

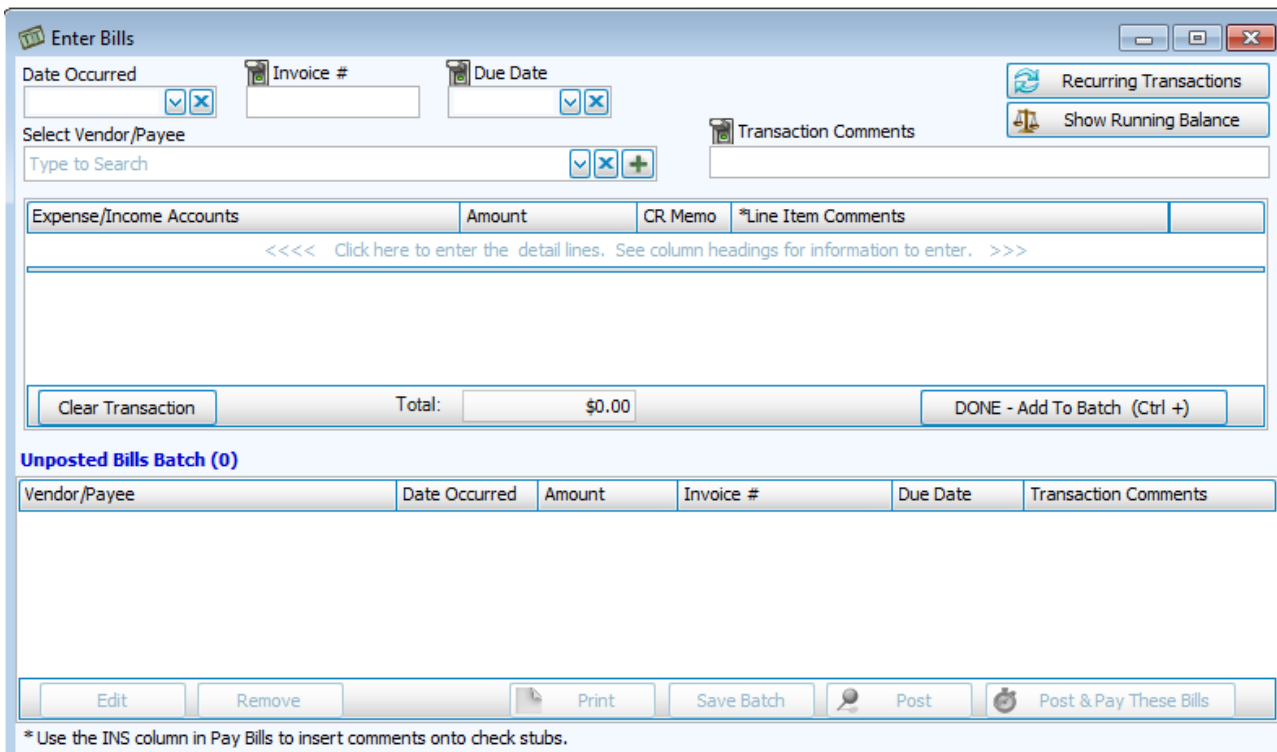
To complete the bill paying process in Church Windows Accounting both bill and payment transactions must be entered and posted. If only one of the two transactions are posted, then accounts will not be affected and reports will be incorrect. There are times when a payment transaction only is needed, as in payroll tax payments and pass-thru payments from Donations.

The bill transaction is necessary to debit expense accounts and, in many cases, apply to the expense budget. The bill moves the amount from the fund, via the expense account, to the vendor to be paid. If we only post a payment without a bill, the vendor account will show a negative balance and the Accounts Payable ledger account will carry an unwanted balance on the Balance Sheet.

The payment transaction is necessary in order to clear the bill and amount from the vendor account and reduce the cash account. Without the payment, the asset account is not affected the vendor retains a positive balance, until dealt with.

In most situations, both a bill and payment transactions must be posted to ensure all the correct accounts are affected.

Open *Accounting* and click *Enter Bills* (either by clicking on the main screen or *Transactions>Enter Bills*)



Enter Bills

Date Occurred [] Invoice # [] Due Date []

Select Vendor/Payee [] Transaction Comments []

Recurring Transactions [] Show Running Balance []

Expense/Income Accounts	Amount	CR Memo	*Line Item Comments
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>>			

Clear Transaction Total: \$0.00 DONE - Add To Batch (Ctrl +)

Unposted Bills Batch (0)

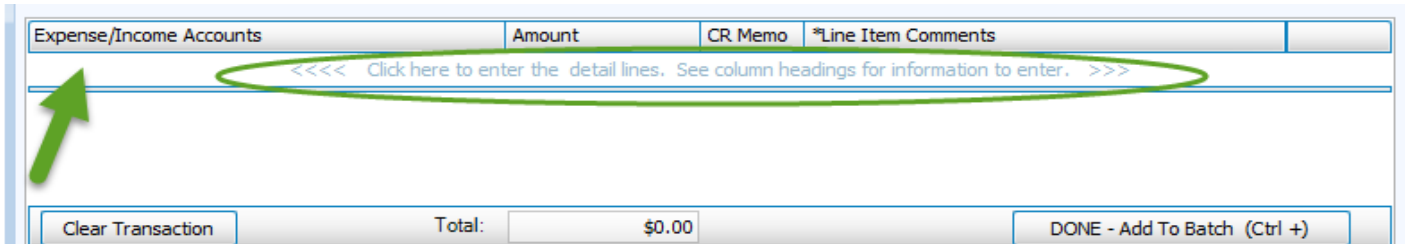
Vendor/Payee	Date Occurred	Amount	Invoice #	Due Date	Transaction Comments
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Edit Remove Print Save Batch Post Post & Pay These Bills




* Use the INS column in Pay Bills to insert comments onto check stubs.

1. The *Date Occurred* will default to today's date. This may be changed to the desired date.
2. You have the option of entering the *Invoice Number* and *Due Date*. **Please note:** the light switches beside *Invoice #*, *Due Date* and *Transaction Comments* will turn off access to the fields. If you do not use these fields, you may want to turn them off.
3. Select *Vendor/Payee* from the dropdown box or start typing the *Vendor/Payee* name or *Liability* accounts where it says *Type to Search*.

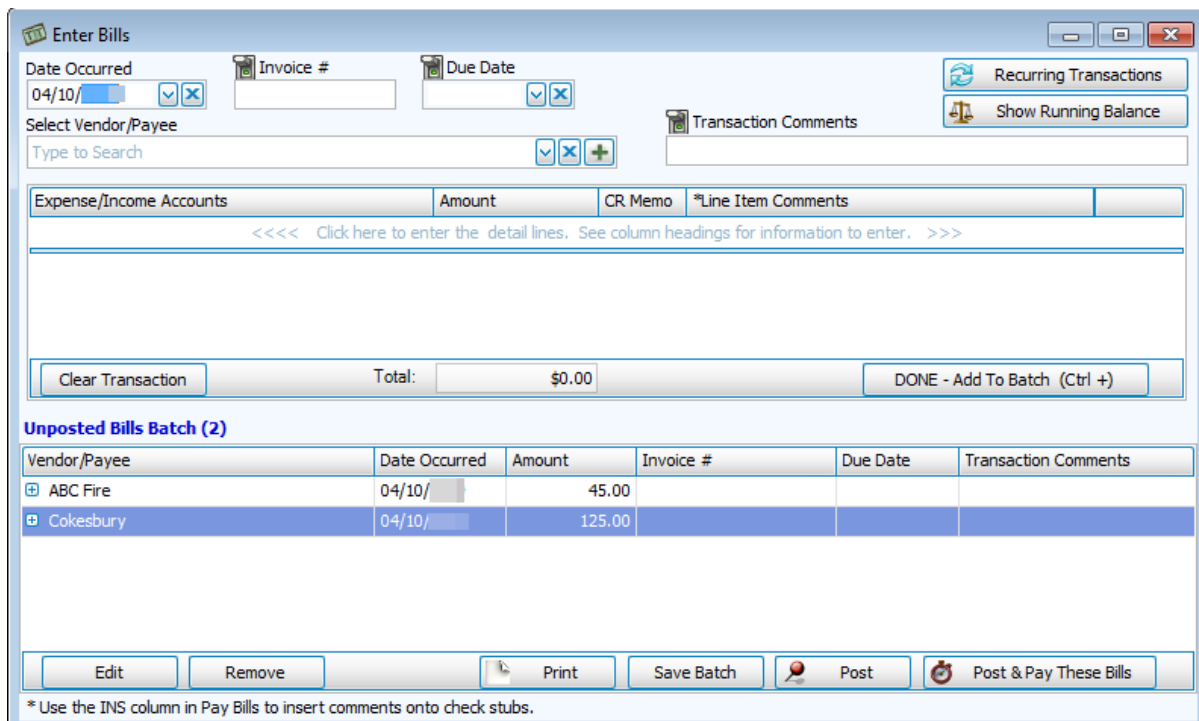
4. Add any *Transaction Comments* you wish to store with the transaction itself. Any *Comments* entered on this screen will not print on the check stub unless INS (insert) is clicked on the *Pay Bills* Screen.
5. Click the blank line below *Expense/Income Accounts* to enter the *Account*, the *Amount* or *Line Item Comments*.



**If the line item represents a credit, click the *CR Memo* box. The total for the transaction will be reduced by the amount of the credit.

6. When finished with the detail line, click the plus  sign to add the line item. If the transaction you are entering contains additional accounts that are part of the whole bill, click the next line and enter the line item. Click  the minus sign to remove the  line or the arrow to undo an action.
7. The amount of the Bill will be in the Total box below the Amount Column.
8. When finished with all detail lines, click the *DONE - Add to Batch (Ctrl +)* button.

Repeat these steps for each vendor until all your batch items have accumulated in the *Unposted Bills Batch* list. You can make changes to, or remove any batch item. After you first click on the desired item, click either *Edit* to make changes or *Remove* to discard it.



Click the button to *Save* the batch for use at a later time, and/or *Print* to print the listing of the items. To finalize the posting of your batch items, click the button to *Post* or *Post & Pay These Bills*. The automatically generated

Click the button to *Save Batch* for use at a later time, and/or *Print* to print the listing of the items. To finalize the posting of your batch items, click the button to *Post* or *Post & Pay These Bills*. The automatically generated transaction number and the total dollar amount for the batch will display in the message asking you one last time if you wish to print the batch. Answer by clicking *Yes* or *No*. **Please Note:** *If the print option does not display, it has been turned off. To turn it back on, go to Special Functions>Settings and put a check in "Always confirm and ask me about printing after posting transactions".*

Note: Clicking the *Post & Pay These Bills* button brings up the *Pay Bills* screen after the work is done on the *Enter Bills* screen. Printing before clicking *Post* will be a pre-posting report. Printing after clicking *Post* will include the transaction numbers.

Pay Bills

The *Pay Bills* screen may be accessed by clicking *Post & Pay These Bills* (on the *Enter Bills* screen). Or you may access the *Pay Bills* screen by clicking the option for it located in the Transactions menu or click on the large button the main screen of the Accounting module.

If you clicked *Post & Pay these Bills*, the bills you entered on the previous screen will appear for payment.

Be-

fore you begin

posting your payments, be sure that a *Default Date Occurred*, *Default Asset Account* and *Default Pay Method* are selected from the boxes. If you change the selection from any of these boxes at any time after having added items to *Unposted Payments Batch*, you will affect change in all batch items. You can still change the *Date Occurred*, the *Asset* and the *Payment Method* manually for each item you add to the batch list.

Please Note:


- If you want *Default* settings to be selected for *Default Asset Account* and/or the *Default Pay Method*, before you open the *Pay Bills* screen, go to *Special Functions* and choose *Settings*.
- You may click the *Show Running Balance* button on the upper right to show the balance of the items being added to the batch.

- Verify the payment information for each item showing in the *Unposted Payments Batch*. Adjust the *Date Occurred*, *Asset*, *Amount to Pay*, *Payment Method*, *Check or Ref#* and *Comments* as needed.
- If you do not want to pay a vendor currently showing in the *Unposted Payments Batch*, click the line that shows the vendor and click the *Do Not Pay Selected Vendors* button.
- The checked *Pay Now* box next to each item represents a payment you wish to post in the current batch.
- Items without a checkmark will remain unpaid and *Outstanding* until you decide to post that payment.

Post the checked items by clicking the *Post* or *Post & Print Checks* button. The automatically generated transaction number and the total dollar amount for the batch will display in a message asking you one last time if you wish to *Print the Batch Report*. Answer by clicking *Yes* or *No*. If you clicked *Post & Print Checks*, the *Print Checks* screen will appear.

Please Note: The transaction number(s) may be used to look up the posted transaction(s) on the *Browse Transactions* screen. Each transaction item in the batch will appear as a *PYMT* transaction.

Additional ways to process payments

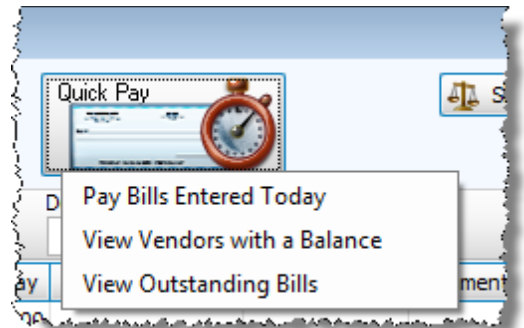
You may use the dropdown box to *Select Vendor/Payee to Pay*. Once you select the desired Vendor/Payee, click the *Add to Batch (Ctrl+)* button to add the payment information. The  button allows you to add a new payee. Add the payee name and click on *More* to add details.



A recommended *Quick Pay* button and one of the following options.

way to pay bills is to use the

- *Pay Bills Entered Today* brings up any bills entered today via the Enter Bills screen. See Page 3
- *View Vendors with a Balance* to view any *Accounts Payable/Vendor* or *Liability* account with a balance.



Select	Vendor	Account Balance
<input type="checkbox"/>	941 Taxes Payable (2.10.100)	\$12,553.56
<input type="checkbox"/>	ABC Fire	\$45.00
<input type="checkbox"/>	City/County Taxes Payable (2.10.120)	\$7,090.55
<input type="checkbox"/>	Cokesbury	\$125.00
<input type="checkbox"/>	Disaster Relief Recovery (2.30.050)	\$30.00
<input type="checkbox"/>	Flexible Spending (2.10.150)	\$3,430.00
<input type="checkbox"/>	Mortgage Payable (2.90.100)	\$225,480.00
<input type="checkbox"/>	Pension Payable (2.10.130)	\$8,918.39
<input type="checkbox"/>	State Taxes Payable (2.10.110)	\$5,068.00

Buttons: Select All, Unselect All, Create Payments, Cancel

View *Outstanding Bills* to view bills that have been entered, but not paid. If you wish to create payments for any of the listed vendors, click the check box next to each vendor name. Click the *Create Payments* button to add the vendors marked with a check to the *Unposted Payments Batch* on the *Pay Bills* screen.

To create payments for any of the listed vendors, Select the check box next to each vendor name. Click the *Create Payments* button to add the vendors marked with a check to the *Unposted Payments Batch* on the *Pay Bills* screen, where you can adjust, verify, and post the selected payments.

Select	Date Occ.	Date Due	Vendor	Acct. Balance	Invoice #	Amount Due
<input type="checkbox"/>	04/10/20		Cokesbury	\$125.00		\$125.00
<input checked="" type="checkbox"/>	04/10/20		ABC Fire	\$45.00		\$45.00

NOTE: If you have more than one bill/invoice that needs paid, you can either pay them all with one payment by clicking on the *Pay Now* box on each line, or split them into separate checks as needed. To only pay one bill or invoice in a separate check, you will need to simply check the "Separate PYMT" box(es) as circled below. This ONLY applies when printing computer checks. If checks are Manual, each payment must be posted separately. Click *Post & Print Checks*.

Pay Bills

Select Vendor/Payee To Pay

Unposted Payments Batch (1)

Default Date Occurred: 04/10/20 | Default Asset Account: 1. 10. 100 - Hu | Default Pay Method: Computer C

Date Occurred	Vendor	Asset	Amount to Pay	Payment Method	Check or Ref #	*Transaction Comm...	INS
04/10/20	ABC Fire	1. 10. 100 - Huntin...	45.00	Computer Check			

Outstanding Bills	Pay Now	Invoice #	Amount	Due Date	Transaction Comments	Separate PYMT
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		40.00			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		5.00			<input checked="" type="checkbox"/>

Print Checks

Check Date: 04/10/20 | Check Layout: [Template] Stub-Check-Stub |

Assets with Checks to Print: Huntington Bank Checking | Starting Check Number:

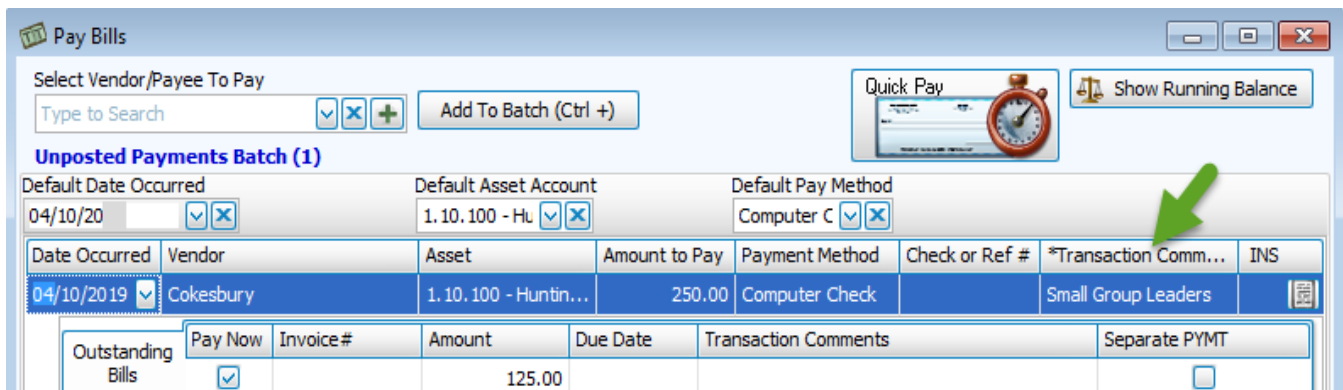
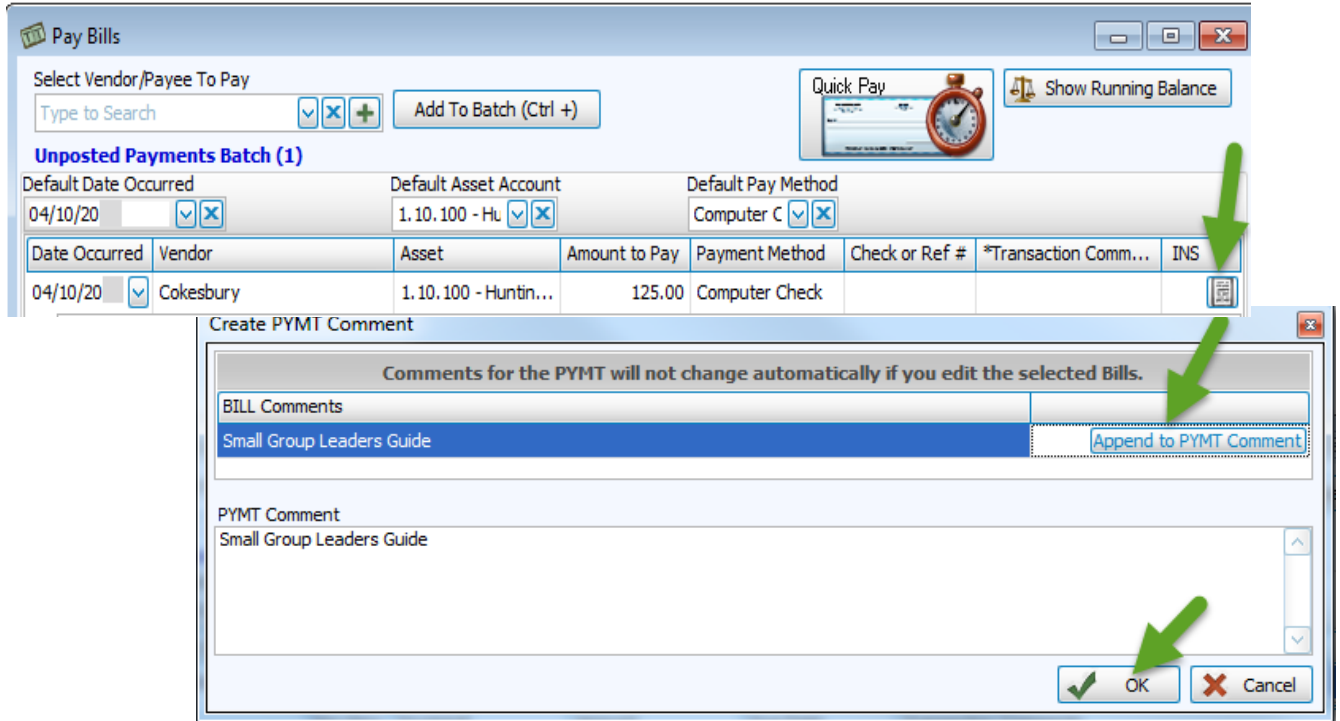
Checks to Print

Print	Payee	Address	Amount	Memo	Check #
Asset: Huntington Bank Checking					
<input checked="" type="checkbox"/>	ABC Fire		\$40.00		
<input checked="" type="checkbox"/>	ABC Fire		\$5.00		

You can either select separate bills to pay, pay them all at once, or choose not to check any boxes at all and simply put amount in the *Amount to Pay* field at the top and keep the bills/invoices active for a later time. If you do not put a check in either the "Pay Now" or the "Separate Payment" boxes, you can still make a payment but the bill/invoice(s) will stay marked as unpaid.

INS Option

The far right column on this screen is labeled *INS*. If you are using the option to *Pay Outstanding Bills*, this will allow you to add *Bill Comments* to the payment. Click on this to open the screen with the available comments at the top, with an *"Append to PYMT Comment"* button on the right:



Comments entered for the payment will also print on the *Stub* of the *Computer Check*.

On a *Computer Check* if a *Memo* field is needed, fill in the *Memo* field on the *Print Checks* screen.

