4.2 Accounts Payable (Vendor waiting room)

**Understanding the Basics:**

Accounts payable are monies owed by your company for products or services you have received or will receive. This page is a virtual vendor waiting room called the Payables Homepage and is a great place to start for seeing money still owed by your company. It shows you amounts paid and/or owed to specific vendors and payees.

The Payables Homepage is fed by PO’s (Purchase Orders), unpaid or partially paid expense/receipts called splits (payments on account), reimbursements (REI’s) – expenses checked for a reimbursement, and serialized stock/units. This page is full of active links so that you can directly access those objects to manage payment efficiently.

**Getting Started:**

We recommend starting at the Payables Homepage for managing the process of paying off any PO’s, splits, REI’s or serialized inventories. Use the active links in their respective columns to begin the expense/receipt process for these items. This will eventually create a new expense/receipt where you will pay off, or partially pay for, the associated items you linked from. To filter the data for this page, click the show/hide search criteria button and adjust your settings to the report type and parameters you want.

Get to the Payables Homepage from the Classic Homepage under System Liabilities – Payables Homepage; My Favorites Homepage under Expense/Receipts – Payables Homepage; or the Interactive Map Homepage under the a/p – vendor waiting room button.

**Suggested Permissions and Settings:**

**Permissions:**

**Basic Use:**

 System Liabilities Section: “Basic Expenses/Receipts” – this allows a user to add/edit, view, search, and print basic expense/receipts. Maintains a limited view of any private expense/receipts.

 System Liabilities Section: “Basic Payables” – this allows the user to view but not edit data on the Payables Homepage.

These 2 permissions work well together for users who are creating expense/receipts for limited items such as PO’s.

**Admin Use:**

System Liabilities Section: “Admin Payables” – as the admin level for payables this allows the user to create split payment receipts, reimbursements, and contains admin feature options for PO’s and stock/units. This permission should be given to the person in charge of making payments for your corporation or your accounts payable person.

**Related Pages & Help File Links:**

Payables Homepage: Come here to see the vendors/payees your company owes money to and manage payment for these expenses.

<https://www.adilas.biz/top_secret/help.cfm?id=239&pwd=payables>

Start PO Payment Receipt: This is the page that starts to build a new expense/receipt for PO’s by linking from the Payables Homepage. This is the most efficient route for paying off PO’s because it automatically connects your expense/receipt information with the specific vendor and the PO’s that are being paid for.

<https://www.adilas.biz/top_secret/help.cfm?id=247&pwd=payment>

Start Split Receipt (payments on account): This starts the expense/receipt building process for payments on account. This occurs by linking from a split payment from the Payables Homepage.

<https://www.adilas.biz/top_secret/help.cfm?id=241&pwd=split>

Start Reimbursement Receipt: This starts building an expense/receipt for reimbursements owed.

<https://www.adilas.biz/top_secret/help.cfm?id=114&pwd=start>

**Additional Content:**

 -Views or screen shots of the Payables Homepage