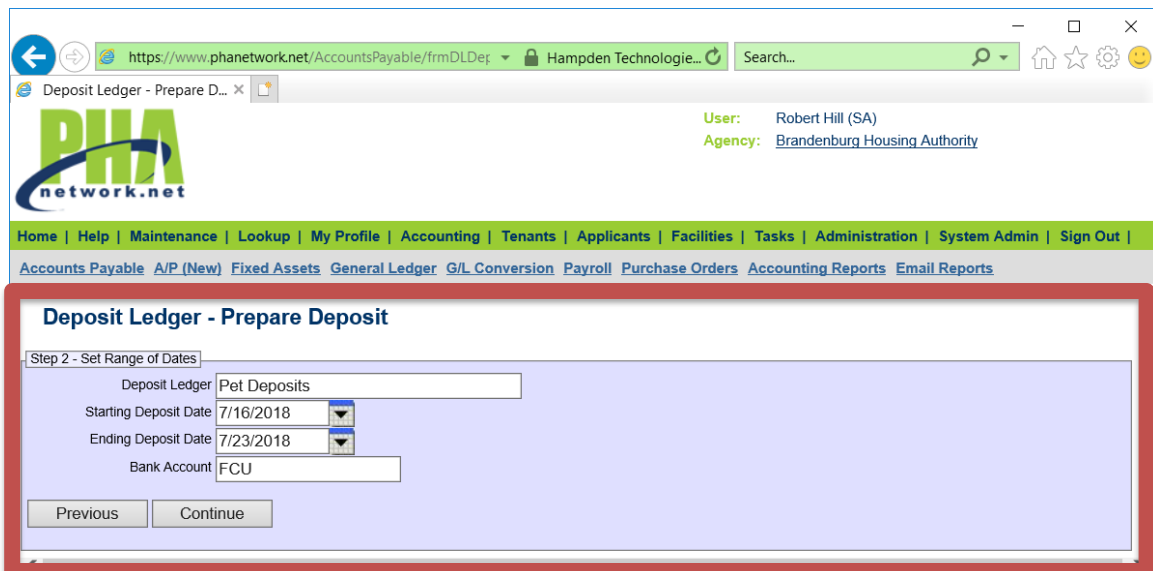
#### 4.19 Preparing and Working with Deposit Ledgers

If you use Deposit Ledgers to track items such as security deposits, pet deposits or FSS Escrow deposits, you can, through the Accounts Payable system, generate bank deposits from transactions recorded in the ledger.

When you choose **Prepare Deposit Ledger Deposit** from the *Accounts Payable* menu, the following page will appear.



Select which deposit ledger you are working with and click the **[Continue]** button. The next step is shown below.



Set the range of dates for the deposit ledger deposits that you would like to include and then click the **[Continue]** button. The selection of deposits appears as shown in the next screen.

PHAnetwork.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable | A/P (New) | Fixed Assets | General Ledger | G/L Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports

### Deposit Ledger - Prepare Deposit

Step 3 - Select Transactions

Deposit Ledger: Pet Deposits  
Date Range: From 7/16/2018 through 7/23/2018  
Bank Account: FCU

Previous Continue

Select All Select None

Action	Deposit Date	Tenant Name	Amount	Type	Description
<input type="checkbox"/>	7/18/2018	Albert Costello	25.0000	Deposit	Pet Deposit
<input type="checkbox"/>	7/19/2018	Erica Bryson	25.0000	Deposit	Pet Deposit
<input type="checkbox"/>	7/23/2018	Elizabeth Jenners	25.0000	Deposit	Pet Deposit

You can click the **Select All** option or you can check off the deposits individually by clicking the check box next to the deposits. To clear your selections, click the **Select None** option.

Once you have made your selections, click the **[Continue]** button.

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User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable | A/P (New) | Fixed Assets | General Ledger | G/L Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports

### Deposit Ledger - Prepare Deposit

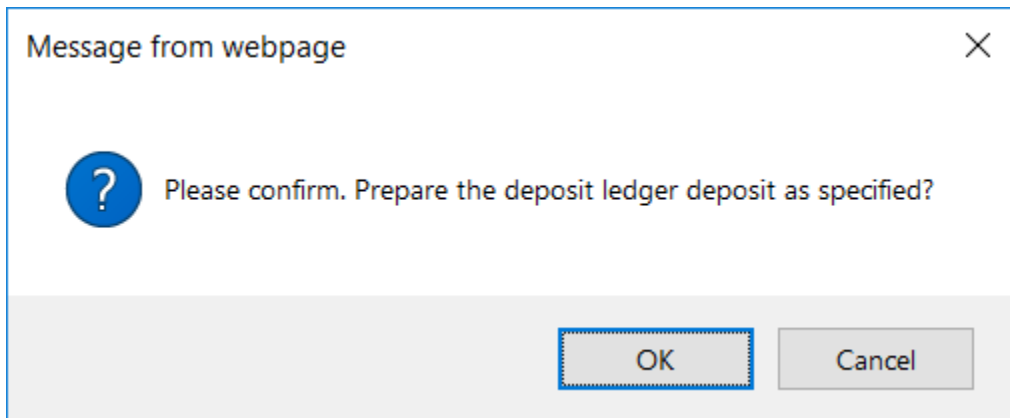
Step 3 - Prepare Deposit

Deposit Ledger: Pet Deposits  
Bank Account: FCU  
Deposit Date: 7/23/2018  
Deposit Amount: \$75.00

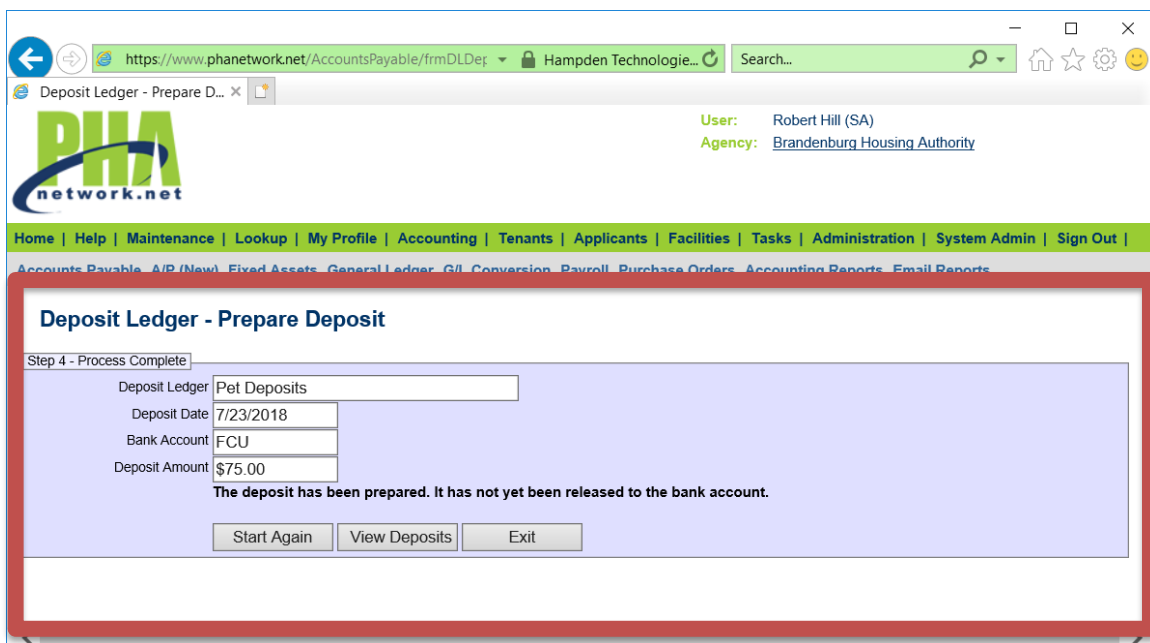
Note: After clicking the [Continue] button below, wait until Step 4 appears. Do not click the button again or click the [Back] button!

Previous Continue

The total of the selected deposits is shown. In addition, the deposit date has been calculated based upon the latest transaction date of the deposits selected. You can accept this date or override the date to specify another date. When you are done, click the **[Continue]** button.



Click the **[OK]** button to prepare the deposit ledger deposit. Click the **[Cancel]** to cancel the process.



The message indicates that the deposit has been prepared. You can choose from one of the following options.

**[Start Again]** Start over with a new range of dates and/or deposit ledger.

**[View Deposits]** View prepared deposits for release.

**[Exit]** Exit to the Accounts Payable menu.

## 4.20 Releasing Deposit Ledger Deposits to the Bank Account

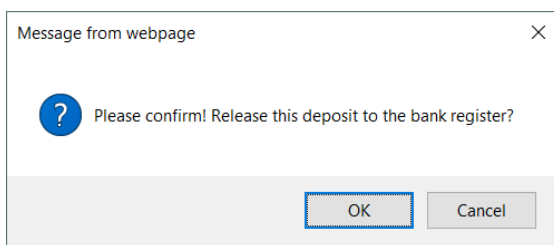
After preparing deposit ledger deposits, the next step is to release them to the A/P Bank Register. To do this, choose **View/Release Deposit Ledger Deposits** from the Accounts Payable menu. The following screen will appear.

The screenshot shows the 'Deposit Ledger Deposits' interface. At the top, there is a navigation bar with links like Home, Help, Maintenance, etc. Below that, the 'Deposit Ledger Deposits' section is highlighted with a red box. It contains search filters for Starting Date (7/1/2018), Ending Date (7/31/2018), and Deposit Status (Un-Released Only). A table below shows one deposit entry for 7/23/2018 with a total of \$75.00 and a status of 'Not yet released'.

Action	Deposit Date	Bank Account	Deposit Total	Release Status
	7/23/2018	FCU	\$75.00	Not yet released

Set the range of dates as necessary to include the deposit(s) that you will be releasing. You can also set the **Deposit Status** to the desired status. The default is to include only *un-released* deposits, but you can also view *released* deposits in case you want to print a report or view deposit details.

To release a deposit, click the icon next to that deposit. You will be asked to confirm.



Click the **[OK]** button to release the deposit. Click the **[Cancel]** button to cancel the process of releasing the deposit.

Once you release the deposit, a new deposit entry will be created for the selected deposit in the bank register. The results of the released deposit are shown below.


Accounts Payable Bank Register

Register Filters

Bank Account: First Credit Union  
Preset Dates: Custom  
Starting Date: 7/1/2018  
Ending Date: 7/31/2018

Action	Date	Number	Cleared	Payee	Entry Type	Description	Brief	Payment/Debit	Deposit/Credit	Balance
	6/30/2018				Beginning Balance	Beginning Balance		-	2,584.76	\$2,584.76
	7/23/2018				Deposit	Deposit - Pet Deposits	Deposit - Deposit Ledger		75.00	2,659.76
										\$2,659.76

#### 4.21 Deleting a Deposit Ledger Deposit

If you need to delete a deposit ledger deposit, first choose the View/Release Deposit Ledger Deposits menu option under Accounts Payable. Then, locate the deposit that you would like to delete. Finally, click the  icon next to that deposit to delete it. You will be asked to confirm the operation. Once deleted, the deposit ledger transactions associated with the deposit are released and can be used to create a new deposit.

#### 4.22 Preparing Portability Deposits

As with tenant rental deposits and deposit ledger deposits, you can also transfer payments received through Portability Accounting (Section 8). The process of preparing the deposits involves selecting a date or range of dates, selecting a bank account, and then transferring any applicable cash receipt entries to the bank register as a bank deposit. The purpose of this is to record a bank deposit that you will send to the bank. Later on, this deposit will be part of the bank reconciliation process and it will affect your bank account balance.

When you choose **Prepare Portability Deposit** from the *Accounts Payable* menu, the following page will appear.

Accounts Payable A/P (New) Fixed Assets General Ledger G/L Conversion Payroll Purchase Orders Accounting Reports Email Reports

### Prepare Portability Deposit

Step 1 - Specify Deposit Date/Bank Account

Starting Deposit Date: 9/5/2017

Ending Deposit Date: 9/5/2017

Bank Account: BBT

Continue Cancel

Set the starting and ending deposit dates to include, select the bank account for the deposit you are preparing and then click the **[Continue]** button. A list of unposted cash receipts that fall within the specified range of deposit dates, and whose related program uses the specified bank account will appear as shown in the page image below.

Accounts Payable A/P (New) Fixed Assets General Ledger G/L Conversion Payroll Purchase Orders Accounting Reports Email Reports

### Prepare Portability Deposit

Step 2 - Select Payments to Include

Deposit Date Start: 1/5/2017

Deposit Date End: 9/5/2017

Bank Account: BBT

Previous Continue

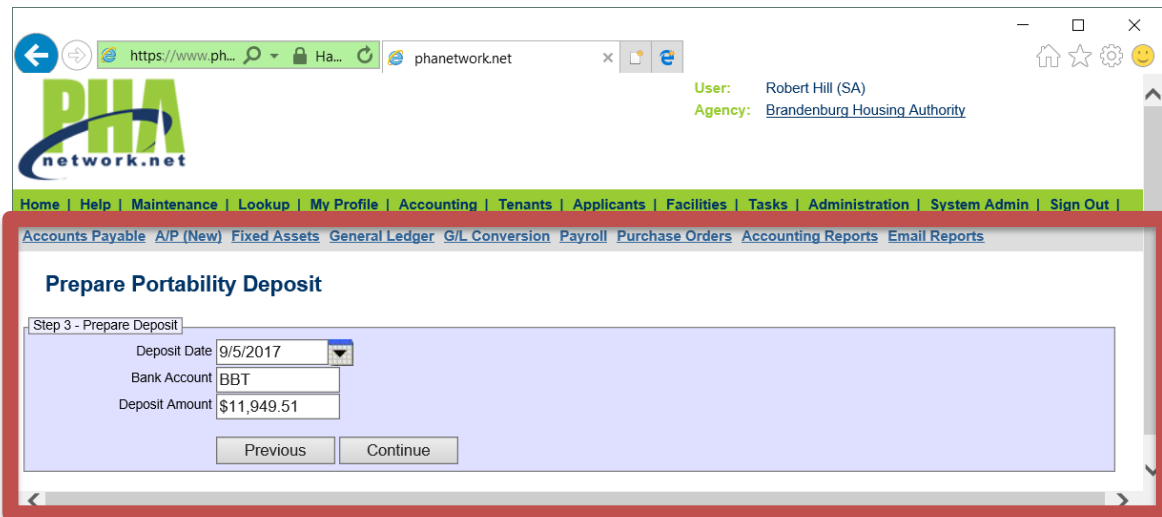
[Select All](#) [Select None](#)

Action	Agency Name	Check Date	Amount	Check Number
<input type="checkbox"/>	B	9/5/2017	\$1,275.92	1409
<input type="checkbox"/>	M GH	9/5/2017	\$2,493.27	11020
<input type="checkbox"/>	B	1/30/2017	\$393.00	0
<input type="checkbox"/>	B	9/5/2017	\$7,787.32	17061

To select a payment for inclusion in the deposit, click the check box next to that payment. To deselect a selected payment, click the check box again and the check mark will be cleared.

If you would like to select all payments shown, click the [Select All](#) link. To clear all of your selections, click the [Select None](#) check box.

Once you have made your selections for the deposit, click the **[Continue]** button. The next step will appear as follows.



The screenshot shows a web browser window with the URL <https://www.pha-network.net>. The page title is "Prepare Portability Deposit". The user is identified as Robert Hill (SA) from the Brandenburg Housing Authority. The navigation menu includes: Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out | Accounts Payable | A/P (New) | Fixed Assets | General Ledger | G/L Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports. The main content area is titled "Step 3 - Prepare Deposit" and contains the following fields:

Deposit Date	9/5/2017
Bank Account	BBT
Deposit Amount	\$11,949.51

At the bottom of the form, there are two buttons: "Previous" and "Continue".

This step (#3) shows you the total amount of the cash receipts selected for the deposit total. It also shows the bank account. In addition, the deposit date is set to the latest date of the payments selected. In other words, if you had entered cash receipts over a two-day period and some of the deposit dates were for one date, and the others were for the next day, the latest day would be shown here. You can override this date, but whatever date you choose will be the entry date in the bank register when the deposit is posted. In addition, if the date selected does not match the deposit date originally recorded for the cash receipt, then the cash receipt will be updated to reflect the new date.

After you have confirmed and/or changed the Deposit Date, click the **[Continue]** button to proceed to the next step. You will be prompted to confirm the preparation of the portability deposit. To confirm, click the [OK] button. To cancel, click the [Cancel] button. If you choose [OK], the next step appears as follows.

The screenshot shows a web browser window with the URL <https://www.pha-network.net>. The user is identified as Robert Hill (SA) from the Brandenburg Housing Authority. The navigation menu includes: Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out | Accounts Payable | A/P (New) | Fixed Assets | General Ledger | G/L Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports.

The main content area is titled "Prepare Portability Deposit" and shows "Step 4 - Process Complete". The deposit details are as follows:

Deposit Date	9/5/2017
Bank Account	BBT
Deposit Amount	\$11,163.51

The deposit has been prepared. It has not yet been released to the bank account.

Buttons: Start Again, View Deposits, Exit

The message indicates that the deposit has been prepared. However, it has not yet been released to the bank account. There is a second step that is covered in the next section (Releasing Portability Deposits).

If you would like to prepare another deposit, click the **[Start Again]** button and you will be returned to the start of the process. If you would like to view your prepared deposits, click the **[View Deposits]** button. This will take you to the area where you will release the deposits to the bank account.

To exit simply click the **[Exit]** button.

#### 4.23 Releasing Portability Deposits to Bank Register

Once you have created a portability deposit it is ready to be released to the bank register. Until you complete this process, the portability deposit will not appear in the bank register. To release a portability deposit to the bank register, choose **View/Release Portability Deposits** from the Accounts Payable menu. The page will appear as follows.

**Tenant Deposits**




Search Filters


Starting Date: 12/1/2016


Ending Date: 12/31/2016

Deposit Status: Un-Released Only

1 Rent Deposit found -- Show: 10

Action	Deposit Date	Bank Account	Deposit Total	Release Status
  	12/12/2016	REV	(\$4,003.00)	Not yet released

If you do not see the deposit that you would like to release, you can change the **Starting** and **Ending** dates for the range and then click the  icon to refresh the results. Also, note that you can filter your deposits on the Deposit Status. The options available are **Un-Released Only**, **Released Only**, **Cancelled Only** or **Any Status**.

To release a deposit, click the  icon next to that deposit. You will be asked to confirm.

Message from webpage

?

Please confirm! Release this deposit to the bank register?

OK Cancel


Click the [OK] button to release the deposit. Click the [Cancel] button to cancel the process of releasing the deposit.

Once you release the deposit, a new deposit entry will be created for the selected deposit in the bank register. The results of the released deposit are shown below.

The screenshot displays the 'Accounts Payable Bank Register' interface. At the top, there is a navigation bar with links like Home, Help, Maintenance, etc. Below that, the 'Accounts Payable Bank Register' title is shown. A filter section includes 'Bank Account' set to 'Revolving' and 'Preset Dates' set to 'Custom'. The main table is as follows:

Action	Date	Cleared	Number	Payee	Entry Type	Description	Brief	Payment/Debit	Deposit/Credit	Balance
	11/30/2016				Beginning Balance	Beginning Balance		-	7,296.07	\$7,296.07
	12/12/2016				Deposit	Deposit - Rental Receipts	Deposit - Rent	-	4,003.00	\$11,299.07

#### 4.24 Deleting a Portability Deposit

If you need to delete a portability deposit, first choose the View/Release Portability Deposits menu option under Accounts Payable. Then, locate the deposit that you would like to delete. Finally, click the  icon next to that deposit to delete it. You will be asked to confirm the operation.

#### 4.25 Transferring Housing Assisted Payments (HAP)

When HAP runs are prepared in the tenant system, the next step in the process is to transfer them to Accounts Payable for processing of payments. The transfer process basically creates invoices for the various HAP entries included in the HAP run. Once the invoices have been created, they can be paid just like any other Accounts Payable invoice.

In addition, entries such as FSS (Family Self-Sufficiency) entries are automatically placed into the associated bank account.

When you choose **Transfer from HAP** from the Accounts Payable menu, the page will appear as follows.

Transfer Tenant HAP Run

Starting Date: 1/1/2000 Ending Date: 12/31/2016

2 HAP Runs found — Show: 10

Action	Transaction Date	Period	No. Entries	Run Total	Created Date	Created By
▶	12/1/2016	12/2016	546	\$543,375.95	12/12/2016	BOBH
▶	12/2/2016	12/2016	1	\$125.50	12/12/2016	BOBH

Any non-transferred HAP runs that fall within the specified *Starting* and *Ending* dates will be displayed. To transfer a HAP run, click on the ▶ icon next to it.

The HAP run will be shown as below.

Transfer Tenant HAP Run

Transfer HAP Run

HAP Run ID: 100174

HAP Run Total: \$125.50

Invoice/Transaction Date: 12/2/2016

Direct Deposit Date: (if applicable)

Transfer Cancel

The ID of the HAP run is shown along with the run total. In addition, the payment date selected for the HAP run is preloaded into the Invoice/Transaction Date entry. You can override this if you need to change it. Finally, if there any direct deposits associated with the HAP run, then the direct deposit date will also be filled in. As with the Invoice/Transaction Date you can override the Direct Deposit date if necessary.

Once you have set the Invoice/Transaction Date and the Direct Deposit Date (if applicable), click the **[Transfer]** button to transfer the HAP run.

Click the **[Cancel]** button to cancel the transfer and return to the list of non-transferred HAP runs.

#### 4.26 Reversing a HAP Transfer

In the event that you need to reverse the transfer of a HAP run, you can do this by choosing the **Reverse HAP Transfer** menu option. You can reverse the transfer of any HAP run provided that you have not printed checks for the HAP run. Also, you should not reverse any HAP run where the associated direct deposits have already been posted to your online banking system.

When you choose **Reverse HAP Transfer**, the following page will appear.

The screenshot shows the 'Reverse Transfer of Tenant HAP Run' page in a web browser. The browser address bar shows 'http://localhost:56367/Acco'. The page header includes the PHA network.net logo and user information: 'User: Robert Hill (SA)' and 'Agency: Brandenburg Housing Authority'. A navigation menu is visible below the header. The main content area is titled 'Reverse Transfer of Tenant HAP Run' and contains two date pickers: 'Starting Date' set to 11/1/2016 and 'Ending Date' set to 12/31/2016. Below the date pickers is a table with the following data:

Action	Transaction Date	Period	No. Entries	Run Total	Created Date	Created By
	12/2/2016	12/2016	1	\$125.50	12/12/2016	BOBH

At the top right of the table, it says '1 HAP Run found' and 'Show: 10'.

Set the *Starting* and *Ending* dates to the appropriate range and then click the icon to refresh the list of HAP runs within this range. When you locate the HAP run to reverse, click the icon. The HAP run will be loaded for verification as seen in the following image.

PHA network.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable Fixed Assets General Ledger GL Conversion Payroll Purchase Orders Accounting Reports Email Reports TWAIN Example Scan Document

### Reverse Transfer of Tenant HAP Run

Reverse HAP Run

HAP Run ID: 100174  
 HAP Run Total: \$125,50  
 Invoice/Transaction Date: 12/2/2016  
 Direct Deposit Date: (if applicable)

Reverse Cancel

Once you have confirmed that this is the correct HAP run using either the HAP Run ID, the HAP run total or the Invoice/Transaction date, click the **[Reverse]** button to start the process. You will be prompted to confirm. Click the **[OK]** button to continue with the reverse process or click the **[Cancel]** button to cancel. If you choose to **[Reverse]** the HAP run you will get a confirmation message as seen below.

PHA network.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable Fixed Assets General Ledger GL Conversion Payroll Purchase Orders Accounting Reports Email Reports TWAIN Example Scan Document

### Reverse Transfer of Tenant HAP Run

Transfer Results

Error(s) No errors were encountered.  
The HAP run was transfer was successful!

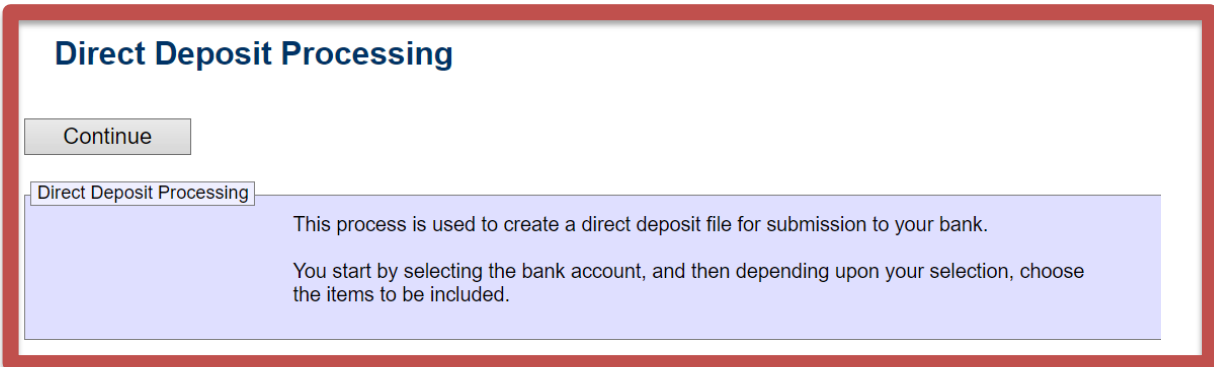
Done

If any errors were encountered during the reversal process, they will be listed here. Click the **[Done]** button to exit.

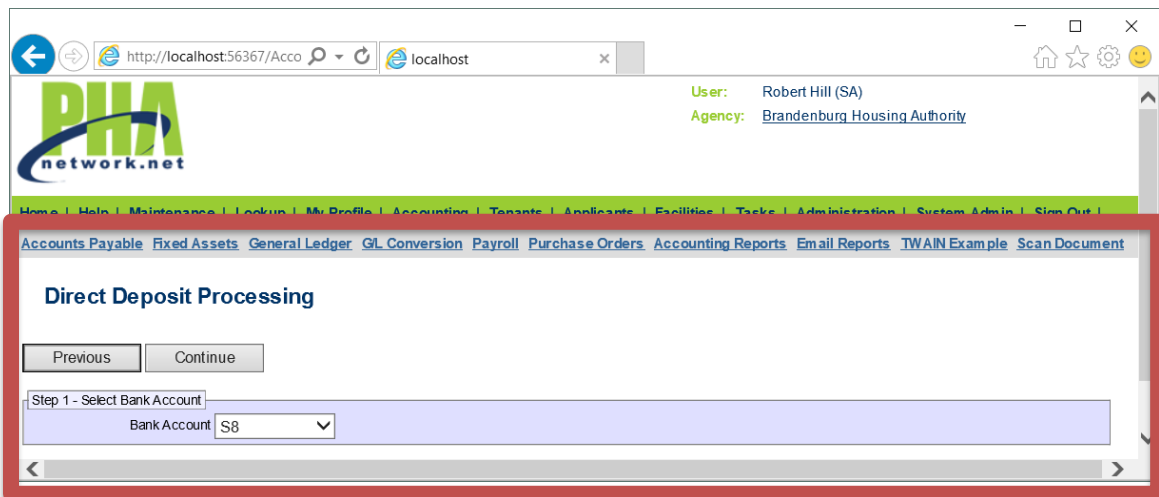
## 4.27 Preparing Direct Deposits

The PHAnetwork Accounts Payable system can prepare direct deposit files for submission through your online banking system. Before processing direct deposits, you must have already configured your direct deposit account information for each applicable bank account. See the section on *Direct Deposit Setup* for more information.

When you choose the *Prepare Direct Deposits* menu option, the initial page will appear as follows.



The system will guide you through the process of creating your direct deposits, step-by-step. Click the **[Continue]** button to begin. The next step appears as follows.



In step 1, you choose the bank account for which you would like to prepare the direct deposit. Then click the **[Continue]** button to proceed to step 2. The page will appear as follows.

Previous Continue

Step 2 - Select Transactions to Include


Bank Account: Section 8

Total of Selected Deposits: 0 deposits to post for \$0.00

[Select All](#) [Select None](#) [Update Selections](#)

Action	Deposit Date	Payee	Amount	Description	Brief Description
<input type="checkbox"/>	9/1/2016		20.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	9/1/2016		1,046.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	9/1/2016		1,249.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	9/1/2016		2,014.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	9/1/2016		1,874.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	9/1/2016		427.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	9/1/2016		830.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	9/1/2016		910.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	9/1/2016		1,336.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	9/1/2016		1,024.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	9/1/2016		1,569.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	9/1/2016		3,009.00	Payment of HAP Invoice(s)	
<input type="checkbox"/>	9/1/2016		3,390.00	Payment of HAP Invoice(s)	

The list will display all online payments in the bank register that have not yet been associated with a direct deposit. You can click the **Select All** link to select all payments listed. You can click the **Select None** to clear all of your selections.

If for any reason, you would like to remove a payment from the direct deposit list (perhaps you recorded the online payment manually through the bank), then simply click on the  icon next to that payment. You will be shown the details of that payment. From there, click the **[Remove]** button to remove the payment or the **[Cancel]** button to cancel the removal. Removing a payment simply removes it from the list but does not alter it in the bank register in any way. It is still listed as an online payment just as before, however, you will no longer have the option of including it in a direct deposit file.

Finally, you can click on **Update Selections** to update the selections made thus far. The **Total of Selected Deposits** will be updated to show the number of deposits as well as the total to post.

Once you have selected the deposits to include, click the **[Continue]** button to proceed to Step 3, which will appear as follows.



User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |  
Accounts Payable Fixed Assets General Ledger G/L Conversion Payroll Purchase Orders Accounting Reports Email Reports TWAIN Example Scan Document

### Direct Deposit Processing

Step 3 - Prepare Direct Deposit File

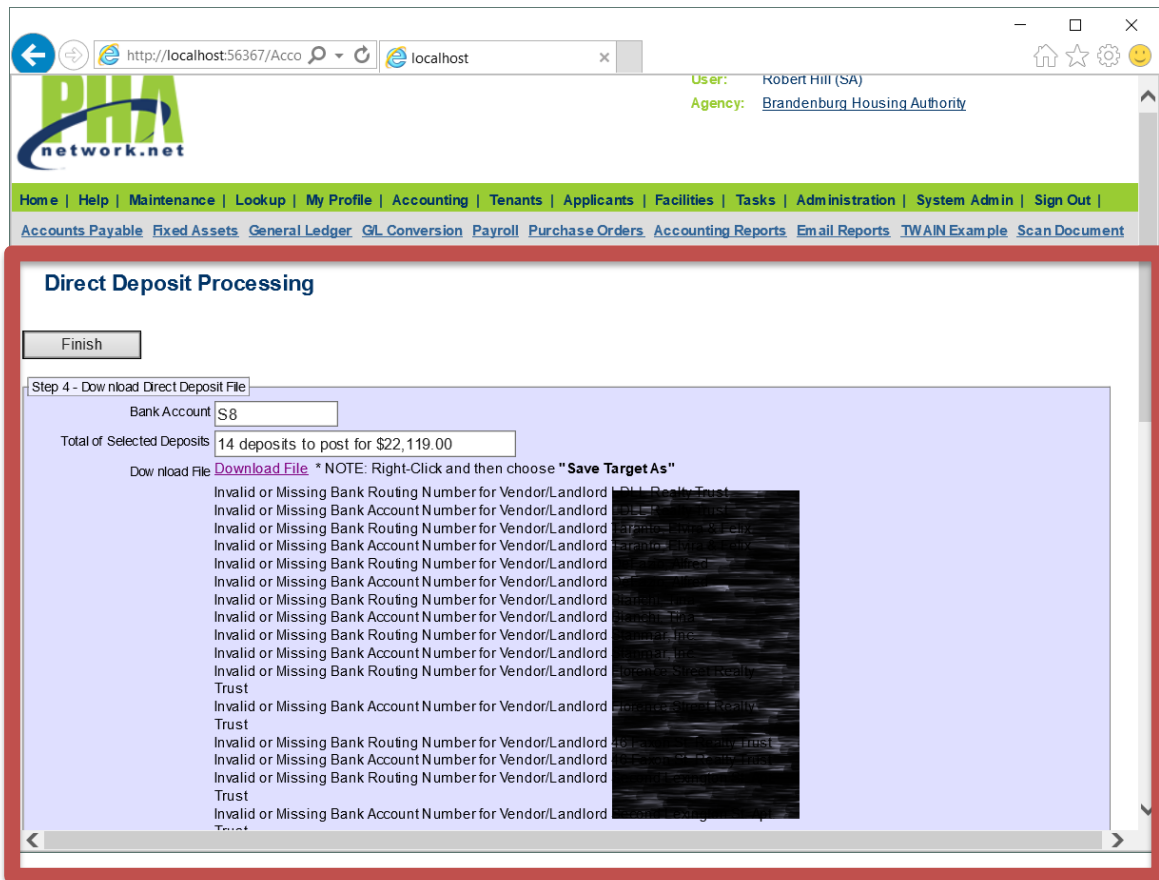
Bank Account	Section 8
Total of Selected Deposits	49 deposits to post for \$114,334.00
Direct Deposit Date	4/1/2020
<b>Total for 04/2020</b>	<b>\$1,917.00</b>
Total for other periods	\$112,417.00
File ID Modifier	A

The total number of deposits will be shown along with the total dollar amount of the deposits. The Direct Deposit date will be set to the latest deposit date found. In addition, the totals are broken down by the total for the month of the deposit date and the total for all other months/periods. In this example, the total for the month of the direct deposit date (4/1/2020) is \$1,917 while the total for all prior periods is \$112,417.

**NOTE:** If you change the direct deposit date, the total for that month will be shown and the total for other periods will be calculated.

The File ID Modifier is simply a unique ID to help identify each deposit created for a single date. This will automatically be set to the next letter in the list, so most likely, you will not need to change this.

Once you have set the appropriate values, click the **[Continue]** button to advance to the final step of the process. The screen print below shows an example of what this looks like.



The example shown indicates a number of vendors or landlords who are missing bank routing numbers or bank account numbers. Assuming that you have setup your vendors and/or landlords with the correct routing number and account number you should not see this.

You will also notice that there is a **Download File** link shown. This is where you will download the direct deposit file that has been prepared for you.

**NOTE:** If you simply left-click on the file, it will most-likely open up in your text editor. This is **NOT** what you want to do. Instead, right-click and then choose **Save Target As**. Then, locate a common folder, either on your computer's desktop or in your documents folder where you save your direct deposit files. The file name generated will be unique so you should not have to worry about overriding a previous file.

After you have saved your file, the next step is to sign in to your online banking system and then upload this file to the bank. You will browse to the location where you just saved the file and will select it.

**Hint:** When you browse the files on your computer, sort them by date so that the newest file will appear at the top. This will help you to properly locate the file.

Also, it might be a good practice to create a sub-folder where you save your direct deposit files. After a file has been successfully uploaded and processed through your online banking system, move this file to the sub-folder. That way, the main folder will usually be empty or will contain only the last direct deposit file created.

Once you have downloaded and saved your direct deposit file, click the **[Finish]** button.















#### 4.28 Viewing, Downloading and Re-Processing Direct Deposits



When you create a direct deposit file, the file itself can be recreated at any time. In addition, you can reset a direct deposit so that you can re-create the file.

If you lost the downloaded direct deposit file you can download it again. To do this, choose **View Direct Deposits** from the menu. The following page will appear.

The screenshot shows the PHA network.net web application interface. The browser address bar indicates the URL is http://localhost:56367/Acco. The user is identified as Robert Hill (SA) and the agency as Brandenburg Housing Authority. The main navigation menu includes Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. Below the navigation menu, there are links for Accounts Payable, Fixed Assets, General Ledger, GL Conversion, Payroll, Purchase Orders, Accounting Reports, Email Reports, TWAIN Example, and Scan Document.

The 'Direct Deposit Files' section is highlighted with a red border. It features search filters for Starting Date (8/1/2016), Ending Date (12/31/2016), and Bank Account (\*\*\* All \*\*\*\*). Below the filters, a table displays 7 Direct Deposit Files found. The table has the following columns: Action, Direct Deposit Date, No. Entries, Total of Deposits, and Reset.

Action	Direct Deposit Date	No. Entries	Total of Deposits	Reset
 	9/1/2016	0	\$0.00	Yes
 	9/1/2016	12	\$42,171.00	Yes
 	9/1/2016	22	\$62,131.00	Yes
 	9/1/2016	22	\$62,131.00	Yes
 	9/1/2016	0	\$0.00	Yes
 	9/1/2016	22	\$62,131.00	No
 	9/1/2016	31	\$51,817.00	No

Set the search filters (starting/ending dates and bank account) accordingly and then click the  icon to refresh the list. Once you locate the desired deposit file, click  to prepare the file for download. The result of this is shown in the following image.

PHA network.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable | Fixed Assets | General Ledger | GL Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports | TWIN Example | Scan Document

### Direct Deposit Files

Download Direct Deposit File

Direct Deposit Date: 9/1/2016

Deposit Total: \$51817.00

Download File: [Download File](#) \* NOTE: Right-Click and then choose "Save Target As"

Back


The date of the deposit is shown along with the total of the deposits in the file. Right-click the **Download File** link to download the file. When prompted, click **Save Target As** and then save the file to your direct deposit folder on your computer.

If for any reason, the file cannot be found, instead of the **Download File** link you will see **(file no longer exists)**. If this is the case, the file has most-likely been archived and is no longer available for download. Files are generally archived annually, so you should be able to download files for up to one year.

When you have finished this process, click the **[Back]** button to return to the list of deposits.

#### 4.28.1 Re-Processing a Direct Deposit

From time-to-time, it may be necessary to re-process a direct deposit file. This is different from just downloading the file. With the download option you are merely downloading the original file created during the direct deposit process. When you reset your direct deposit for re-processing, you are basically clearing out the deposit and releasing all of the payments so that they can be processed in a new direct deposit run.

To reset a direct deposit for processing, open the direct deposits by clicking on **View Direct Deposits**. Then, set the appropriate filters to locate the deposit that you would like to reset. Then, click the  icon next to the deposit. The following page will appear.

PHA network.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable | Fixed Assets | General Ledger | G/L Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports | TWIN Example | Scan Document

### Direct Deposit Files

Reset Direct Deposit Run

Direct Deposit Date: 9/6/2021

Deposit Total: \$114,334.00

Reason for Reset:

Reset Deposit | Cancel Reset

Enter the reason for resetting the direct deposit and then click the **[Reset Deposit]** to begin the process. You will be prompted to confirm. Click the **[Ok]** button to continue with the reset process or click **[Cancel]** to abort the reset.

Once done, all of the payments associated with the direct deposit will be released from the deposit, and then, may be selected for another deposit.




### 4.29 Viewing Direct Deposit Reset Logs


After resetting a direct deposit run, the reason that you reversed/reset the direct deposit is logged along with the login ID of the user and the date that the process was done. If a direct deposit was reversed, you will see an additional icon in the **Action** column as shown below.

**Direct Deposit Files**

Search Filters: Starting Date: 9/1/2021, Ending Date: 9/30/2021, Bank Account: \*\*\* All \*\*\*\*

1 Direct Deposit File found -- Show: 10


Action	Direct Deposit Date	No. Entries	Total of Deposits	Reset	Individuals	Individual Total	Companies	Company Total
  	9/6/2021	49	\$114,334.00	Yes	47	\$100,366.00	2	\$13,968.00


If you click on the  icon, the summary of that reset action will be shown.

**Direct Deposit Files**

Reset Log

Direct Deposit Date: 9/6/2021  
 Deposit Total: \$114,334.00  
 Individual Count/Total: 47 / \$100,366.00  
 Company Count/Total: 2 / \$13,968.00

Action	Reason for Reset	Reset By User	Reset Date
	Missing a payment	Bob Hill	9/6/2021

The reason for the reset will be shown, along with the login ID of the user and the date that the direct deposit run was reset. If you click on the  icon, you will see a list of the payments associated with the direct deposit run that have been reset as well.

## Direct Deposit Files

Reset Log Details

Return

	Vendor/Landlord Name	Entry Date	Payment Amount
2		9/25/2017	\$5,380.00
3		9/25/2017	\$4,696.00
4		9/25/2017	\$5,130.00
4		9/25/2017	\$1,756.00
5		9/25/2017	\$2,462.00
6		9/25/2017	\$2,590.00
9		9/25/2017	\$2,946.00
9		9/25/2017	\$2,450.00
A		9/25/2017	\$2,536.00
A		9/25/2017	\$1,488.00
A		9/25/2017	\$150.00
A		9/25/2017	\$1,634.00
A		9/1/2016	\$817.00
A		4/1/2020	\$817.00
A		9/25/2017	\$2,788.00
A		9/25/2017	\$1,362.00
A		9/25/2017	\$9,722.00
A		9/1/2016	\$4,861.00
A		9/25/2017	\$2,156.00

**NOTE:** Even though a payment may be listed in the details of a reset operation, presumably, the payment will be a part of another direct deposit process. Do not assume that a payment listed here has NOT been associated with a successfully posted direct deposit.

### 4.30 Sending Direct Deposit Emails

When you process direct deposits for vendors and/or landlords, you have the option of sending emails to those landlords as indications of payments deposited on their behalf. This gives them notice that a payment has been made and that the payment amount should be deposited in their account.

In order to receive an email, the vendor or landlord's email address must be setup in their vendor record. Only those vendors/landlords with emails will be included in the list of emails to send.

**NOTE:** It is very possible that the resulting emails may be interpreted by the recipient as *junk email*. It is important that you advise your vendors and/or landlords to include your email address in their safe sender list. Also, you should advise them that if they do not receive an email, they should still check their *junk mail folder*. PHAnetwork will properly send out the email, however, modern email servers are aggressively attempting to filter out junk or potentially malicious emails. This includes emails with generic subjects as is the case with the emails generated from the system.

To start the process of sending emails, choose **Direct Deposit Emails** from the Accounts Payable menu. The page for step 1 of the process will appear as follows.

PHAnetwork.net

Agency: [Brandenburg Housing Authority](#)

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

### Direct Deposit Emails

Step 1

#### Setup Email

Senders Email Address: bob@hampdentech.com

Bank Account: Revolving

Starting Date: 9/1/2000 Custom

Ending Date: 12/31/2016

Starting Vendor/Landlord:

Ending Vendor/Landlord:

Email Subject: Direct Deposit Payment Notification

Email Body (message): This report describes direct deposit payments made available to your account on {Date} from Brandenburg Housing Authority.  
NOTE: {Date} will be replaced with each check register date.

Next Cancel

The email address associated with your PHAnetwork user account will automatically be inserted into the **Senders Email Address** entry. You can override this with another email, however, the email address must be valid.

The remaining information is described below:

Entry	Purpose
<b>Bank Account</b>	Select the bank account for which you would like to generate emails.
<b>Starting Date</b>	Enter/select the starting date for the range of dates.
<b>Ending Date</b>	Enter/select the ending date for the range of dates. <b>Note:</b> You can choose a preset date range by clicking on the dropdown menu to the right of the <b>Starting Date</b> entry.
<b>Starting Vendor/Landlord</b>	If you like, you can filter out your selections by the last name of the vendor/landlord. For example, you could choose to send emails for vendors whose names are between A and M.
<b>Ending Vendor/Landlord</b>	Enter the ending vendor to include. If the starting/ending vendor/landlords are blank, then all vendors matching the other criteria will be included.
<b>Email Subject</b>	The subject of the email will show a default entry. You can override this if you like. Make sure that this subject properly describes the purpose for your email.
<b>Email Body</b>	The body of the message to be sent. Again, this defaults and you can override this. If you would like, you can insert {Date} anywhere in your body and it will be replaced with the date of the bank register entry when the email is generated.

Once you have made your entries, click the **[Next]** button to continue to the next step. Step 2 will appear as show in the image below.

**Direct Deposit Emails**

Step 2

**Select Payments to Email** [Select All](#) [Select None](#) 2 Payments found

Action	Date	Name	Description	Amount	Email	Routing No	Account No
<input type="checkbox"/>	9/1/2016	C...	Payment of HAP Invoice(s)	1,336.00	jc...@verizon.net		
<input type="checkbox"/>	9/1/2016	F...	Payment of HAP Invoice(s)	819.00	bob@hampdentech.com		

At this point, you can choose which emails to send by checking the box next to each entry. You can also quickly select all entries listed by clicking the **Select All** option. To clear all of the selections, click **Select None**.

Once you have made your selections, click the **[Send Emails]** button. Each email listed will be sent. After sending, the confirmation will appear as follows.

**Direct Deposit Emails**

Step 3

**Process Complete**

Emails Sent:

Errors: No errors encountered!

If any errors were encountered, they will be listed in the **Errors** box. Additionally, the number of emails sent successfully will be listed next to **Emails Sent**. Click the **[Finish]** button to complete the process and return to the Accounts Payable menu.

### 4.31 Closing A/P Periods

When all processing for a particular period (month) has been completed, you can close that period to prevent any further activity. This is advisable once you have completed your reconciliation for the month and have provided all of the necessary reports to your fee accountant.

To close an A/P Period, choose **Close A/P Period** from the Accounts Payable menu. The following screen will appear.

The screenshot shows a web browser window with the URL `http://localhost:56367/Accounting/ClosePe... X`. The page title is "Accounts Payable - Close Pe... X". The user is identified as "Robert Hill (SA)" and the agency as "Brandenburg Housing Authority". The navigation menu includes: Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

The main content area is titled "Close Period". It features a "Search Filters" section with a "Year" dropdown set to "2016" and a "Status" dropdown set to "Any Status". Below the filters is a table with the following data:

Action	Period	Status	Last Action By
	01/2016	Open	Bob Hill
	02/2016	Open	Bob Hill
	03/2016	Open	Bob Hill
	04/2016	Open	Bob Hill
	05/2016	Open	Bob Hill
	06/2016	Open	Bob Hill
	07/2016	Open	Bob Hill
	08/2016	Open	Bob Hill
	09/2016	Open	Bob Hill
	10/2016	Open	Bob Hill
	11/2016	Open	Bob Hill
	12/2016	Open	Bob Hill

You can set the appropriate year in the **Search Filters** area to include the period that you would like to close. In addition, you can filter out the status to include only Open periods, Only locked periods or any status.

When you have located the period that you would like to close, click the icon. You will be prompted to confirm the close of the period. Click **[Ok]** to proceed with the close. Otherwise, click the **[Cancel]** button.

### 4.32 Re-Opening an A/P Period

From time-to-time, you may need to re-open an Accounts Payable period if you need to make adjustments within that month. To re-open a period, choose **Re-Open A/P Period** from the Accounts Payable menu. The following page will appear.

The screenshot shows a web browser window with the URL `http://localhost:56367/Accounting/Re-Open A/P Period`. The user is identified as Robert Hill (SA) from the Brandenburg Housing Authority. The page title is "Re-Open A/P Period".

Search Filters:

- Year: 2016
- New Status: Locked

Table:

Action	Period	Status	Last Action By
	01/2016	Closed by Bob Hill on 12/16/2016	Bob Hill
	02/2016	Closed by Bob Hill on 12/16/2016	Bob Hill
	03/2016	Closed by Bob Hill on 12/16/2016	Bob Hill
	10/2016	Closed by Bob Hill on 12/16/2016	Bob Hill

For the filters, you can set the year to include the period that you would like to re-open. In addition, you can set the *Status* that the re-opened period will be placed in after it has been re-opened. The options are *Locked* or *Opened*.

Once you have located the period to re-open, and you have set the desired, new status for this period, click the icon. You will be prompted to confirm. Click the **[OK]** button to re-open the period. Otherwise, click the **[Cancel]** button.

### 4.33 Performing an Account Inquiry

The **Account Inquiry** process is there to provide the detailed view of G/L Account activity within the Accounts Payable system. This process is an effective way to track down charges to G/L Accounts and is intended to augment account reconciliation for the General Ledger system.

When you choose **Account Inquiry** from the Accounts Payable menu, the following page will appear.

The screenshot shows a web browser window with the URL <http://localhost:56367/Accounts>. The user is Robert Hill (SA) and the agency is Brandenburg Housing Authority. The page title is "Accounts Payable - Account Inquiry". The form includes a "Select Date Range" section with a "Preset Date Ranges" dropdown menu set to "(Select)". Below this are "Starting Date" and "Ending Date" fields, both set to 8/1/2016 and 12/19/2016 respectively. There are also "<- Prior" and "Next ->" buttons and a "Continue" button.

The first step of the Account Inquiry is to specify the range of dates for the transactions to include. The default will be the first to the end of the current month, however, you can also choose from a number of preset date ranges. If you drop the **Date Ranges** dropdown list you will see the following options.

The screenshot shows the same web browser window as the previous one. The "Preset Date Ranges" dropdown menu is open, showing three options: "(Select)", "Prior Month", and "2 Months Prior". The "Starting Date" and "Ending Date" fields are currently empty. The "<- Prior" and "Next ->" buttons and the "Continue" button are still visible.

If you choose any of the preset date ranges, the **Starting** and **Ending** dates will be changed to the dates for that range.

Another option is to quickly move back and forth one month at-a-time. You can do this by clicking on the [**← Prior**] and [**Next →**] buttons. The range of dates will automatically be updated each time you click on one of the buttons.

Once you have set the correct range of dates, click the [**Continue**] button to proceed to the next step. The page will appear as follows.

Accounts Payable - Account Inquiry

Select Fund

Fund: Any Fund

Previous Continue

You can choose to include all funds (Any Fund) in your inquiry, or you can isolate your results to a single fund. Once you have made your choice, click the **[Continue]** button to proceed to the next step. The page will appear as follows.

Accounts Payable - Account Inquiry

Enter/Lookup Accounts

Fund: 401

Lookup Account Numbers


Use of wildcards (i.e. 41\*) is acceptable - click on for more information

Previous Add Account Continue Finish

Action	Account Number	Account Title
	4110	Salaries
	4190	Sundry Admin. Expense
	4610	Non-Routine Maintenance

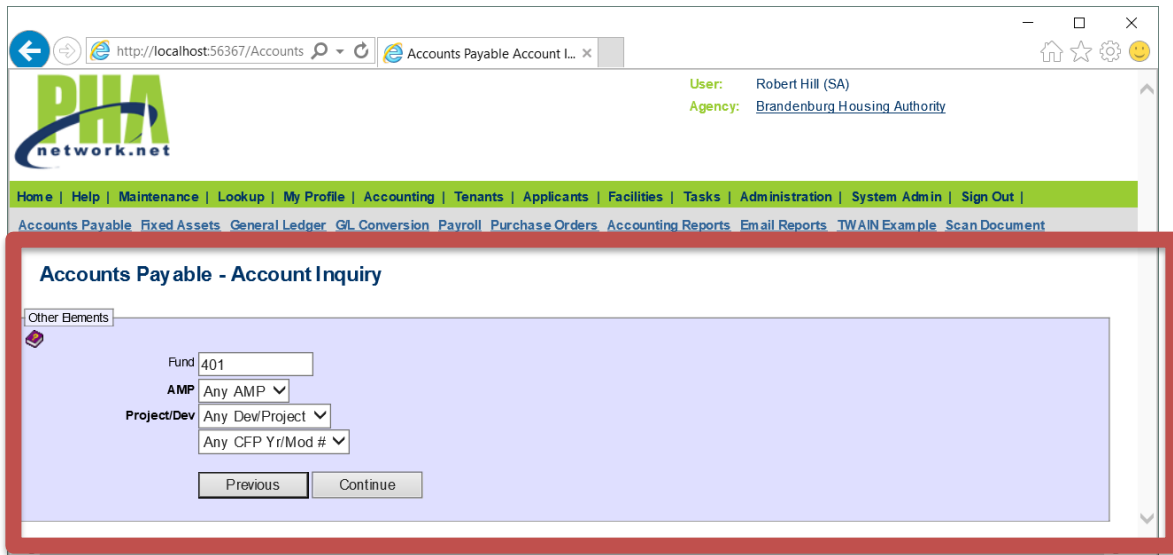
The selected fund (if any) will be shown and there is an entry where you can specify an account number. You can also lookup an account by entering part of the account number and then clicking on the icon. This will display the standard G/L Account Lookup window. Use this to select a valid account from the list of accounts.

As you enter or lookup accounts, they will appear in the grid at the bottom. This grid shows the accounts selected thus far. It will also show accounts that were selected the last time that you did an account inquiry. You can remove any of the accounts listed by clicking on the icon. **Note:** This will not delete the actual G/L Account. This merely removes the account from your Account Inquiry G/L Accounts List.

You can quickly clear out all previously selected accounts by clicking on the  icon. This will remove all selected accounts so that you can start over.

Once you have selected the account(s) to be included in your Account Inquiry, click either the **[Continue]** or **[Finish]** button. **Continue** will take you to the next step where you can further isolate your Account Inquiry by AMP. **Finish** will skip any further filtering and will take you directly to the Account Inquiry results (see below).

If you click the **[Continue]** button the page will appear as follows.



The screenshot displays the 'Accounts Payable - Account Inquiry' web application. The browser address bar shows 'http://localhost:56367/Accounts'. The user is identified as 'Robert Hill (SA)' and the agency as 'Brandenburg Housing Authority'. The navigation menu includes links for Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. The main content area is titled 'Accounts Payable - Account Inquiry' and contains a form with the following elements:

- Fund:** Text input field containing '401'.
- AMP:** Dropdown menu with 'Any AMP' selected.
- Project/Dev:** Dropdown menu with 'Any Dev/Project' selected.
- Any CFP Yr/Mod #:** Dropdown menu.
- Buttons:** 'Previous' and 'Continue' buttons.

You can further isolate the results of your account inquiry by AMP (Asset Management Project) or by a specific Project/Development. You can also choose a capital project number if you like.

Once you have narrowed down your Account Inquiry results, click the **[Continue]** button to display the results of the account Inquiry.


**Accounts Payable - Account Inquiry**

Account Inquiry

Fund: 401  
 AMP:   
 Project/Dev:   
 Range: 8/1/2016 through 12/31/2016

Previous

Account No.	Account Title	Date	Description	Fund	AMP	CFP Yr/Mod #	Project/Dev	Amount
4190	Sundry Admin. Expense	11/18/2016	Payment of A/P Invoice(s)	401				25.00
4610	Non-Routine Maintenance	11/18/2016	Payment of A/P Invoice(s)	401	001			57.94
4610	Non-Routine Maintenance	11/18/2016	Payment of A/P Invoice(s)	401	001			43.77
4610	Non-Routine Maintenance	11/21/2016	Payment of A/P Invoice(s)	401	001			49.01
								<b>\$175.72</b>

Each detail item found relates to a bank register entry, specifically, a distribution line item from the bank register entry. You can click on the  icon next to the amount to “drill-down” into the source for this transaction. When you do, you will see a page similar to the following.

**View A/P Register Entry**

Register Entry (477-834)

[Return to Account Inquiry](#)

Bank Account: NEV  
 Date: 11/18/2016  
 Vendor Name: Acme Pest Control  
 Entry Information: Payment by check 1110  
 Amount: \$525.00  
 Account Number: 4190  
 Account Title: Sundry Admin. Expense

Fund	AMP	Project/Dev ID	FISH	Memo	Amount	Invoice/Reference No	Invoice Date
401					81.88	2016-10-1-1338	10/1/2016
707					43.13	2016-10-1-1338	10/1/2016
401					81.88	2016-11-14-1338	11/14/2016
707					43.13	2016-11-14-1338	11/14/2016
401					131.00	2016-11-14-1338	11/14/2016
707					69.00	2016-11-14-1338	11/14/2016
293	005	689-1			30.00	2016-11-14-1338	11/14/2016
401		689-2			10.00	2016-11-14-1338	11/14/2016
401					25.00	2016-11-14-1338	11/14/2016

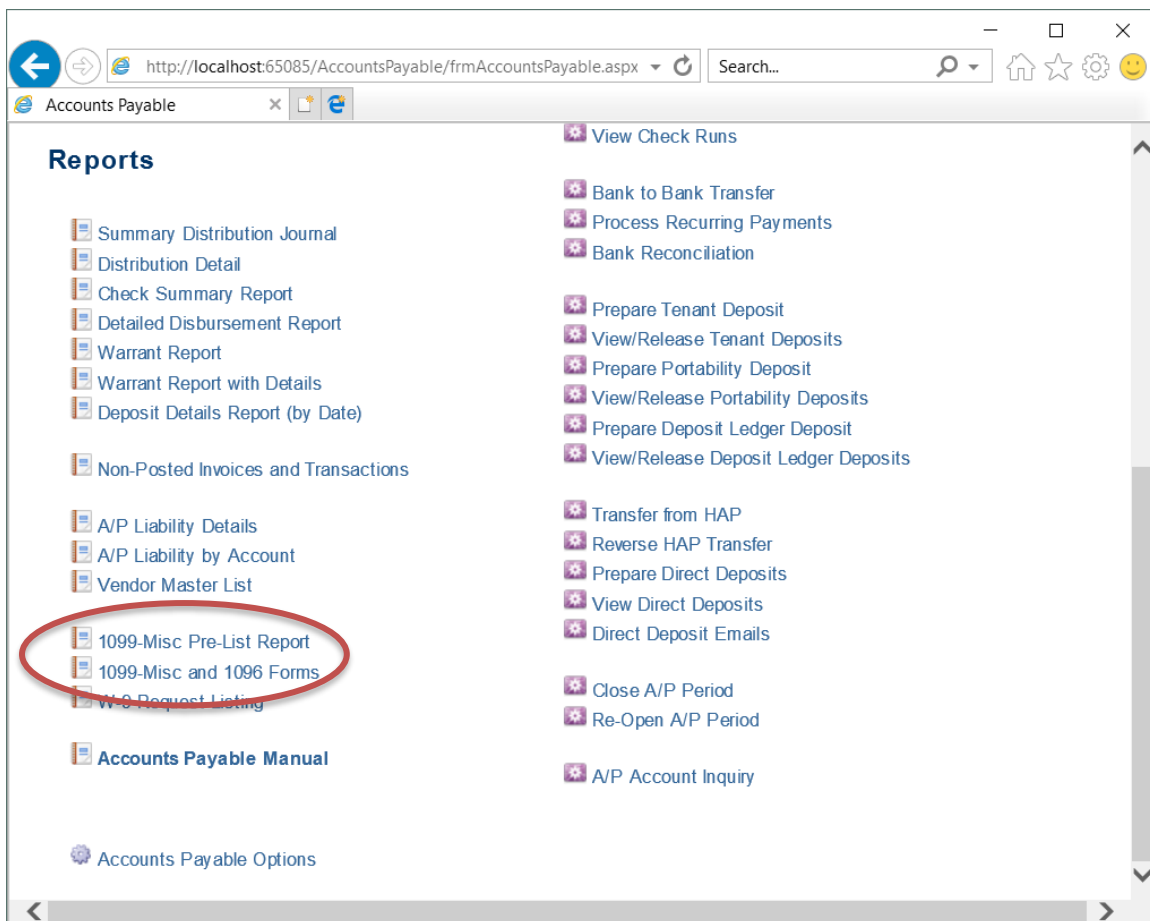
The source bank register entry will be shown along with the full account distribution. The line item that is the source of the entry from the Account Inquiry will be highlighted in red as shown.

When you have finished viewing the bank register entry, click the [Return to Accounting](#) link to return to the Account Inquiry.

#### 4.34 Printing 1099 and 1096 Forms

If you have paid vendors or landlords throughout the year and they require a 1099 form, you must print and file a 1099 for each. In addition, for each group of 1099 forms that you print, you must also print a 1096 summary transmittal form.

The 1099 and 1096 menu options are located under the **Reports** section as shown below.



#### 4.34.1 Printing a 1099-Misc Pre-List Report

In order to verify the 1099 forms to be printed you should first print or view a pre-list, confirmation report. This report will show each vendor/landlord who is currently expected to receive a 1099, along with their address information, the total payments made, the 1099 classification and their tax ID.

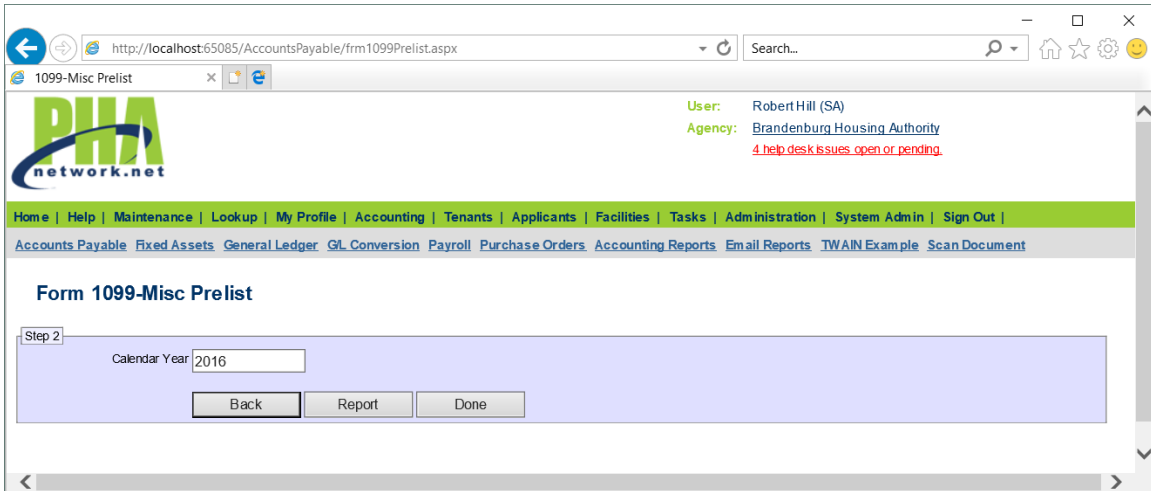
When you select the 1099-Misc Pre-List Report menu option, the following screen appears.

The calendar year will default to the prior year the first time you go in. The reason for this is that you usually do not print your 1099 forms until January.

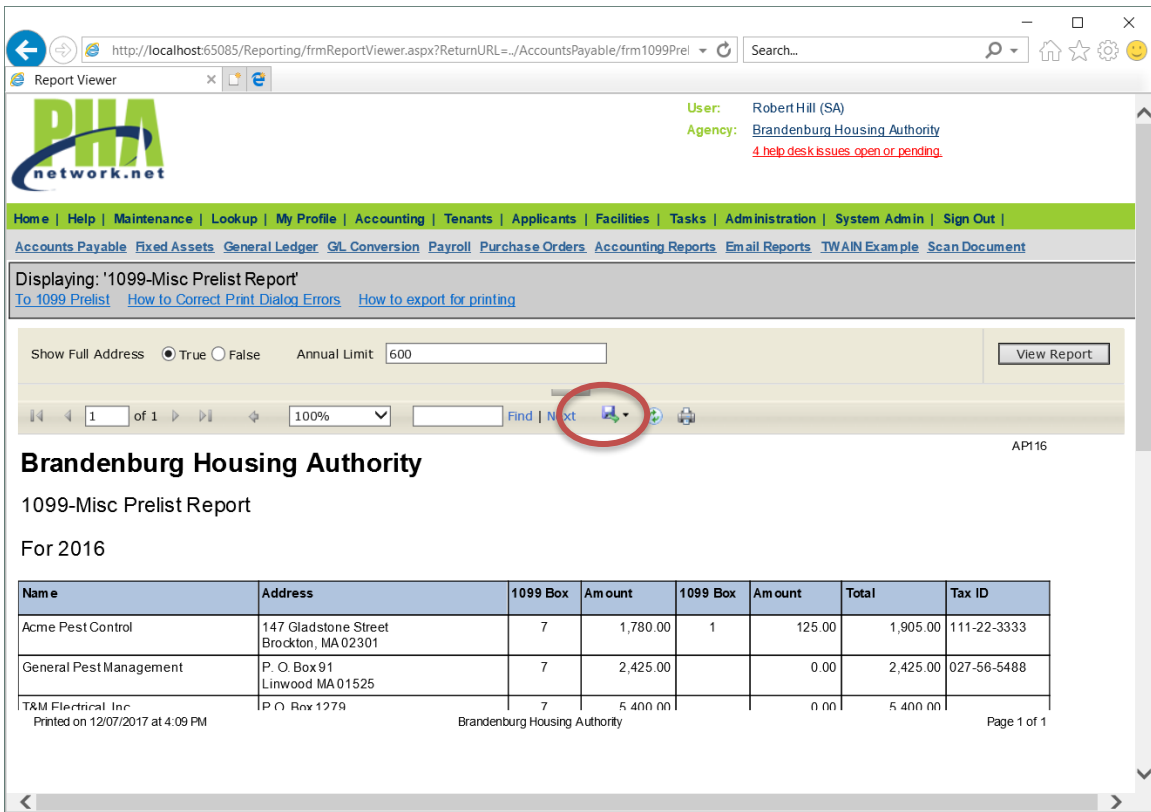
In addition, the annual limit is shown. You can override this, however, the annual limit should reflect the minimum dollar amount required in order to receive a 1099 form.

Next, you can choose the vendor types to include. You can print the verification report for just A/P Vendors or for Landlords, or you can check both and do a combined report. You can also enter part of a vendor's name and click on the **Lookup** button to print the report for a single vendor.

After making your selections, click the **[Continue]** button. The next step will appear as follows.



Click the **[Report]** button to create and view the report. It will appear as shown below.




At this point, you can click on the export icon (circled in red above) to export the report to a PDF for saving and/or printing.


### 4.34.2 Printing 1099 Forms

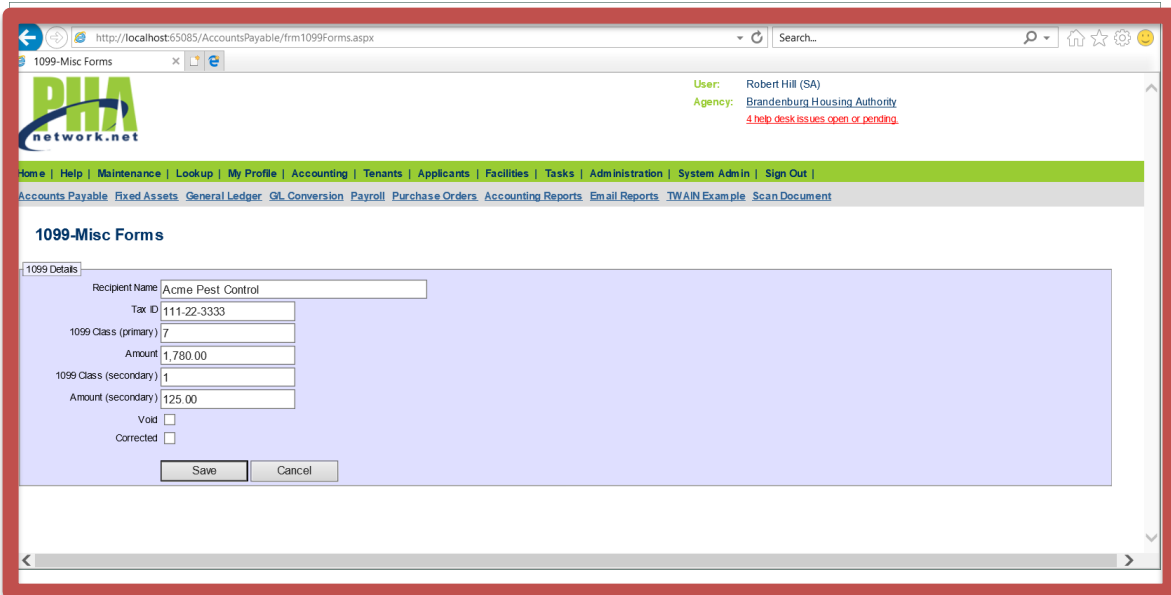
Once you have verified that the 1099 information for all of your vendors and/or landlords is correct, you can print your 1099 forms. To do this, choose the **1099-Misc and 1096 Forms** menu option. The screen will appear as follows.

As with the prelist, you can set the calendar year, the type of vendors or a specific vendor. The information that you entered while preparing the prelist will be shown here. Once you have confirmed this information, click the **[Continue]** button to show the following screen.

Action	Recipient Name	Mailing Address	City_State_Zip	TaxID	Payments	1099 Class	Other Payments	1099 Class (Other)	Void	Corrected
	Acme Pest Control	147 Gladstone Street	Brockton, MA 02301	111-22-3333	\$1,780.00	7	\$125.00	1	No	No
	General Pest Management	P. O. Box 91	Linwood MA 01525	027-56-5488	\$2,425.00	7	\$0.00		No	No
	Internal Revenue Service	1120 Andover Ave.	Andover, MA 55555	04-555555	\$226.00	7	\$0.00		No	No
	Newton Housing Authority - Escrow Account	82 Lincoln Street	Newton Highlands, MA 02461		\$450.84	7	\$0.00		No	No
	T&M Electrical, Inc.	P.O. Box 1279	Lakeville, MA 02347		\$5,400.00	7	\$0.00		No	No

If for any reason a vendor's tax ID is missing, you can click on the  icon next to the tax ID. You can then edit and save the tax ID. **NOTE:** When you save the tax ID it will also update the tax ID for the associated vendor or landlord.

You can also view the full details of the 1099 information for any entry by clicking on the . The screen will appear as follows.




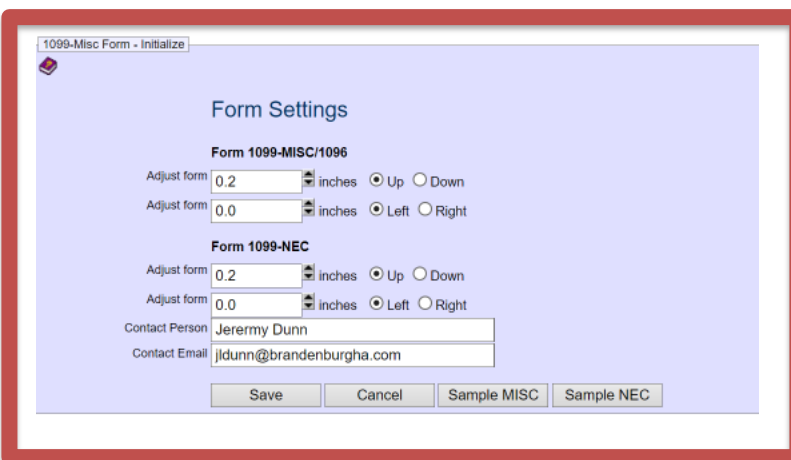
The information shown here includes the vendor name and tax ID, the 1099 classification for the vendor as well as the annual amount paid. It also shows any secondary 1099 classification and the amount paid for that class. A vendor may have at most 2 classifications during any calendar year. You can also edit the tax ID through this option.

If you need to print a void or corrected 1099, check off the appropriate boxes.

Once you are done, click the **[Save]** option to save your changes. To exit without saving click on the **[Cancel]** button.

#### 4.34.3 Accessing Form Settings

You can access the form settings by clicking on the  icon. The settings screen will appear as follows.



If necessary, you can adjust the starting position of the forms up or down and left or right but any amount (in inches). In most cases, you should not need to make any adjustments, however, if you do, you will make the adjustments through the settings option.

The top section contains the adjustments for the Forms **1099-MISC** and the **1096** form. The second set of adjustments is only for the **1099-NEC** form.

You can also specify the contact person and the email address for that person. This will appear on each 1099 form.

If you would like to print a sample (highly recommended) to test your form alignment, click the [Sample] button. Then download and print the form.

**IMPORTANT NOTE:** When you send your sample form or your 1099 or 1096 forms to the printer, you must make sure that you are not allowing any type of scaling or stretching. You should see a setting for **Actual Size** in the printer dialog. Make sure to choose this. If any other setting is selected, there is a good chance that the forms will not print properly.

Once you are done with the settings, click the [**Save**] button to save your changes. You will be returned to the 1099 list.

When you are ready to print your forms, click on the [**1099**] button. You will be prompted to open a document containing your 1099 forms. Place your forms into your printer and then print this document. Make sure to review the note above about your printer settings.

You can print your 1096 transmittal form in the same manner by clicking on the [**1096**] button.

## 5 How To

This section is used to demonstrate specific procedures that you can do within Accounts Payable. This section is meant to be an addendum to the User Manual to provide you specific instructions for various operations.

### 5.1 How to Enter a Beginning Balance

When you have setup a new bank account or you are converting over to PHAnetwork and need to establish a beginning balance for your bank account(s), you must first determine the **starting date** for your bank register. This is the date from which you will begin recording bank register transactions. Usually this will be the first day of a particular month.

Once you have established the date, you must then determine the *cleared* bank account balance. This will be the net total of all deposits and checks that have cleared your bank as of the date prior to your starting date. Do not include any transactions in this balance that have cleared on or after your starting date. You will enter these manually and then will mark them as cleared through the bank register. Also, you will need to enter any uncleared checks and/or deposits into your bank register.


Once you have both the date and the cleared balance, it's time to enter your beginning balance. From the Accounts Payable menu choose **Bank Register** from the **Processing** area. Next, select the bank account that you will be working with (this should have been setup already through the *Add/Edit Bank Accounts* menu option). You will see a screen similar to the following.

**Accounts Payable Bank Register**

Register Filters

Bank Account: Federal First Credit Union  
Preset Dates: Custom  
Starting Date: 4/1/2019  
Ending Date: 4/30/2019  
Vendor Filter: (leave blank for all/any vendor or landlord)

Action	Date	Number	Cleared	Payee	Entry Type	Description	Brief	Payment/Debit	Deposit/Credit	Balance
	3/31/2019				Beginning Balance	Beginning Balance		-	-	\$0.00
	Date	Number	Cleared	Payee	Entry Type	Description	Brief	Payment/Debit	Deposit/Credit	Balance

In order to enter your beginning balance, you will enter a new adjusting transaction. To do this, click the  icon above the *Action* column. This will bring up the *New Register Entry* section as shown below.

Accounts Payable Bank Register

New Register Entry

Bank Account: FFCU

Entry Date: 4/30/2019

Entry Type: \*\*\* Select \*\*\*

Amount: 0.00

Description:

Vendor (if applicable): [Add New](#)

Check Number (if applicable):

Distribution Code: N/A

Save Changes Cancel Edit

From here, you will set the **Entry Date** to your established starting date. For the **Entry Type** choose *Adjustment*. For the Amount, enter the cleared bank register balance. For the description, you can simply enter *Beginning Balance*. Make sure that the *Distribution Code* is set to *N/A*, as you will NOT be distributing this entry to a General Ledger. Your complete beginning balance entry should look like the following.

Accounts Payable Bank Register

New Register Entry

Bank Account: FFCU

Entry Date: 3/31/2019

Entry Type: Adjustment

Amount: 13906.27

Description: Beginning Balance

Vendor (if applicable): [Add New](#)

Check Number (if applicable):

Distribution Code: N/A

Save Changes Cancel Edit

Click the **[Save Changes]** button to save your beginning balance entry. Then, click Return to Register. You will be returned to the bank register and your new entry should show in the

bank register grid. If it does not appear, change your date range to include the entry date that you used.

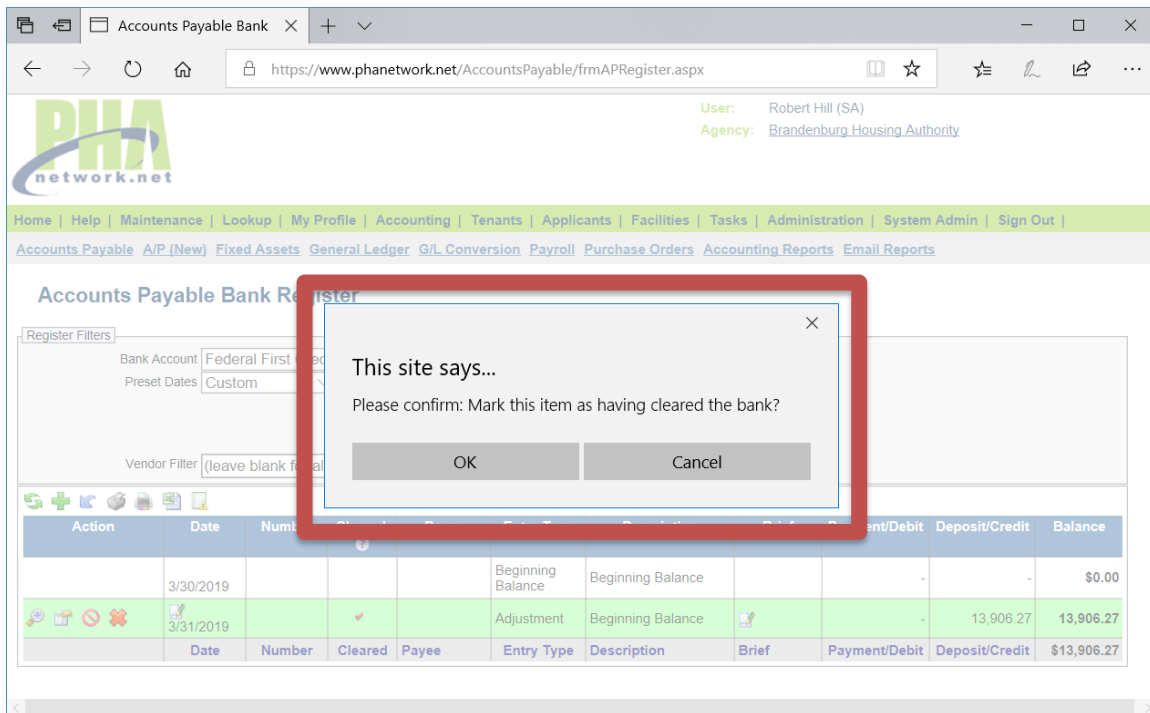
**Accounts Payable Bank Register**


Register Filters

Bank Account: Federal First Credit Union  
Preset Dates: Custom  
Starting Date: 3/31/2019  
Ending Date: 4/30/2019  
Vendor Filter: (leave blank for all/any vendor or landlord)

Action	Date	Number	Cleared	Payee	Entry Type	Description	Brief	Payment/Debit	Deposit/Credit	Balance
	3/30/2019				Beginning Balance	Beginning Balance		-	-	\$0.00
	3/31/2019		✓		Adjustment	Beginning Balance		-	13,906.27	13,906.27
										\$13,906.27

You will notice that the cleared beginning balance entry sets the bank account balance. You will also notice that in the *Cleared* column, the balance is not cleared. Since you have established this as the cleared balance for this bank account, then you next need to mark this as cleared. To do this, click the ✓ icon in the *Cleared* column. You will be prompted to confirm as follows.



Click the **[Ok]** button to complete the process to clear this transaction. The icon in the column will change to  indicating that the transaction has been marked as cleared.

At this point, you have successfully entered the beginning cleared balance for your bank account. The following steps should be completed next.


1. Enter any uncleared checks and/or deposits.
2. Enter any checks and/or deposits that have cleared after the starting date.

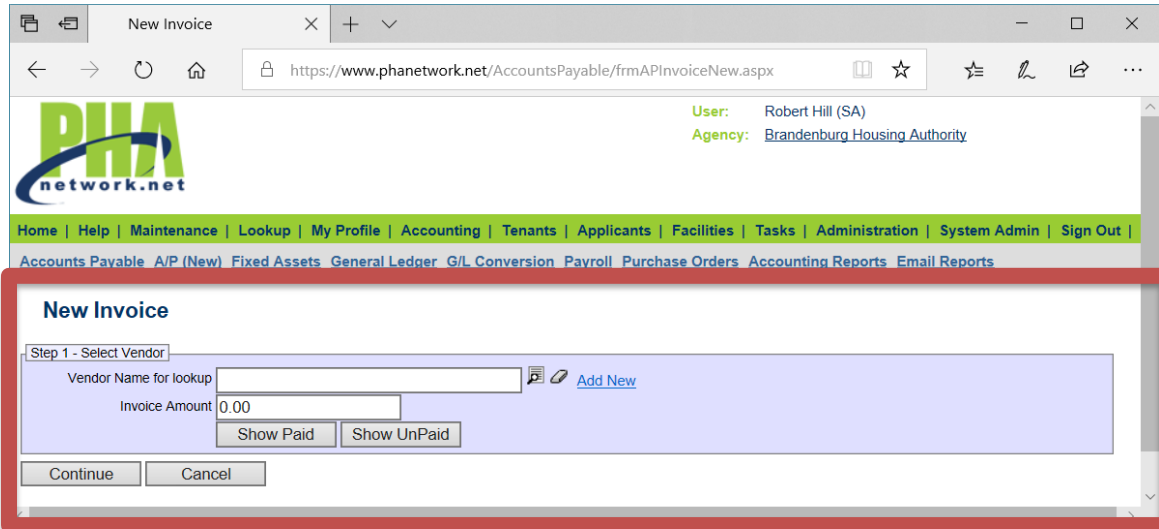
## 5.2 How to Enter an Invoice

If you will be entering and paying invoices, then it will be necessary to record those invoices for process. Generally, invoices are entered in batches at predetermined times. It is a productive practice to set aside a number of invoices for entry into PHAnetwork. If the time is dedicated to just entering invoices without interruption, the likelihood of making errors during entry is minimized.

It is also a good habit to have some time of marker or **Entered** stamp that you can use to indicate that an invoice has been entered into the system. This will reduce the possibility of duplicate invoices (although PHAnetwork will warn you about those as well.) In addition, if you have multiple invoices for the same vendor, be sure to group them together and enter each one after the other.

There are two methods for invoice entry. The first, involves the *Invoice Wizard* (the default) which guides you step-by-step through the invoice entry process. To access the *Invoice*

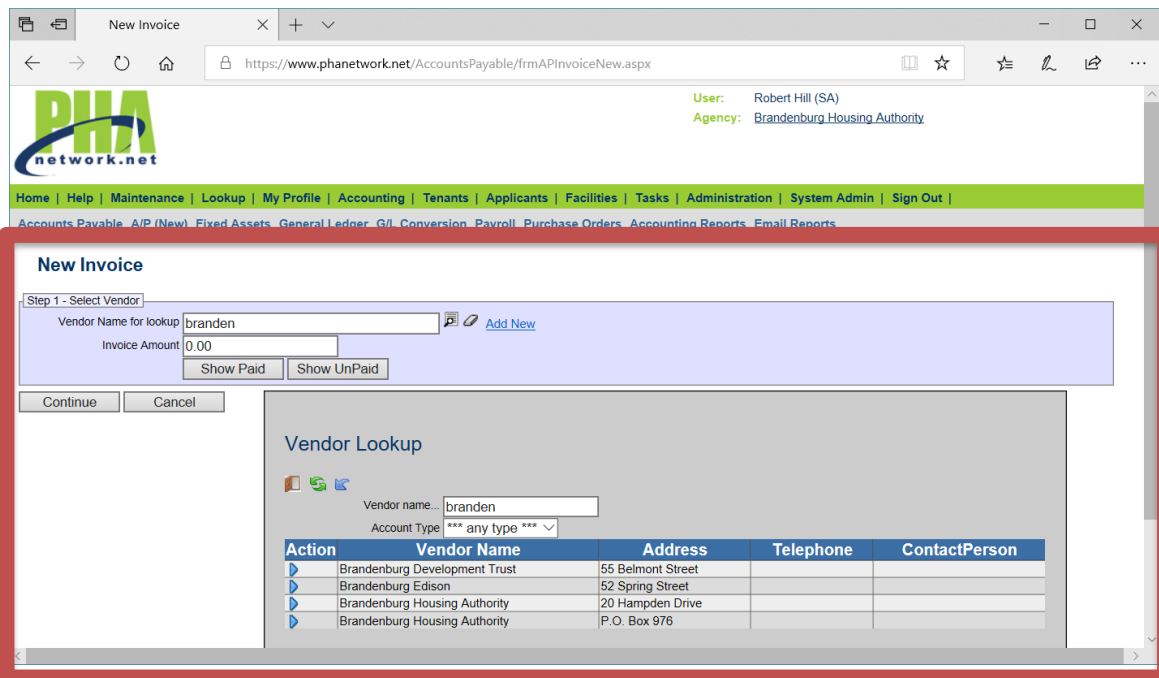
Wizard select **New Invoice** from the Accounts Payable Menu, or alternatively, by clicking the  icon when in the **View Invoices** area. When you do this, the following screen will appear.



The screenshot shows a web browser window with the URL <https://www.phanetwork.net/AccountsPayable/frmAPInvoiceNew.aspx>. The page header includes the PHA network.net logo and user information: User: Robert Hill (SA), Agency: Brandenburg Housing Authority. A navigation menu is visible below the header. The main content area is titled 'New Invoice' and contains a form with the following elements:


- Step 1 - Select Vendor
- Vendor Name for lookup:
- Invoice Amount:
- Buttons: Show Paid, Show UnPaid
- Buttons: Continue, Cancel

In the **Vendor Name for lookup** entry, type part of the vendor's name. For example, if the vendor's name begins with *Branden* you can enter that, and then hit the **[Tab]** key. This will automatically perform a lookup of matching vendors as shown below.



The screenshot shows the same 'New Invoice' form as above, but with a 'Vendor Lookup' popup window open. The 'Vendor Name for lookup' field now contains the text 'branden'. The 'Vendor Lookup' popup displays a table of matching vendors with the following columns: Action, Vendor Name, Address, Telephone, and ContactPerson.

Action	Vendor Name	Address	Telephone	ContactPerson
▶	Brandenburg Development Trust	55 Belmont Street		
▶	Brandenburg Edison	52 Spring Street		
▶	Brandenburg Housing Authority	20 Hampden Drive		
▶	Brandenburg Housing Authority	P.O. Box 976		

If you see the correct vendor, just click on the  icon next to that vendor to select it.

Next, enter the amount for this invoice and then click **[Continue]**.

If you would like to check on paid and unpaid invoices from this vendor, you can click on those buttons to see the list. This is convenient, if you are not sure if you have already entered and/or paid an invoice for this vendor.

The next step in the *New Invoice* process is shown as follows...


The screenshot shows a web browser window with the URL <https://www.phanetwork.net/AccountsPayable/frmAInvoiceNew.aspx>. The page header includes the PHA network.net logo and user information: User: Robert Hill (SA), Agency: Brandenburg Housing Authority. A navigation menu is visible below the header. The main content area is titled "New Invoice" and is labeled "Step 2 - Invoice No./Date". The form contains the following fields and options:

- Vendor Name: Brandenburg Edison (37)
- Vendor Options:
  - Always copy previous invoice
  - Always copy specific invoice (below)
  - Copy specific invoice (below) just this time
  - Never copy invoice for this vendor
  - Allow Distribution Selection this time
- Vendor Invoice to Copy: Date: 8/6/2018, Amount: \$59.00, Reference 201808-1042-4-2
- Bank Account: First Credit Union
- Invoice Amount: 127.96
- Invoice/Reference Number: [empty field]
- Invoice Date: 5/14/2019

At the bottom of the form are three buttons: "Previous", "Continue", and "Cancel".

Here, you specify how you will create the G/L Account Distribution for this option. You have several options and they are summarized in the following table.

Option	Purpose
<b>Always copy previous invoice</b>	Always copy the distribution used in the immediate prior invoice for this vendor.
<b>Always copy specific invoice (below)</b>	When this option is selected, you can choose from a list of vendor invoices shown next to <i>Vendor Invoice to Copy</i> .
<b>Copy specific invoice (below) just this time</b>	This is similar to the above option, however, it does not <i>retain</i> this choice for this vendor and only copies this invoice this time.
<b>Never copy invoice for this vendor</b>	This option always starts with a new, blank G/L Account Distribution. You can select this if the types of accounts that you will select for this vendor vary widely.
<b>Allow Distribution Selection this time</b>	Just for this one invoice for this vendor, allow for the selection/entry of a new G/L Distribution. In other words, just this time, it gives you a blank G/L Distribution to start with.

Once you have made your selection, you can change the bank account if necessary. Next, you need to specify the invoice number to use. If the invoice does not include an invoice number, and since it is a *required* entry, you can click the  icon to have the system suggest one for you.

Next, enter or select the invoice date for this invoice.

Once you have completed those steps, click the **[Continue]** button. Step3 will appear as follows.

**New Invoice**

Step 3 - Distribution Method

Vendor Name: Brandenburg Edison (37)

Distribution Method:

- Vendor Accounting Code(s)
- Other Accounting Code
- Manual Distribution
- Copy previous invoice

Other Accounting Code [Ctrl][Click] multi-select:

- Bank Account Interest
- Laundry Receipts
- Rubbish/Trash Removal
- Standard Distribution
- Test Accounting Code

Last Invoice Date: 8/6/2018

Last Invoice/Reference: 201808-1042-4-2

Last Invoice Amount: 59.00

Last Invoice Info: Created 8/15/2018 at 12:00:00 AM by Bob Hill

Copy invoice distribution:

- Yes - copy dist. from invoice above
- No - use selected dist. method

Buttons: Previous, Continue, Cancel, Finish

Your selections from this point will be shown. You can further define the G/L Distribution method at this point if necessary, by choosing one of the options and/or choosing a distribution code to use.

Click the **[Finish]** button to add the new invoice. The invoice entry/update screen will appear as follows.

**Accounts Payable - Vendor Invoice**

Invoice

Vendor: Brandenburg Edison

Invoice Reference No: 2019-05-15-37

Invoice Date: 5/12/2019

Amount: 127.96

Memo:

Due Date: 5/12/2019

Separate Check:  Check to pay this invoice on a separate check

Bank Account: First Credit Union

Purchase Order No:

Internal ID No: 116440

Buttons: Save Invoice, Save/Continue, Cancel Edit

The entry/editing of invoices is divided into four tabs that have the following purposes.

Tab	Purpose
<b>Invoice</b>	<p>This tab is where the main invoice information is entered including the <b>vendor name</b>, the <b>invoice/reference number</b>, the <b>invoice date</b>, the <b>invoice amount</b>, an optional <b>memo</b>, the <b>due date</b> for the invoice, the <b>bank account</b> where the payment will be drawn and the <b>purchase order number</b>.</p> <p>This tab also shows the Internal ID no which may be useful to technical support if you need to post a Help Desk issue regarding this invoice.</p>
<b>Distribution</b>	<p>The distribution tab is where the G/L account distribution is entered. This tab is itself divided into four separate tabs. See the section below describing how to use the <b>Distribution</b> tab.</p>
<b>Scans</b>	<p>The <b>Scans</b> tab will allow you to upload and save one or more scanned images for the invoice. This is useful if you want to store a scanned image of the invoice along with the electronic version for later reference.</p>
<b>Utilities</b>	<p>The <b>Utilities</b> tab is where you record utility totals and utility distribution for any invoice that is for the payment of utilities, such as gas, water, electric, etc. More information on this tab can be found in the section below.</p>

There are three buttons at the bottom of the invoice that have the following actions.

Button	Action	
<b>[Save Invoice]</b>	Clicking this button will save the invoice and then return you to the <b>View Invoices</b> area.	
<b>[Save/Continue]</b>	Clicking this button will save the invoice and allow you to stay within the invoice entry/update area.	
<b>[Cancel Edit]</b>	Clicking this button will take you back to the <b>View Invoices</b> area. <b>NOTE:</b> If you have already saved using <b>[Save/Continue]</b> , clicking this button will <b>NOT</b> reverse that save.	

### 5.2.1 Using the G/L Account Distribution Tab

When you click the **Distribution** tab, the page will appear as follows.

The screenshot displays a web browser window with the URL <https://www.phanetwork.net/AccountsPayable/frmAPIInvoice.aspx?InvoiceID=116440>. The page title is "Accounts Payable - Vendor Invoice". The user is identified as Robert Hill (SA) from the Brandenburg Housing Authority. The navigation menu includes Home, Help, Maintenance, Lookup, My Profile, Accounting, Tenants, Applicants, Facilities, Tasks, Administration, System Admin, and Sign Out. The main content area shows the "Distribution" tab selected, with the following information:

Invoice Reference No.	2019-05-15-37
Invoice Amount	127.96
Total Distributed	0.00

Below the table, there are links for [Code Distribution](#), [Manual Distribution](#), [Full Distribution](#), and [Validate](#), along with an [Add](#) button. A message states: "No manual distribution lines were found. Click the [Add] button above to add one". At the bottom of the form, there are buttons for [Save Invoice](#), [Save/Continue](#), and [Cancel Edit](#).



At the top of the *Distribution* tab you see the Invoice/Reference Number, the invoice amount and the total distributed amount. In order for the invoice to be valid, the Total Distributed must equal the Invoice amount.

Below that, you see the distribution section and at the very top, you see the following linked options...

**[Code Distribution](#) [Manual Distribution](#) [Full Distribution](#) [Validate](#)**

#### Code Distribution

This is where you select one or more *Accounting Codes* for the distribution. The total distributed to the selected codes cannot exceed the invoice amount, however, it can be less than the invoice amount, in which case the remainder would be entered manually through the **Manual Distribution**. The **Code Distribution** section is shown highlighted in the image on the next page.

This example shows a single accounting code (Standard Distribution) which has been distributed to the full invoice amount. You can edit this entry by clicking on the  icon next to the entry. If you need to delete an accounting code from the **Code Distribution** section, click the  icon.

PHA network.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable | A/P (New) | Fixed Assets | General Ledger | G/L Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports

### Accounts Payable - Vendor Invoice




Invoice Reference No. **2019-05-15-37**

Invoice Amount **127.96**


Total Distributed **127.96**

Code Distribution Manual Distribution Full Distribution Validate

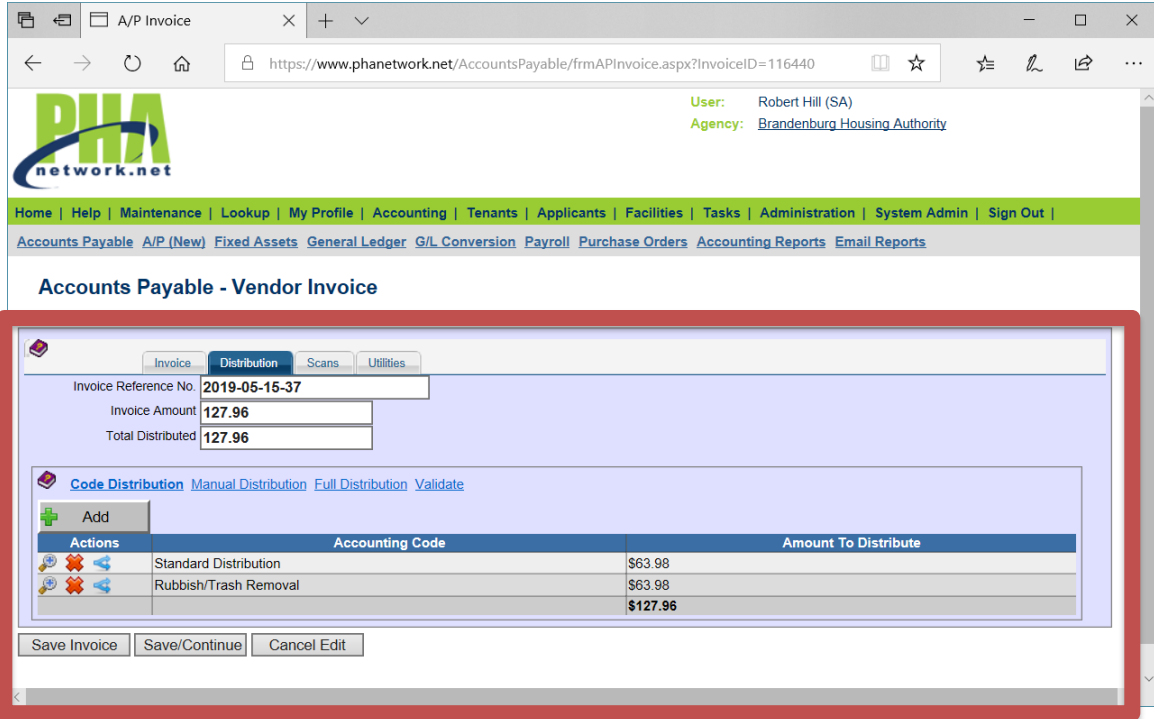
+ Add

Actions	Accounting Code	Amount To Distribute
  	Standard Distribution	\$127.96
		<b>\$127.96</b>

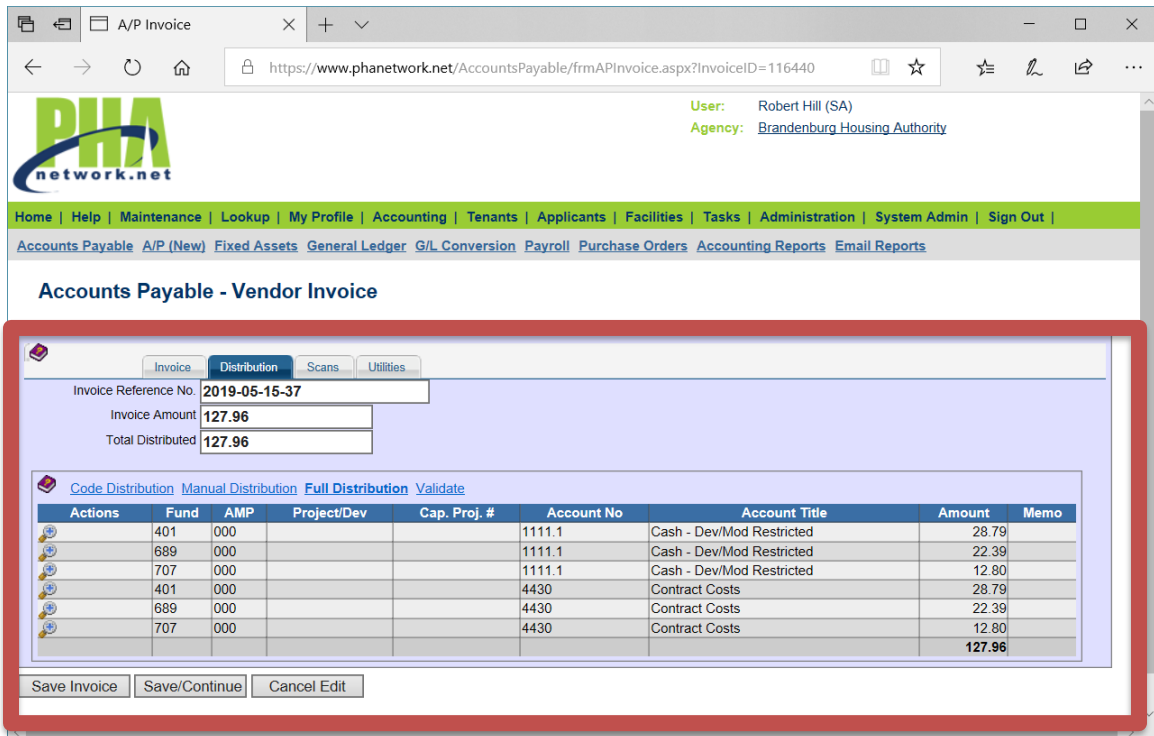
Save Invoice Save/Continue Cancel Edit

In this, probably the simplest example, we are distributing the full amount of the invoice to the *Standard Distribution* accounting code. However, what if we wanted this to be a split between multiple accounting codes? In that case, you would need to change the amount to be lower than the invoice total (most-likely using a percentage to determine the amount) and then you would click the  icon to add a new accounting code line, select the appropriate accounting code and then enter the amount.

The following screen image shows the result of splitting the invoice amount 50/50 between to different accounting codes.



As you can see, a new distribution code has been entered and the amounts have been split to 50% each. To see the full results of the account distribution, click the **Full Distribution** link and the screen will appear as follows.



The behind-the-scenes magic has happened to take both distribution codes and distribute them according to their respective amounts resulting in a fully-distributed invoice.

You also have the option of doing a fully manual distribution of your invoice. To do that, you would click the **Manual Distribution** link. Below shows an example of this same distribution, but instead, entered manually without using the codes.

The screenshot shows the 'Accounts Payable - Vendor Invoice' page for invoice 2019-05-15-37. The 'Manual Distribution' tab is active, displaying a table of distribution lines. The invoice amount is 127.96, and the total distributed is 127.96. The table lists actions, funds, AMP, project, cap. proj. #, account no., memo, and dist. amount.

Actions	Fund	AMP	Project	Cap. Proj. #	Account No.	Memo	Dist. Amount
	401	000			1111.1		\$28.79
	689	000			1111.1		\$22.39
	707	000			1111.1		\$12.80
	401	000			4430		\$28.79
	689	000			4430		\$22.39
	707	000			4430		\$12.80
							<b>\$127.96</b>

As you can see, the distribution shown here on the *Manual Distribution* tab is identical to the distribution created using the accounting codes, except that it has been entered line by line.

Actually, to be quite honest, this distribution was *actually* created by using another nice feature of the invoice entry. If you notice back in the *Code Distribution* tab shown in the previous example, there was a icon showing next to each accounting code. If you click this, you can remove the accounting code and instead have the resulting distribution entered for you into the *Manual Distribution* tab. This is convenient in cases where the accounting code is very close to what you need, however, you need to make a few minor changes, such as designating a project on a single account line, or perhaps, changing the account number.

We've already seen what the *Full Distribution* tab does in the previous example. It simply shows the results of applying all of the accounting codes and manual distribution lines. This is the *final G/L Account Distribution* for this invoice so if you have any concerns that the invoice was not distributed fully, this is the place to look.

The final tab we will look at for the account distribution is the **Validate** tab. When you click this link, a full validation will be done on the invoice, and the results, and any errors, will be reported. The following screen image shows the results of clicking the *Validate* link.

Validation Status

The invoice distribution has passed validation!

Code Distribution Manual Distribution Full Distribution Validate

Actions	Fund	AMP	Project	Cap. Proj. #	Account No.	Memo	Dist. Amount
	401	000			1111.1		\$28.79
	689	000			1111.1		\$22.39
	707	000			1111.1		\$12.80
	401	000			4430		\$28.79
	689	000			4430		\$22.39
	707	000			4430		\$12.80
							<b>\$127.96</b>

Save Invoice Save/Continue Cancel Edit

This image shows that the account validation has passed. The account validation includes a check of all G/L Account numbers used to make sure that they are valid, and furthermore, are valid for the selected funds and if applicable, the project numbers. In addition, the validation checks to make sure that the invoice is *fully* distributed, meaning that the sum total of the G/L distribution entries exactly match the invoice amount.

### 5.2.2 Using the Scans Tab

The **Scans** tab is used to upload and save images associated with this invoice. Usually, this will be a scanned copy of the invoice. The benefit of this is that if you ever need to see the originating document that resulted in this invoice, that image is quickly accessible through the invoice option.

PHA network.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

### Accounts Payable - Vendor Invoice

New Document

Image Document Name  Browse...

Notes

0 of 500 characters

Save Cancel

Save Invoice Save/Continue Cancel Edit

To add an image to the invoice, click the **[Browse]** button to locate the scanned image on your computer. You can also enter any notes about the image that you would like.

PHA network.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable A/P (New) Fixed Assets General Ledger G/L Conversion Payroll Purchase Orders Accounting Reports Email Reports

### Accounts Payable - Vendor Invoice

New Document

Image Document Name C:\Users\bob\Desktop\Temp Docs\Brandenburg Edison Bill.pdf Browse...

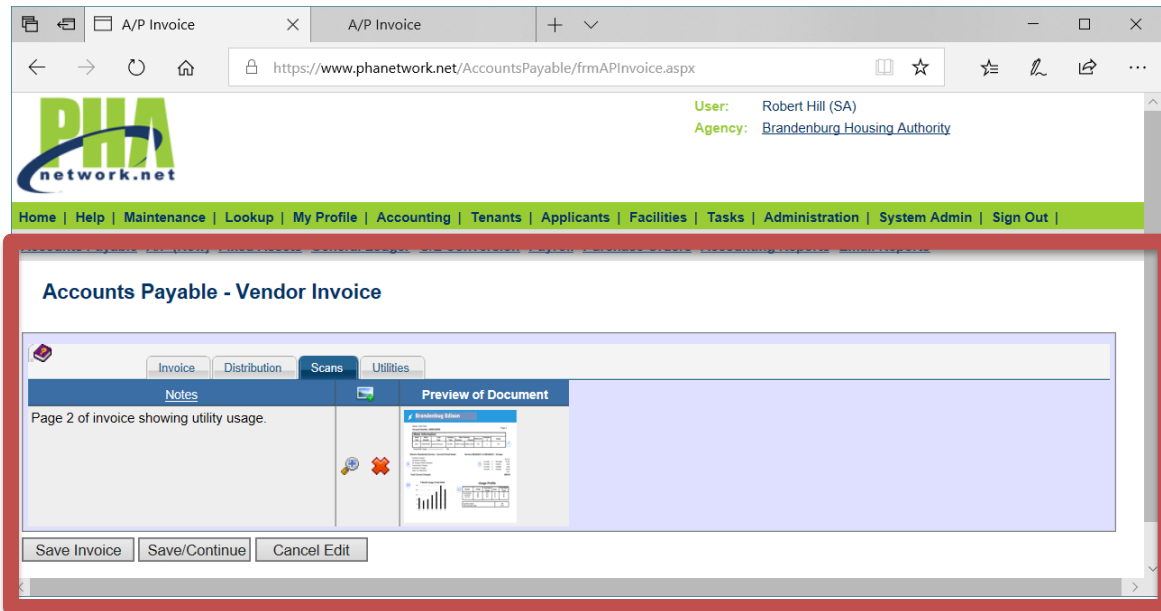
Notes Page 2 of invoice showing utility usage.



40 of 500 characters

Save Cancel

Save Invoice Save/Continue Cancel Edit

Once the image has been uploaded and you have entered any applicable notes, click the **[Save]** button. You will see the image shown as a thumbnail along with the notes entered as shown below.



To view the full image, click the  icon next to the thumbnail image. If you would like to delete the image (maybe you selected the wrong one), click the  icon to delete it.

### 5.2.3 Working with the Utilities tab

If the invoice that you are working with includes utility usage (electric, water, gas, etc.) you can use the **Utilities** tab to record that information. The total usage is entered and the appropriate unit of measure is selected. You can also specify the month and year to which the utility usage should be attributed. For example, you may receive an invoice in May with a May invoice date, however, the utilities were actually incurred in April. In this case, you can change the month to April so that any reporting done on Utility Usage for the month of April will include these recorded utility amounts. The following screen shows the result of entering our utilities from the invoice.

PHANetwork.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable | A/P (New) | Fixed Assets | General Ledger | G/L Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports

### Accounts Payable - Vendor Invoice

Invoice/Reference No. 2019-05-15-37  
Unit of Measure KWH (Elec)  
Total Utility Units 713.0000  
Utility Month/Year 4 / 2019

Save Delete

Utility Distribution +

Actions	Dev. ID	Percentage	Utility Units	Utility Amount
✖	*** Select ***	0.0000	0.0000	0.00
		0.00	0.0000	\$0.00

Save Invoice Save/Continue Cancel Edit

As you can see from the above example, the unit of measure selected was KWH (Kilowatt Hours). The total units invoices was 713 and the meter was read for the month of April, 2019. In addition, the distribution area is now shown. Here, you can select each development involved and split the utility usage used among those developments.

PHANetwork.net

User: Robert Hill (SA)  
Agency: Brandenburg Housing Authority

Home | Help | Maintenance | Lookup | My Profile | Accounting | Tenants | Applicants | Facilities | Tasks | Administration | System Admin | Sign Out |

Accounts Payable | A/P (New) | Fixed Assets | General Ledger | G/L Conversion | Payroll | Purchase Orders | Accounting Reports | Email Reports

### Accounts Payable - Vendor Invoice

Invoice/Reference No. 2019-05-15-37  
Unit of Measure KWH (Elec)  
Total Utility Units 713.0  
Utility Month/Year 4 / 2019


Save Delete

Utility Distribution +

Actions	Dev. ID	Percentage	Utility Units	Utility Amount
✖	667-1	33.7	240.281	43.12
✖	667-2	66.3	472.7190	84.84
		0.00	0.0000	\$127.67

Save Invoice Save/Continue Cancel Edit

In the example above, the percentage column was used to calculate the percentage of the total units for each development. I entered 33.7% for development 667-1 and 66.3% for development 667-2, and the system automatically calculated the utility units. In addition, I have recorded the dollar amounts incurred by each development.

Simply select the development, enter the percentage and the utility dollar amount and then click the **[Save]** button. When you do, a new blank line will be created so that you can enter the next development. Once you are done, simply click the  button next to the blank entry to remove it.

If for any reason you would like to delete the entire utility usage entered, click the **[Delete]** button. You will be prompted to confirm, and then the utility information along with any development breakdown will be deleted.

## INDEX

**A**

*A/P Periods*, 58  
 closing, 161  
 re-opening, 162  
**Account Inquiry**, 162  
**account Status**, 22  
 Accounting codes, 15  
**Accounting Codes**, 11  
 Accounts Payable Options, 8  
 Accounts Payable Vendors or Landlords, 28  
**Adjustments**, 106  
 Adobe Acrobat, 27, 93  
**AMP**, 14, 74  
 Asset Management Project. *See* AMP

**B**

Bank Reconciliation, 124  
 Bank Reconciliation, Re-Opening, 132  
 Bank Register, 100  
 Bank Register Entries, Brief Descriptions, 119  
 Bank Register Entries, Changing a Date, 117  
 Bank Register Entries, Deleting, 112  
 Bank Register Entries, Quick Print, 113  
 Bank Register Entries, Reversing a Void, 116  
 Bank Register Entries, Splitting Payments, 117  
 Bank Register Entries, Voiding/Cancelling, 115  
 bank routing number, 37  
 Bank Statement, Uploading a Scan/Hardcopy, 130  
**Bank to Bank Transfers**, 121

**C**

capital project number, 14  
 Changing a Check Number, 118  
 Check Lookups, 119  
**check run**, 91  
*Check Run*, 97  
 Check Runs, 97  
 check setup, 23  
 Checks, flagging for reprinting, 118  
 Checks, Viewing/Printing a Facsimile, 118  
**code distribution**, 47  
**Code Distribution**, 72, 108, 182

**D**

**Deposits**, 106

Direct Deposit  
 emailing, 157  
 re-processing, 155  
 direct deposit code, 37  
 direct deposit setup, 52

**E**

*employees*, 28

**F**

Form 1099-Misc, Printing, 167  
*FSS recipients*, 28  
*Fund*, 74  
**Fund** code, 14

**G**

G/L account, 19  
 G/L Account, 15, 162  
*G/L Account Lookup*, 51, 111

**H**

HAP Direct Deposit, 37  
 HAP run, 146  
 reversing, 148  
 How to Enter a Beginning Balance, 172

**I**

**Interest entries**, 106  
*Invoices*, 59  
 adding new, 61  
 adding scanned images, 76  
 checking status of, 63  
 editing, 69  
 Paying, 85  
 tracking utilities with, 79  
 Invoices, saving scanned images and PDFs, 76

**M**

**manual distribution**, 47  
**Manual Distribution**, 72, 108, 182  
 Marking a Register Entry as Cleared, 118

**O**

**Online Payments**, 106

**P**

**Payments**, 106

percentage model, 16

Percentage Models, 11

periods

locking, 59

Periods, initializing, 58

periods, locking, 59

Preparing Direct Deposits, 150

Printing Checks, 89

**R**

recurring payments, 43

*Recurring Payments*, 123

rental deposit, 135, 144

deleting, 136, 141, 146

**T**

tenant deposits, 132, 141

*tenants*, 28

Tracking Utilities, 79, 84, 188

**V**

Vendor Maintenance Remit tab, 32

Vendor, merging, 42

**Voided Checks**, 106