



Faith-Based Finance Collaborative

# AP PAY BILLS



# AcctTwo is focused on delivering the future of finance and accounting to our customers.

Our dedicated team of over 100 people has helped more than 800 organizations optimize finance and accounting through software implementations, accounting outsourcing, and consulting.

AcctTwo has been recognized by Sage Intacct as its Partner of the Year from 2014 – 2019 and by our customers as a leader in overall satisfaction and popularity through their reviews on G2.

Learn more at [www.accttwo.com](http://www.accttwo.com)



**CLOUD-BASED  
ACCOUNTING SOFTWARE**  
Grow your organization with the Cloud ERP that's #1 in customer satisfaction.



**MANAGED ACCOUNTING  
SERVICES**  
By outsourcing your accounting, you gain the freedom to focus on your mission.



**SOFTWARE  
DEVELOPMENT**  
Go the last mile of your financial journey with Sage Intacct+ to create a customized application to fit your organization.

# CPE CREDIT FOR THIS COURSE

There are three things needed in order for you to receive CPE credit for the course you are attending:

1. Sign the sign-in sheet for each course.
2. At the end of each course, you will receive a reminder to complete your course survey, and it will have a link to all surveys. Please only fill out the one for the course you just attended. You can also do this after the event if you don't have time in between sessions. And PLEASE don't forget to include your name, so we will know who to give credit to.
3. There will also be printable certificates available for you to download at the end of the conference. Please be sure to attend our last session to find out more!

Without these items we are not properly able to credit you for this course.





## LYNDA REICH

Sr Solution Architect

Consultant and Implementation Specialist for Sage Intacct for 6 years and have assisted more than 60 NFP organizations.

Previously worked at a large NFP in the Dallas area for 15 years and was an Intacct user. Enjoy sports, experimenting with new recipes, church, and travelling.

# SESSION OBJECTIVES

**At the end of this session you will be able to:**


- Learn capabilities of Pay Bills
- Create specific filters for payment process
- Discover some use cases for ways to use filters
- Use AP Outbox

# REVIEW AP PAY BILLS

AP Bills

# REVIEW AP PAY BILLS

- Previously Select to Pay was the only option
- During transition both Select to Pay and Pay Bills were options
- Now we have Pay Bills which has more capabilities

★  Accounts Payable ▼

Q Search

Pay Bills

Add to outbox Pay now Outbox payments: 0 Pay by entity More actions ▼

Filter by: ▼

Apply filter Clear filter

To see just the bills you want, create and apply a filter. [Tips and tricks on filtering.](#)


Due date range ▼

Vendor range ▼ ▼

Payment method ▼

Payment request method ? ▼

Bank \* ▼

Set payment date to 02/09/2020 

Send payment notifications from ? ▼

Lynda Reich  
lreich@accttwo.com

Bank balance 0.00

Selected bills total 0.00

Adjusted bank balance 0.00

# of bills selected 0

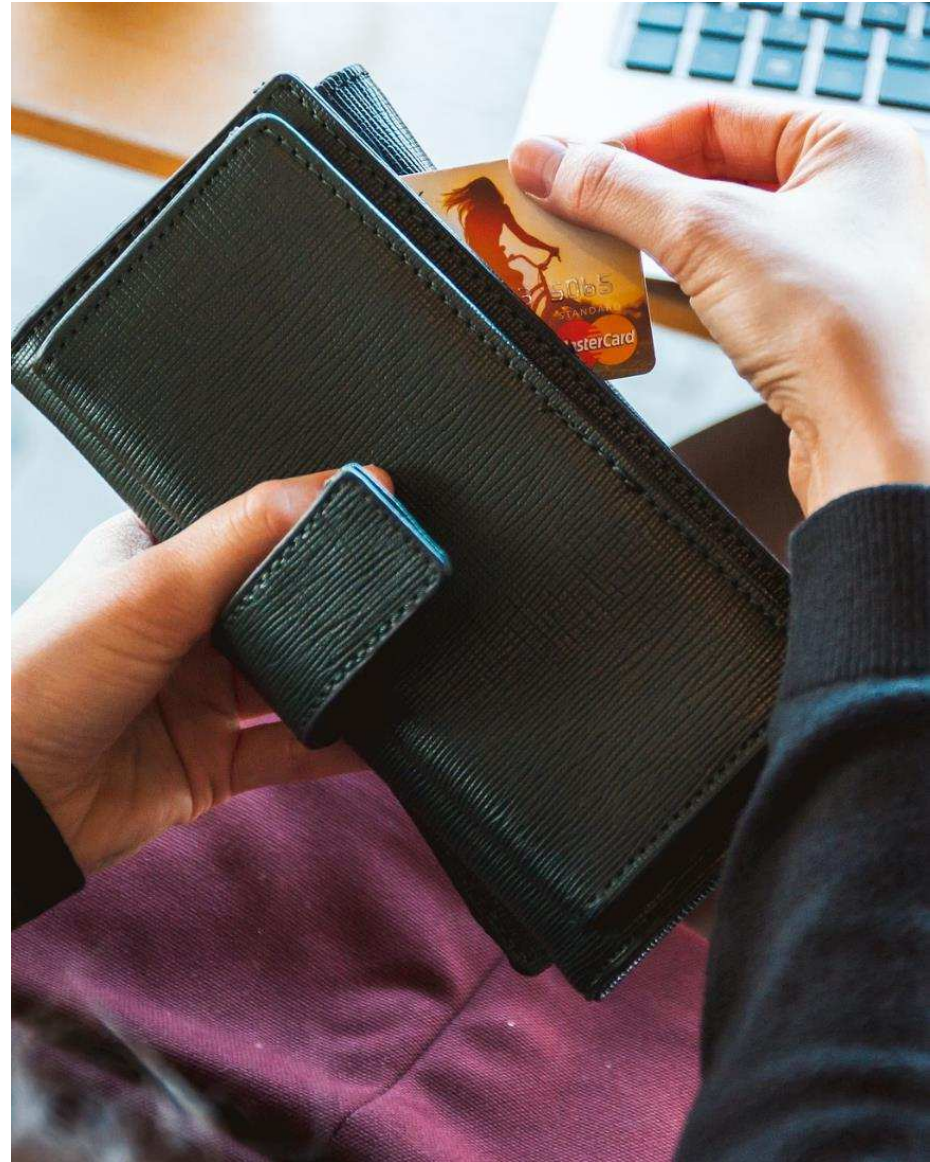


# CAPABILITIES OF PAY BILLS

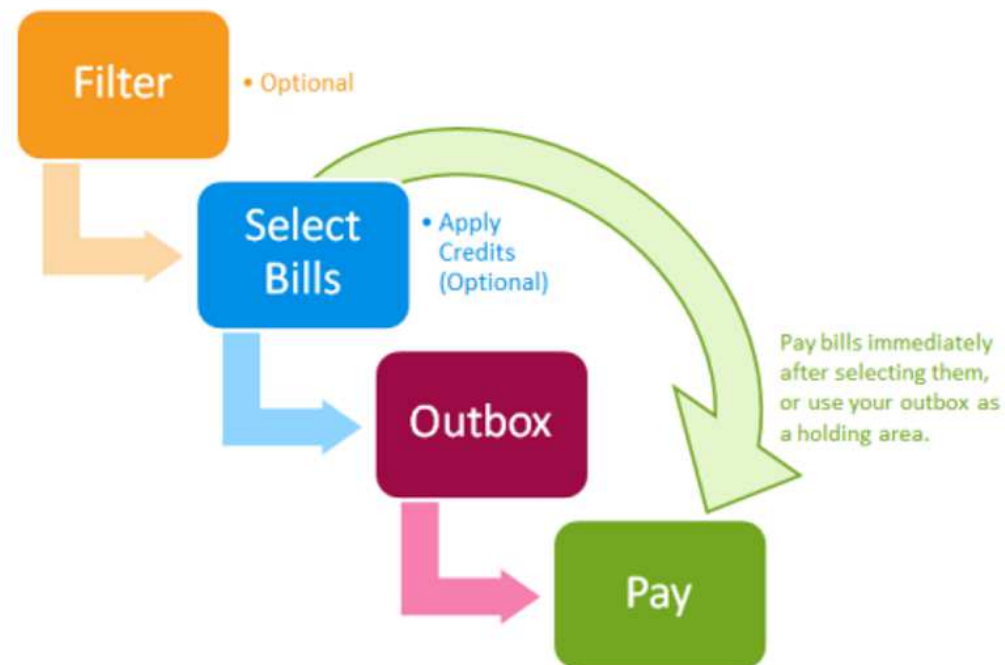
Highlights on Capabilities

## CAPABILITIES OF PAY BILLS

- Granular filtering of bills
- Customized filters that can be saved for repetitive use
- Ability to store AP bills using Outbox and/or to merge multiple payment requests
- More control over paying bills with specific Payment Types



# AP WORKFLOW



# AP FILTERS

Create, save and edit filters for AP

# CREATE AND SAVE AP FILTERS

Accounts Payable > Pay Bills



Give filter a meaningful name,  
select criteria and save



The screenshot displays the 'Pay Bills' interface. At the top, there's a navigation bar with 'Accounts Payable' and a dropdown arrow. Below it, the title 'Pay Bills' is prominent. A 'Filter by:' dropdown menu is open, showing 'Add a filter set' as an option. Below the menu, there's a 'Due date range' dropdown. The main section is titled 'Advanced filters' and contains several input fields and checkboxes. The 'Filter name' field is labeled 'Past Due Bills'. There are checkboxes for 'Default filter' (unchecked) and 'Share filter' (checked). The 'Pay source entity' dropdown is set to '-- Select Pay Source Entity --'. The 'Entities to pay:' section has a 'Select' link. The 'Multi-entity bills' section has three radio buttons: 'Include' (selected), 'Exclude', and 'Only'. The 'Due date range' dropdown is set to 'Past due'. The 'Vendor range' dropdown is set to 'All'. The 'Bill payment priority' dropdown is set to 'All'. The 'Recommended payment date' field is empty. The 'Payment range' dropdown is set to '>='. The 'Amount' field is empty. The 'Discount available as of' field is empty.

# MORE WAYS TO FILTERS

- Select the object you want to obtain data from and then select from many attributes.
- You can also filter on Custom Fields



Drill down filters

|   |   | Object    |
|---|---|-----------|
| ≡ | 1 | Vendor    |
| ≡ | 2 | Vendor    |
| ≡ | 3 | Bill      |
| ≡ | 4 | Bill item |
| ≡ | 5 |           |
| ≡ | 6 |           |
| ≡ | 7 |           |

Drill down filters

|   | Object | Attribute |                       |              |
|---|--------|-----------|-----------------------|--------------|
| ≡ | 1      | Vendor    | Vendor Name           | greater than |
| ≡ | 2      |           | Vendor ID             |              |
| ≡ | 3      |           | Vendor Name           |              |
| ≡ | 4      |           | 1099 Name             |              |
| ≡ | 5      |           | Phone Number          |              |
| ≡ | 6      |           | Cellular Phone Number |              |
| ≡ | 7      |           | Pager Number          |              |
| ≡ | 8      |           | Fax Number            |              |
|   |        |           | Email Address         |              |
|   |        |           | URL                   |              |
|   |        |           | Vendor Status         |              |

Sort by

|  | Attribute | Order |
|--|-----------|-------|
|--|-----------|-------|



# USE CASE AP FILTERS

Learn some Use Cases

## USE CASE AP FILTER – W9 ON FILE

**Vendor Information**

Vendor

Additional information

Contact list

Payment information

Vendor

ID ?  
V-00168

Status  
Active

Name \*  
Dusty's Creation

☒ W9 On File?

- Custom Field on Vendor to show if W9 is on file

- Create a filter to show the bills that meet this qualification

| Drill down filters |   |        |             |          |       |
|--------------------|---|--------|-------------|----------|-------|
|                    |   | Object | Attribute   | Operator | Value |
| ☰                  | 1 | Vendor | W9 On File? | equals   | true  |

## USE CASE AP FILTER – W9 ON FILE

| Drill down filters |   |        |             |          |       |
|--------------------|---|--------|-------------|----------|-------|
|                    |   | Object | Attribute   | Operator | Value |
| ≡                  | 1 | Vendor | W9 On File? | equals   | true  |
| ≡                  | 2 | Vendor | Taxable     | equals   | true  |



- 1099 and W9 on file

| Drill down filters |   |        |           |          |       |
|--------------------|---|--------|-----------|----------|-------|
|                    |   | Object | Attribute | Operator | Value |
| ≡                  | 1 | Vendor | Taxable   | equals   | false |

- Not 1099



# USE CASE AP FILTER – W9 ON FILE

★

🏠

Accounts Payable

🔍 Search

Pay Bills

Add to outboxPay nowOutbox payments: 0Pay by entityMore actions

Filter by: W9 on File

Edit filtersApply filterClear filter

To see just the bills you want, create and apply a filter. [Tips and tricks on filtering.](#)

Due date range

Vendor range

Payment method

Payment request method

Bank

Set payment date to

Send payment notifications from

Lynda Reich  
lreich@accttwo.com

Bank balance

Selected bills total

Adjusted bank balance

# of bills selected

Items selected: 0

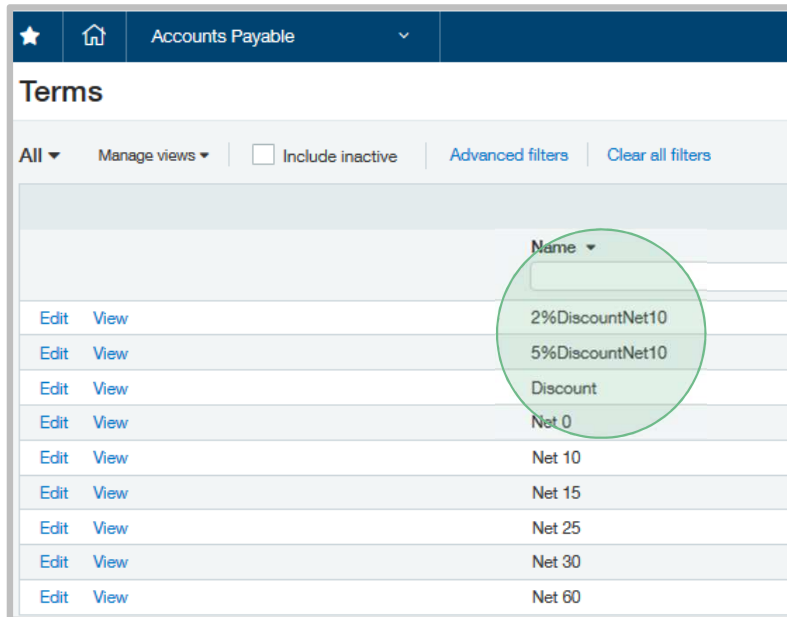
Apply credits

|   | <input type="checkbox"/> | Vendor name      | Bill # | Due date   | Amount due | Payment date | Credits available | Credits to apply | Discounts | Amount to pay |                              |
|---|--------------------------|------------------|--------|------------|------------|--------------|-------------------|------------------|-----------|---------------|------------------------------|
| 1 | <input type="checkbox"/> | Dusty's Creation | #12    | 03/11/2020 | 900.00     | 02/17/2020   | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |

A wide-angle photograph of a frozen lake under a dramatic sky. The sky is filled with large, textured clouds in shades of blue, orange, and pink, suggesting a sunset or sunrise. The colors are reflected in the icy surface of the lake, which is covered in a layer of broken ice. In the distance, a line of trees and a small island are visible on the horizon. A dark blue rectangular box is positioned on the left side of the image, containing the text "DEMO TIME" in white, bold, sans-serif capital letters.

**DEMO TIME**

# USE CASE AP FILTER – DISCOUNTS ON BILLS



|                           |   |
|---------------------------|---|
| ★ Home Accounts Payable ▾ |   |
| Terms                     |   |
| All ▾                     | Manage views ▾ <input type="checkbox"/> Include inactive <a href="#">Advanced filters</a> <a href="#">Clear all filters</a> |
| Name ▾                    |   |
| Edit View                 | 2%DiscountNet10   |
| Edit View                 | 5%DiscountNet10   |
| Edit View                 | Discount  |
| Edit View                 | Net 0   |
| Edit View                 | Net 10  |
| Edit View                 | Net 15  |
| Edit View                 | Net 25  |
| Edit View                 | Net 30  |
| Edit View                 | Net 60  |

- AP Terms with ‘Discount’ in name

Drill down filters

|   |   | Object | Attribute | Operator | Value    |
|---|---|--------|-----------|----------|----------|
| ≡ | 1 | Bill   | Term      | contains | Discount |
| ≡ | 2 |        |           |          |          |



# USE CASE AP FILTER – DISCOUNTS ON BILLS

Filter by: Discount
Edit filters
Apply filter
Clear filter

To see just the bills you want, create and apply a filter. Tips and tricks on filtering.

Due date range 
Vendor range

Payment method Check
Payment request method Use vendor preference
Bank -- Select Bank --
Set payment date to 02/11/2020

Bank balance 0.00  
Selected bills total 0.00  
Adjusted bank balance 0.00  
# of bills selected 0

Send payment notifications from guest

Lynda Reich  
lreich@accttwo.com

Items selected: 0 Apply credits

|       | <input type="checkbox"/> | Vendor name            | Bill #                        | Due date   | Amount due | Payment date | Credits available | Credits to apply | Discounts | Amount to pay |                              |
|-------|--------------------------|------------------------|-------------------------------|------------|------------|--------------|-------------------|------------------|-----------|---------------|------------------------------|
| 1     | <input type="checkbox"/> | Arista Truck Systems   | <a href="#">12</a>            | 02/20/2020 | 50.00      | 02/11/2020   | 0.00              | 0.00             | 5.00      | 0.00          | <a href="#">Line details</a> |
| 2     | <input type="checkbox"/> | MetLife Small Business | <a href="#">Inv43_Feb2020</a> | 02/20/2020 | 4,000.00   | 02/11/2020   | 0.00              | 0.00             | 400.00    | 0.00          | <a href="#">Line details</a> |
| 3     | <input type="checkbox"/> | Weller Auto Parts      | <a href="#">26</a>            | 02/20/2020 | 219.67     | 02/11/2020   | 0.00              | 0.00             | 21.97     | 0.00          | <a href="#">Line details</a> |
| Total |                          |                        |                               |            | 4,269.67   |              |                   | 0.00             |           | 0.00          |                              |

**DEMO TIME**



## USE CASE AP FILTER – SPECIFIC ENTITIES

### Pay Bills

Filter by:

To see just the bills you want, create and apply a filter. [Tips and tricks on filtering.](#)

Due date range

Vendor range

Payment method

Payment request method

Bank \*

Set payment date to

Send payment notifications from

Lynda Reich  
lreich@accttwo.com

Items selected: 0

|   | <input type="checkbox"/> | Vendor name  | Bill #                 | Due date   | Amount due | Payment date | Credits available | Credits to apply |
|---|--------------------------|--------------|------------------------|------------|------------|--------------|-------------------|------------------|
| 1 | <input type="checkbox"/> | VizCom Media | <a href="#">Inv12B</a> | 03/11/2020 | 1,050.75   | 02/10/2020   | 0.00              | 0.00             |

## OTHER FILTERS TO CONSIDER

- Bills due within the next week or month
- Bills past due
- Bills from an individual vendor or vendor type
- Bills from an alphabetic set like A-L and M-Z
- Bills by specific dimension values





## FILTER FACTS – OPTIONS TO CONSIDER

| Base                 | Description   |
|----------------------|---|
| Vendor               | Vendor Types, Vendor Status or One-Time Vendors                 |
| Vendor Payment Types | Preferred Payment Types like ACH or Check or Payment Priorities |

| Base | Description  |
|------|--|
| Bill | Status of Bill, Bill Reference, Bill Description, Custom Field, Vendor Names A-N and M-Z |

| Base      | Description  |
|-----------|--|
| Bill Item | Filter by GL account like Contract Labor or by date bill was entered |

# PAYMENT PROCESS

Using Pay Now or Outbox



# PROCESS BILLS WITH OR WITHOUT ANY FILTER

**Pay Bills - Faith Based Conference** ← Add to outbox Pay now Outbox payments: 0 More actions

Filter by:  Apply filter Clear filter

Due date range:  Vendor range:

Payment method:  Payment request method:  Bank:  Set payment date to:

Send payment notifications from:

Bank balance: USD 0.00  
Selected bills total: USD 9,222.83  
Adjusted bank balance: USD (9,222.83)  
# of bills selected: 9

|   |                                     | Vendor name      | Bill #                 | Due date   | Amount due | Payment date | Credits available | Credits to apply | Discounts | Amount to pay |                              |
|---|-------------------------------------|------------------|------------------------|------------|------------|--------------|-------------------|------------------|-----------|---------------|------------------------------|
| 1 | <input checked="" type="checkbox"/> | Liberty Printing | 54E                    | 01/08/2019 | 3,850.00   | 02/15/2019   | 0.00              | 0.00             | 0.00      | 3,850.00      | <a href="#">Line details</a> |
| 2 | <input checked="" type="checkbox"/> | Office Depot     | 1749                   | 01/23/2019 | 345.55     | 02/15/2019   | 10.00             | 0.00             | 0.00      | 345.55        | <a href="#">Line details</a> |
| 3 | <input checked="" type="checkbox"/> | Liberty Printing | 57E                    | 01/23/2019 | 2,150.00   | 02/15/2019   | 0.00              | 0.00             | 0.00      | 2,150.00      | <a href="#">Line details</a> |
| 4 | <input checked="" type="checkbox"/> | Office Depot     | 1755                   | 01/28/2019 | 833.20     | 02/15/2019   | 10.00             | 0.00             | 0.00      | 833.20        | <a href="#">Line details</a> |
| 5 | <input checked="" type="checkbox"/> | Reich, Lynda     | Reimbursement 02.13.19 | 02/03/2019 | 12.75      | 02/15/2019   | 0.00              | 0.00             | 0.00      | 12.75         | <a href="#">Line details</a> |

# PAYMENT INFORMATION

- Payment Method
- Payment Request Method (1 check per vendor or 1 check per bill)
- Payment Bank
- Payment Date

|                |                          |                                   |                     |
|----------------|--------------------------|-----------------------------------|---------------------|
| Payment method | Payment request method ? | Bank *                            | Set payment date to |
| Check          | Use vendor preference    | -- Select Bank --                 | 02/19/2020          |
|                |                          | Send payment notifications from ? |                     |
|                |                          | Ireich                            |                     |
|                |                          | Lynda Reich<br>lreich@accttwo.com |                     |

# AP OUTBOX

Pay Bills

Filter by: 3 - Checks

To see just the bills you want, create and apply a filter. [Tips and tricks on filtering.](#)

Due date range

Vendor range

Payment method

Check

Payment request method ?

Use vendor preference

Bank \*

-- Select Bank --

Set payment date to

02/19/2020

Send payment notifications from ?

guest

Lynda Reich

reich@accttwo.com

Bank balance

0.00

Selected bills total

0.00

Adjusted bank balance

0.00

# of bills selected

0

Items selected: 0

Apply credits

|   | <input type="checkbox"/> | Vendor name          | Bill # | Due date   | Amount due | Payment date | Credits available | Credits to apply | Discounts | Amount to pay |                              |
|---|--------------------------|----------------------|--------|------------|------------|--------------|-------------------|------------------|-----------|---------------|------------------------------|
| 1 | <input type="checkbox"/> | A1 Party Rental      | 5090   | 03/10/2020 | 759.11     | 02/19/2020   | 20.00             | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 2 | <input type="checkbox"/> | Arista Truck Systems | 12     | 02/20/2020 | 50.00      | 02/19/2020   | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |

# PROCESS PAYMENT FROM OUTBOX

★
🏠
Accounts Payable

Pay Bills Outbox
Return to Pay Bills
Pay
Remove from Outbox

Outbox list  
My outbox

Bank  
Chase Printed Check USD

Payment method  
Printed Check

Payment currency  
USD

# of bills  
2 bills

# of bills selected  
2

Selected bills  
USD 269.67

Bank balance  
USD 51,467.27

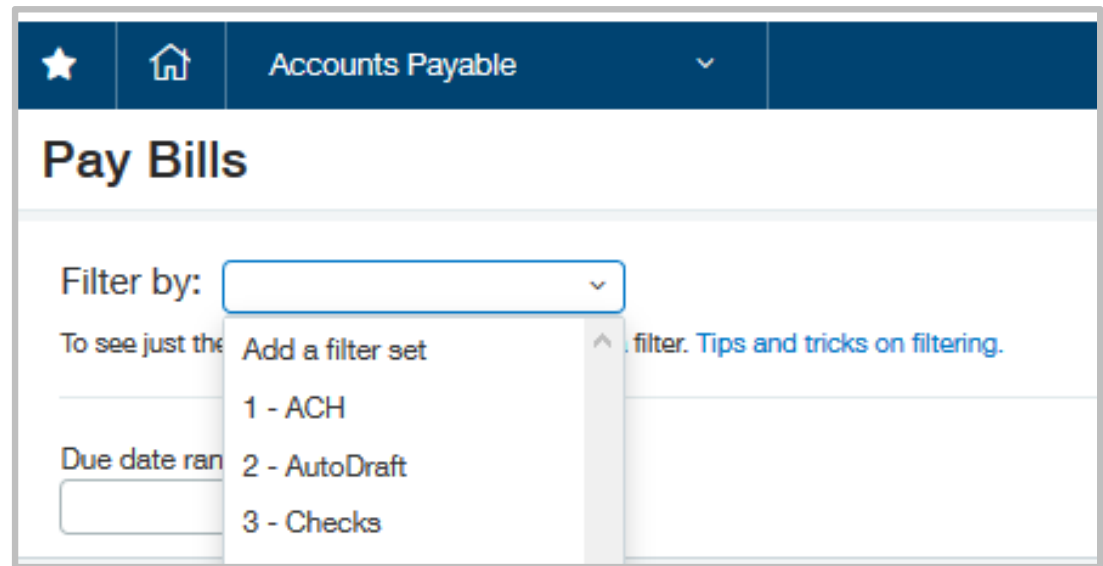
|       | <input checked="" type="checkbox"/> | Vendor name       | # of bills | Pay method    | Currency | Payment date | Amount due | Credits available | Credits applied | Discounts applied | Payment amount | Balance |                                 |
|-------|-------------------------------------|-------------------|------------|---------------|----------|--------------|------------|-------------------|-----------------|-------------------|----------------|---------|---------------------------------|
| 1     | <input checked="" type="checkbox"/> | Weller Auto Parts | 1          | Printed Check | USD      | 02/19/2020   | 219.67     | 0.00              | 0.00            | 0.00              | 219.67         | 0.00    | <a href="#">Payment request</a> |
| 2     | <input checked="" type="checkbox"/> | Sunbelt Rentals   | 1          | Printed Check | USD      | 02/19/2020   | 50.00      | 0.00              | 0.00            | 0.00              | 50.00          | 0.00    | <a href="#">Payment request</a> |
| Total |                                     |                   |            |               |          |              |            |                   | 0.00            |                   | 269.67         |         |                                 |

# FILTERS FOR PAYMENT TYPES

Setup using vendor preferred payment method

## FILTERS FOR PAYMENT TYPES

- Natively all bills can be paid by Check in Sage Intacct
- You can create filters for each type of payment



The screenshot shows the 'Pay Bills' interface in Sage Intacct. At the top, there is a navigation bar with a star icon, a home icon, and the text 'Accounts Payable' with a dropdown arrow. Below this, the title 'Pay Bills' is displayed. A 'Filter by:' dropdown menu is open, showing three options: '1 - ACH', '2 - AutoDraft', and '3 - Checks'. To the right of the dropdown, there is a link that says 'filter. Tips and tricks on filtering.'.



# FILTERS FOR PAYMENT TYPES

Vendors

Add

Delete

Preferred Pmt ▾

Manage views ▾

Group filters None ▾

☐ Include private

[Advanced filters](#)

[Clear all filters](#)

|   | Vendor ID ▾                   | Vendor Name                       | Preferred Payment Method |
|---|-------------------------------|-----------------------------------|--------------------------|
| <a href="#">Edit</a> <a href="#">View</a> | <div><div></div>V-00001</div> | <a href="#">Chase Chargecard</a>  | Printed Check            |
| <a href="#">Edit</a> <a href="#">View</a> | <div><div></div>V-00002</div> | <a href="#">Sunbelt Rentals</a>   | Printed Check            |
| <a href="#">Edit</a> <a href="#">View</a> | <div><div></div>V-00003</div> | <a href="#">Flowers For Sale</a>  | Printed Check            |
| <a href="#">Edit</a> <a href="#">View</a> | <div><div></div>V-00004</div> | <a href="#">Office Depot</a>      | Printed Check            |
| <a href="#">Edit</a> <a href="#">View</a> | <div><div></div>V-00005</div> | <a href="#">A J Wordsmith LLC</a> | Printed Check            |
| <a href="#">Edit</a> <a href="#">View</a> | <div><div></div>V-00006</div> | <a href="#">A&amp;B Rental</a>    | Printed Check            |

★

🏠

Company ▾

Company Setup Checklist

☑

Update Vendors for ACH\*

Import

Template

# FILTERS FOR PAYMENT TYPES

Pay Bills

Add to outbox
Pay now
Outbox payments: 0
Pay by entity
More actions

Filter by: 1 - ACH

Edit filters
Apply filter
Clear filter

To see just the bills you want, create and apply a filter. [Tips and tricks on filtering.](#)

Due date range

Vendor range

Payment method  
ACH / Bank File

Payment request method ?  
Use vendor preference

Bank \*  
-- Select Bank --

Set payment date to  
02/10/2020

Send payment notifications from ?  
guest  
Lynda Reich  
reich@accttwo.com

Payment description

Bank balance 0.00

Selected bills total 0.00

Adjusted bank balance 0.00

# of bills selected 0

Items selected: 0
Apply credits

|       | <input type="checkbox"/> | Vendor name                 | Bill # | Due date   | Amount due | Payment date | Credits available | Credits to apply | Discounts | Amount to pay |                              |
|-------|--------------------------|-----------------------------|--------|------------|------------|--------------|-------------------|------------------|-----------|---------------|------------------------------|
| 1     | <input type="checkbox"/> | Hospital Purchasing Service | 12     | 03/11/2020 | 900.00     | 02/10/2020   | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 2     | <input type="checkbox"/> | State Farm                  | 1300   | 03/03/2020 | 215.00     | 02/10/2020   | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| Total |                          |                             |        |            | 1,115.00   |              |                   | 0.00             |           | 0.00          |                              |

**DEMO TIME**



**QUESTIONS?**

# MISSION:SUPPORT

A Collaborative for Excellence in Nonprofit Operations

An online community where you can:

- Collaborate on solutions and best practices
- Participate and share your experience
- Stay informed on the latest trends and industry news
- Network with mission-oriented people just like you

Visit: [community.accttwo.com](http://community.accttwo.com)

Brought to you by:  **AcctTwo**  
Transformation. Delivered.

