AcctTwo
Faith-Based Finance Collaborative

AP PAY BILLS

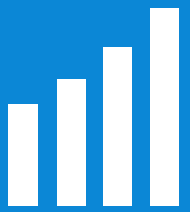
AcctTwo is focused on delivering the future of finance and accounting to our customers.

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

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:

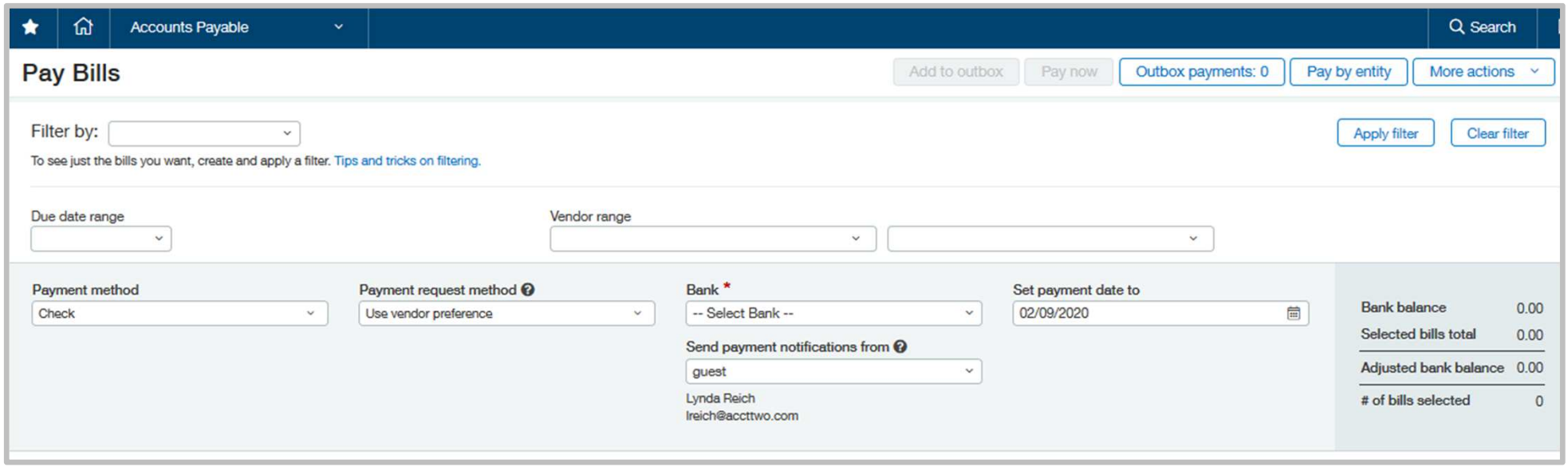
- Learn capabilities of Pay Bills
- Create specific filters for payment process
- Discover some use cases for ways to use filters
- Use AP Outbox

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

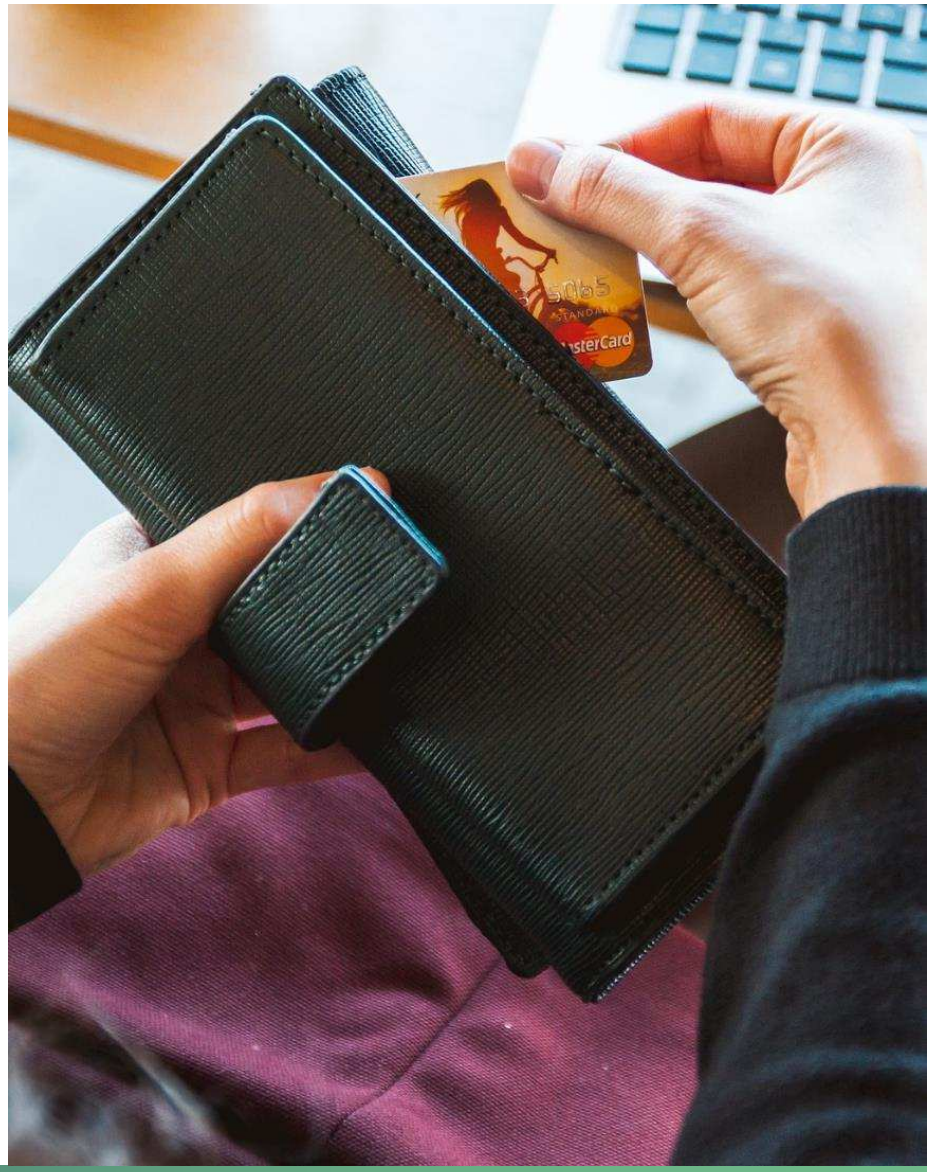


CAPABILITIES OF PAY BILLS

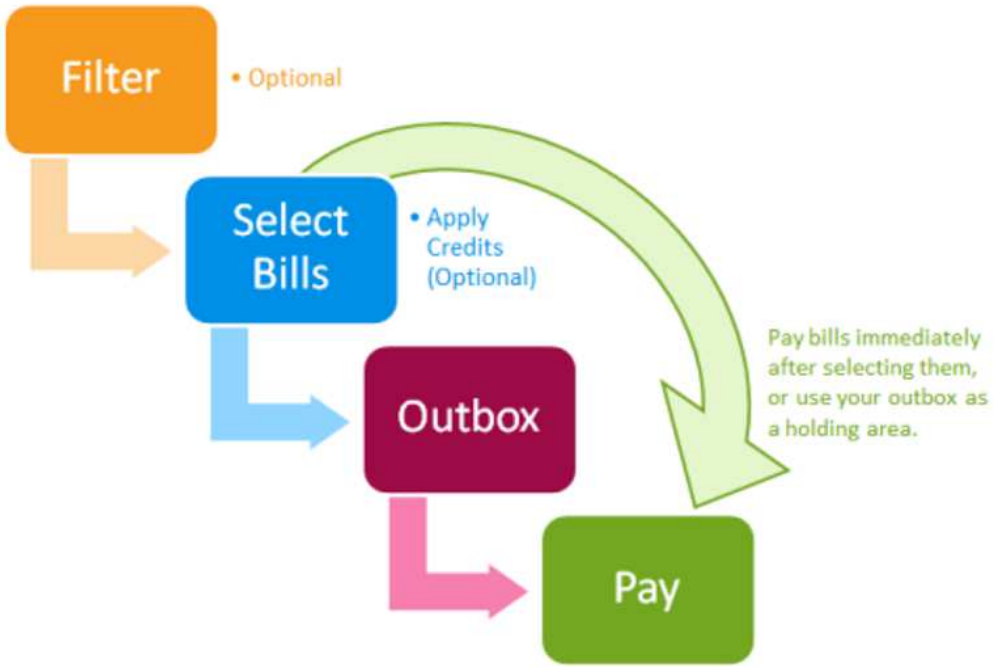
Highlights on Capabilities

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


Filter
• Optional
Select Bills
• Apply Credits (Optional)
Outbox
Pay
Pay bills immediately after selecting them, or use your outbox as a holding area.

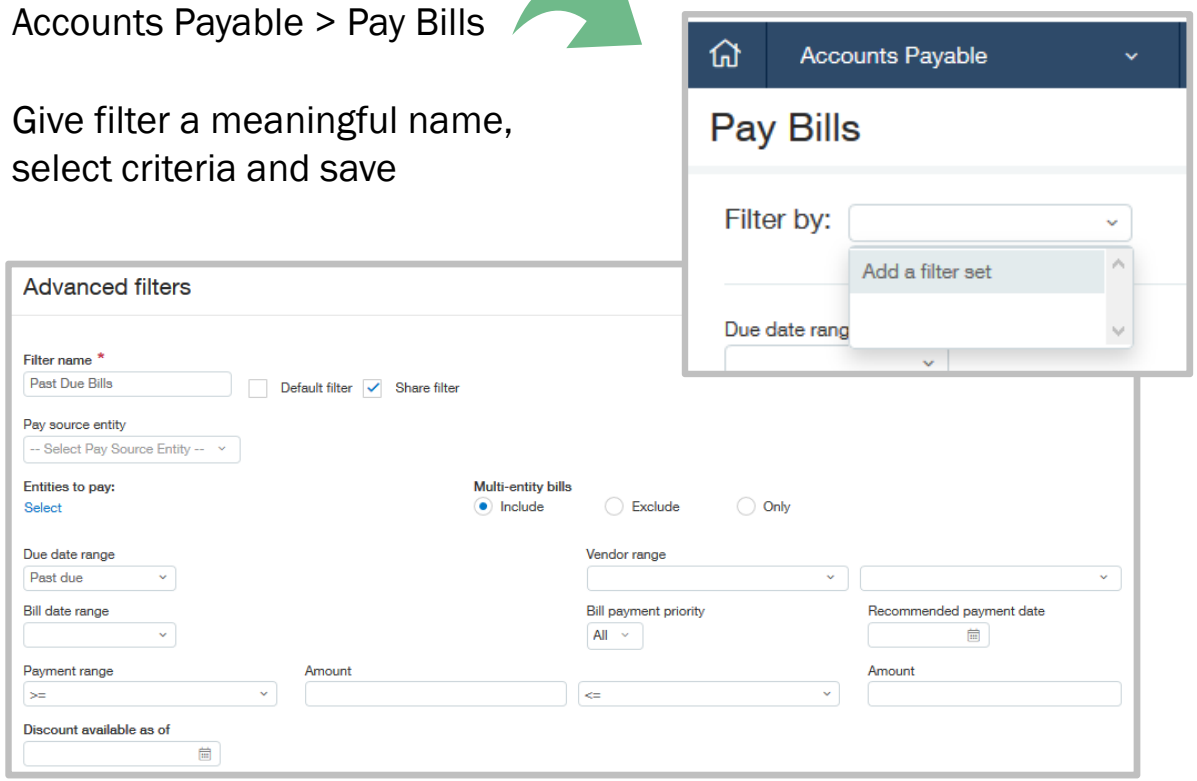
AP FILTERS

Create, save and edit filters for AP

CREATE AND SAVE AP FILTERS

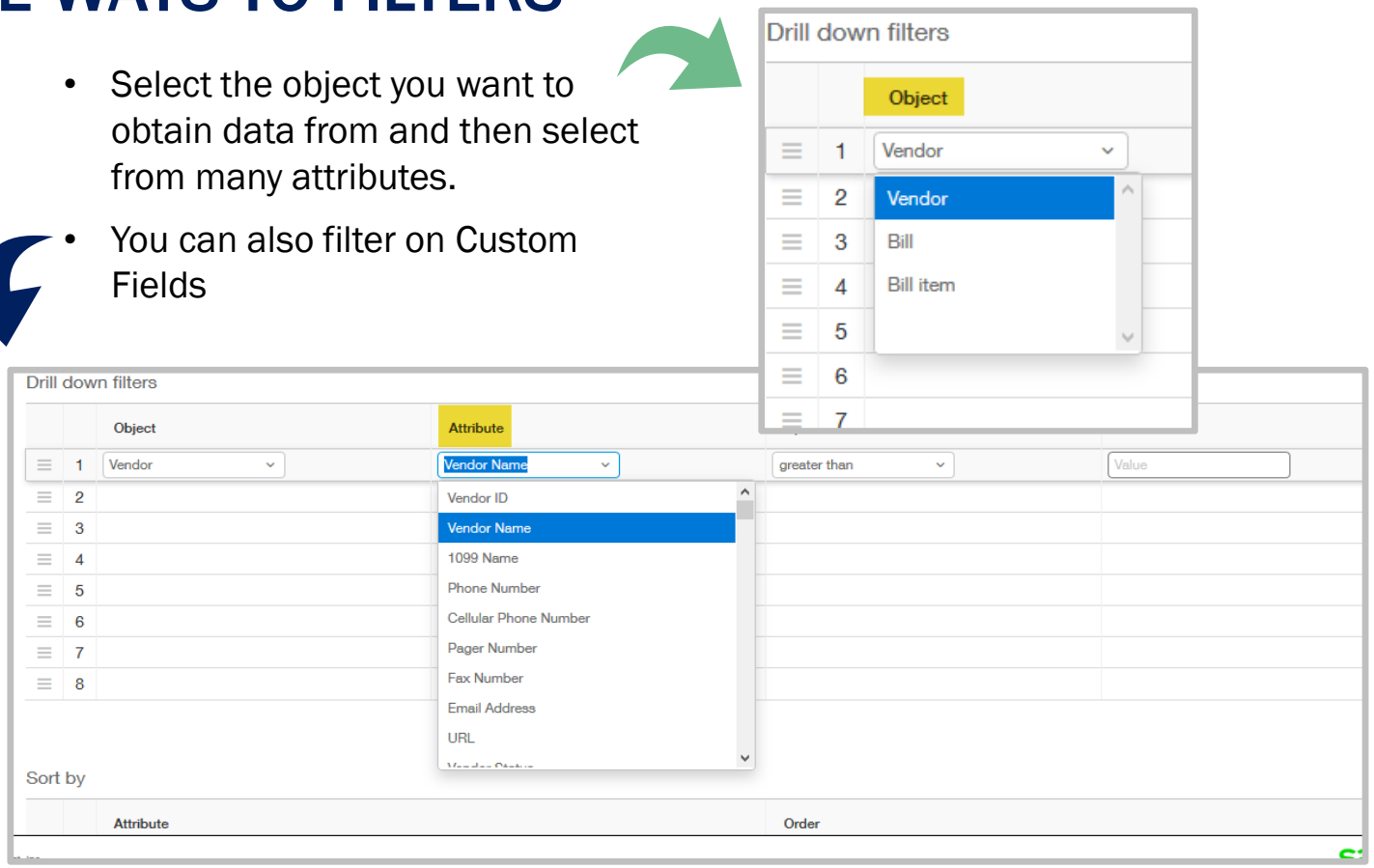
Accounts Payable > Pay Bills

Give filter a meaningful name, select criteria and save



MORE WAYS TO FILTERS

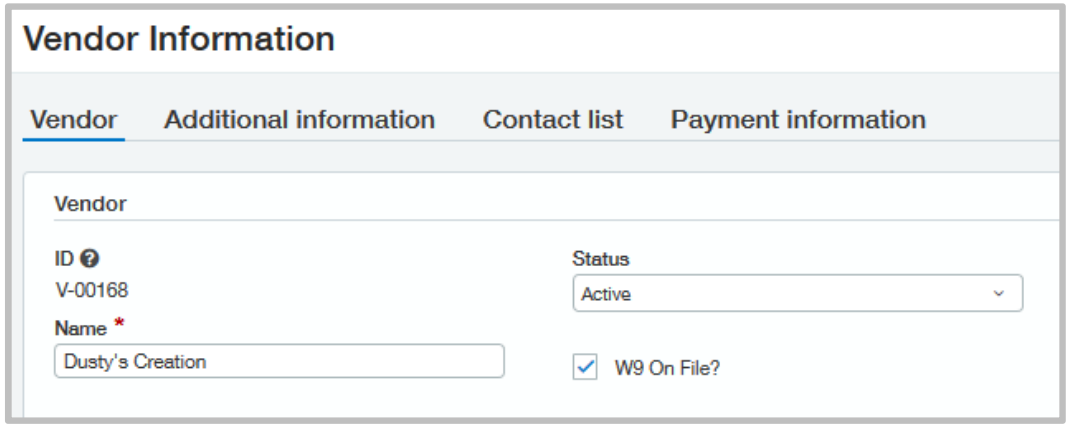
- Select the object you want to obtain data from and then select from many attributes.
- You can also filter on Custom Fields



USE CASE AP FILTERS

Learn some Use Cases

USE CASE AP FILTER – 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

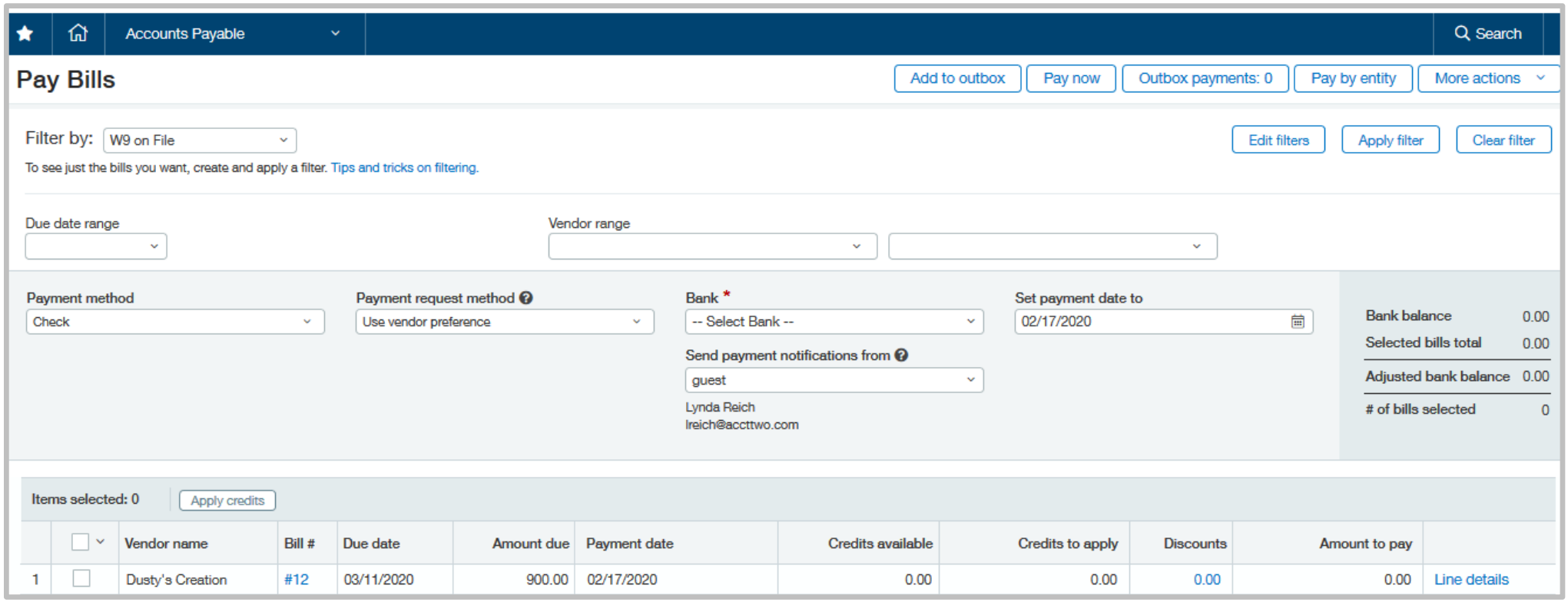
- 1099 and W9 on file

Drill down filters

		Object	Attribute	Operator	Value
☰	1	Vendor	Taxable	equals	false

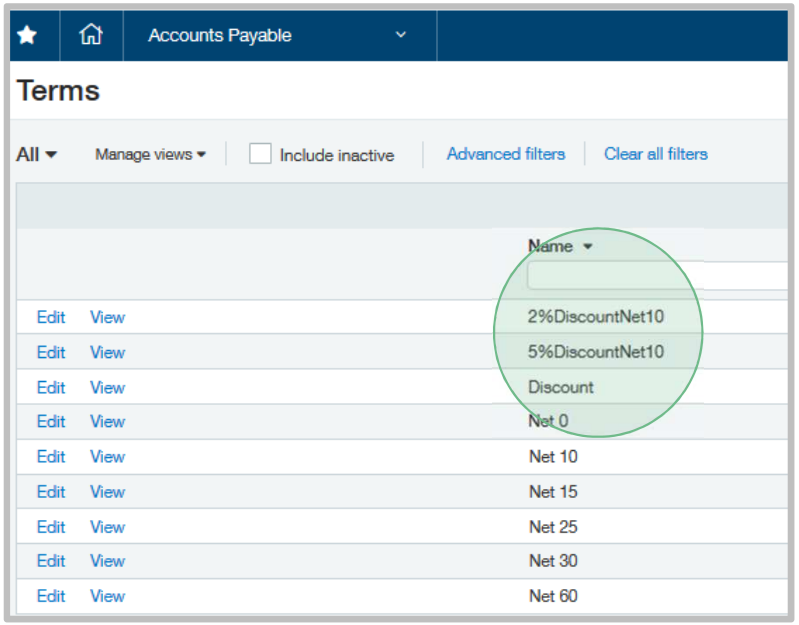
- Not 1099

USE CASE AP FILTER – W9 ON FILE

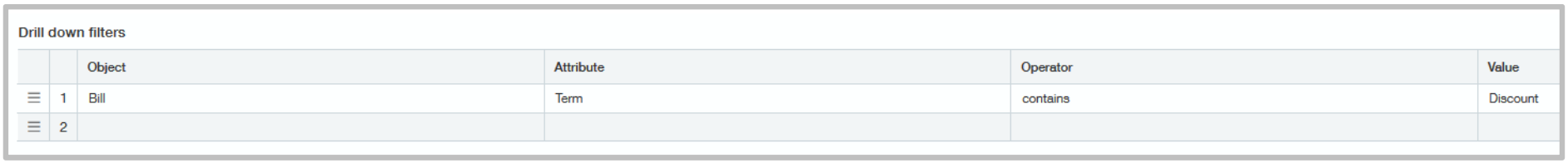


DEMO TIME

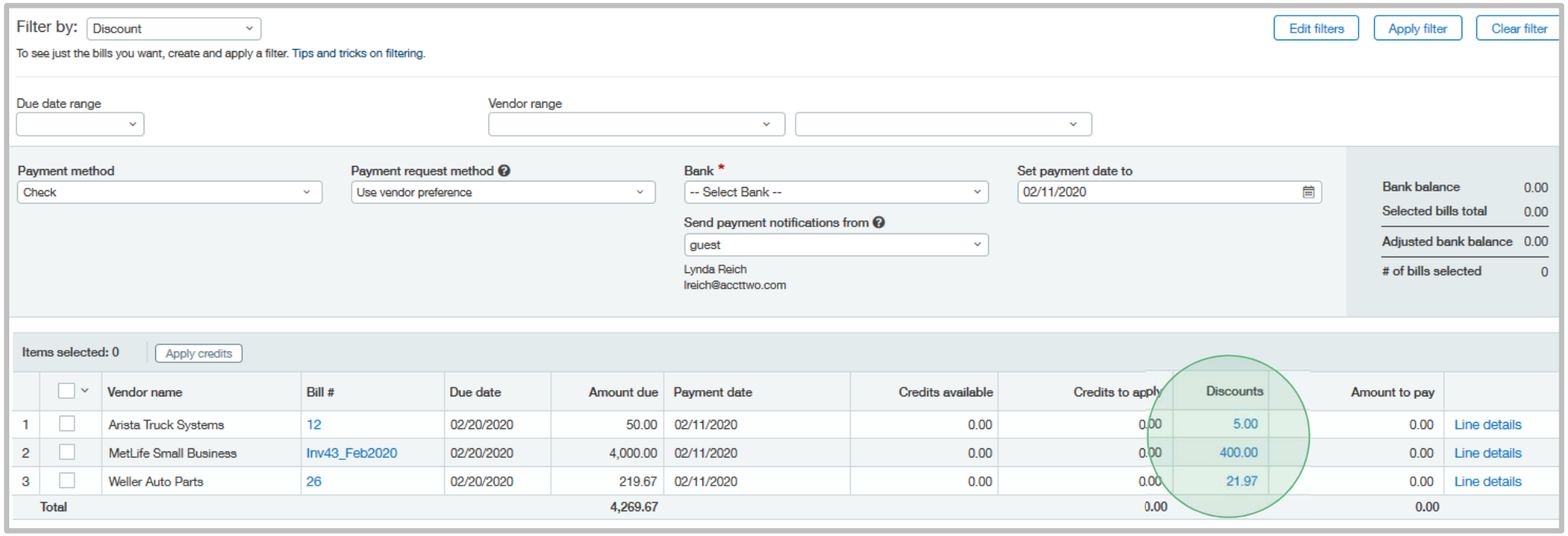
USE CASE AP FILTER – DISCOUNTS ON BILLS



- AP Terms with ‘Discount’ in name



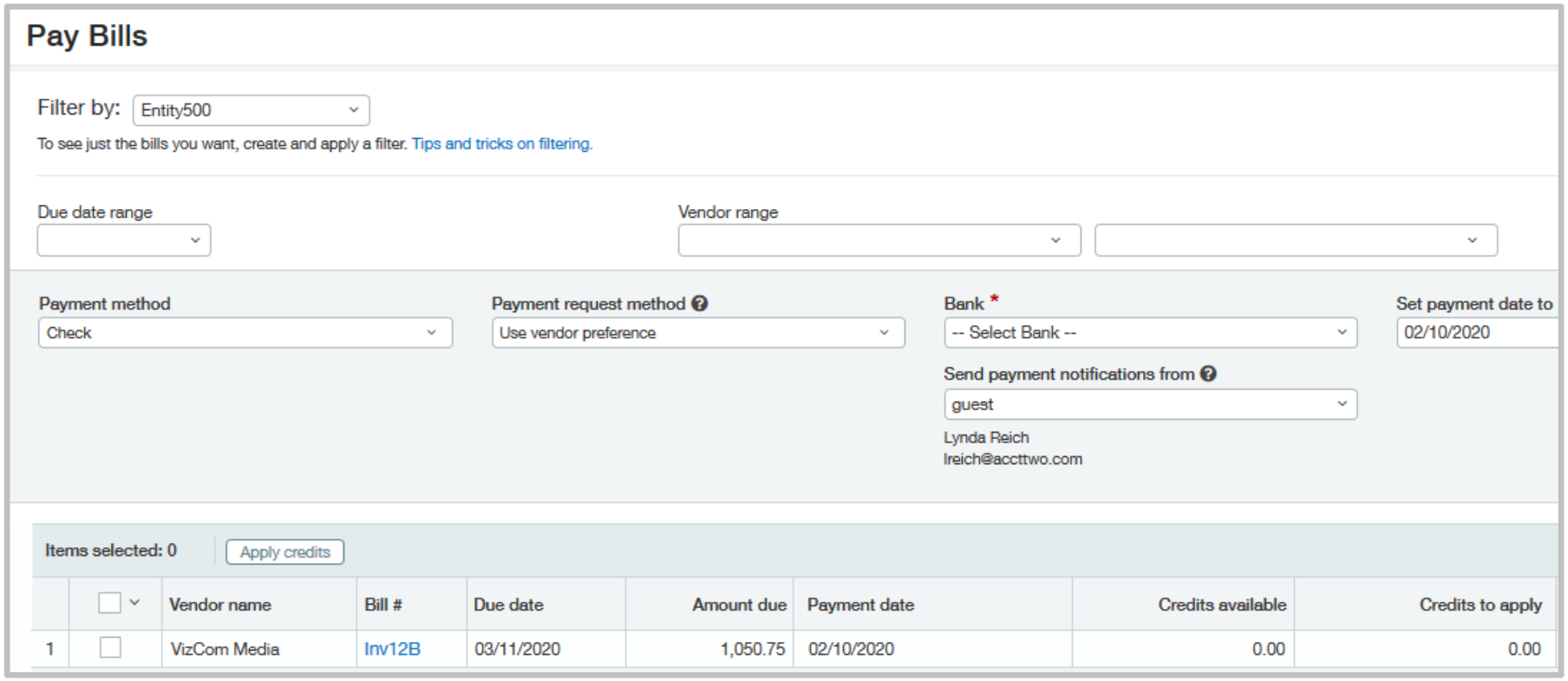
USE CASE AP FILTER – DISCOUNTS ON BILLS



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

DEMO TIME

USE CASE AP FILTER – SPECIFIC ENTITIES



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

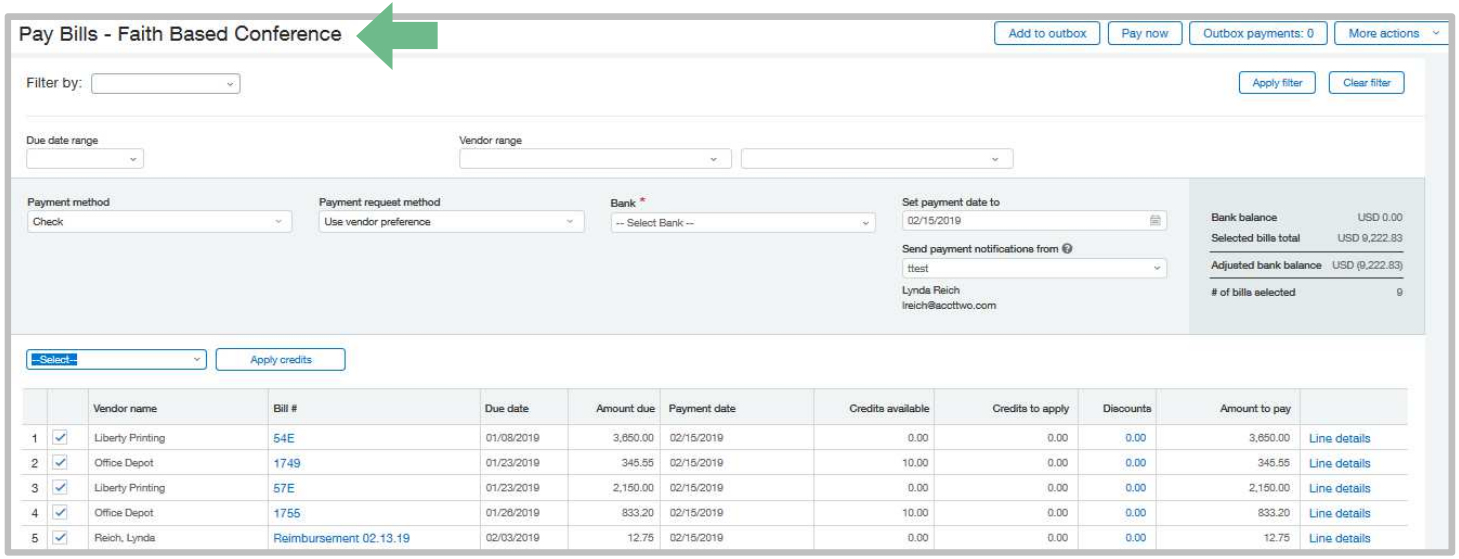
Base	Description
Bill	Status of Bill, Bill Reference, Bill Description, Custom Field, Vendor Names A-N and M-Z

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

PAYMENT PROCESS

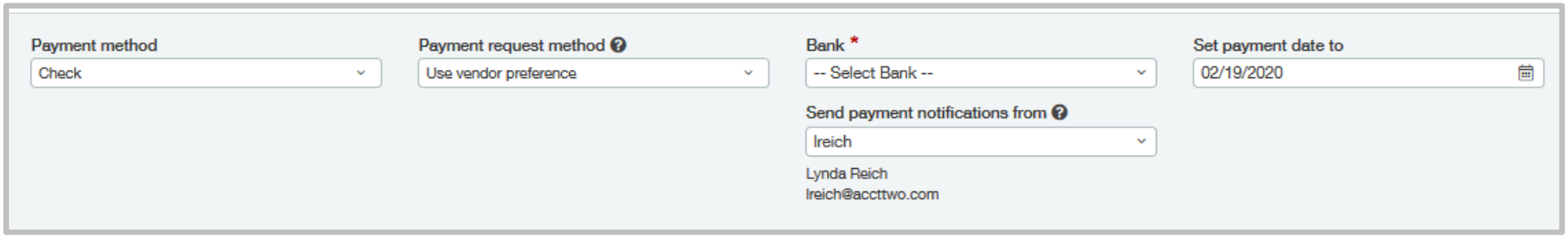
Using Pay Now or Outbox

PROCESS BILLS WITH OR WITHOUT ANY FILTER

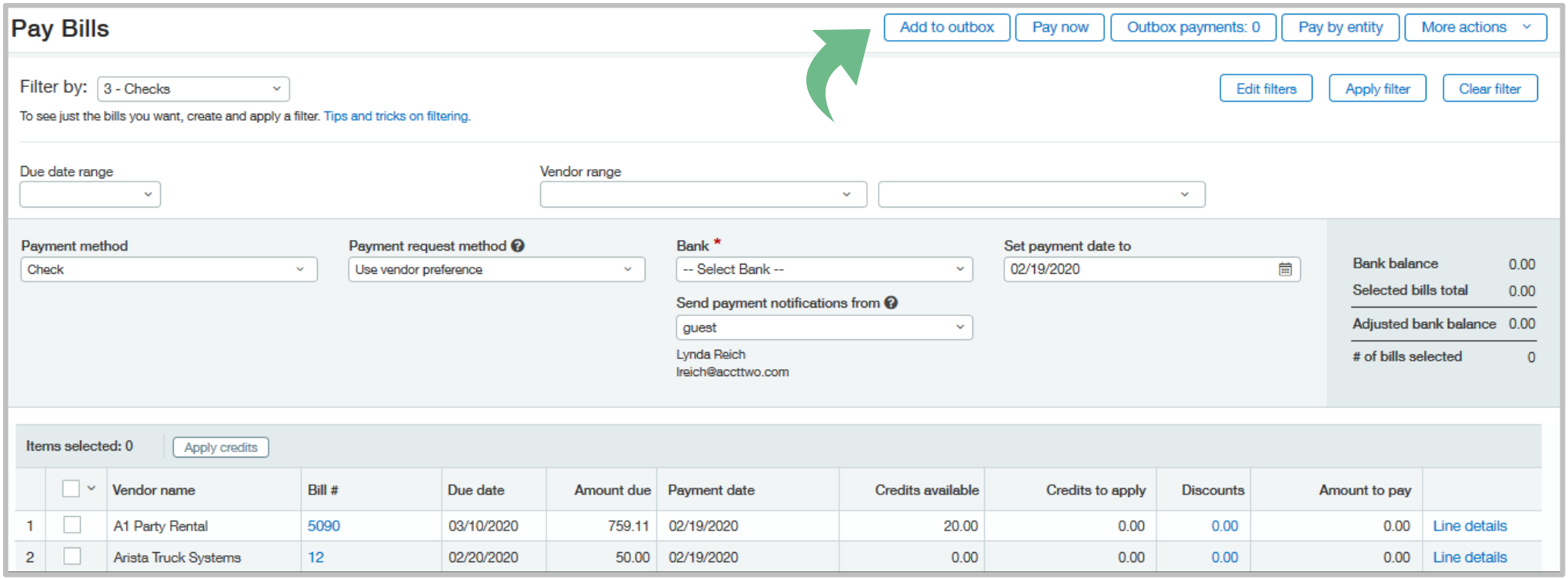


PAYMENT INFORMATION

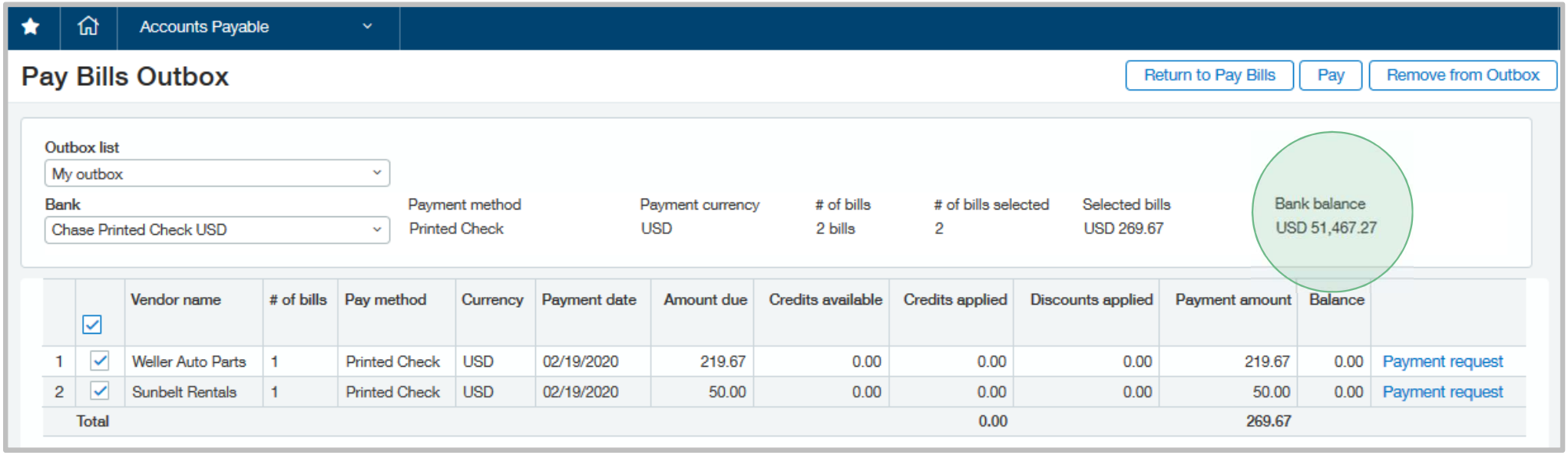
- Payment Method
- Payment Request Method (1 check per vendor or 1 check per bill)
- Payment Bank
- Payment Date



AP OUTBOX


Pay Bills
Add to outbox
Pay now
Outbox payments: 0
Pay by entity
More actions
Filter by: 3 - Checks
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
02/19/2020
Send payment notifications from
guest
Lynda Reich
lreich@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
Vendor name | Bill # | Due date | Amount due | Payment date | Credits available | Credits to apply | Discounts | Amount to pay
1 A1 Party Rental 5090 03/10/2020 759.11 02/19/2020 20.00 0.00 0.00 0.00 Line details
2 Arista Truck Systems 12 02/20/2020 50.00 02/19/2020 0.00 0.00 0.00 0.00 Line details

PROCESS PAYMENT FROM OUTBOX



		Vendor name	# of bills	Pay method	Currency	Payment date	Amount due	Credits available	Credits applied	Discounts applied	Payment amount	Balance	
1	☑	Weller Auto Parts	1	Printed Check	USD	02/19/2020	219.67	0.00	0.00	0.00	219.67	0.00	Payment request
2	☑	Sunbelt Rentals	1	Printed Check	USD	02/19/2020	50.00	0.00	0.00	0.00	50.00	0.00	Payment request
	Total								0.00		269.67		

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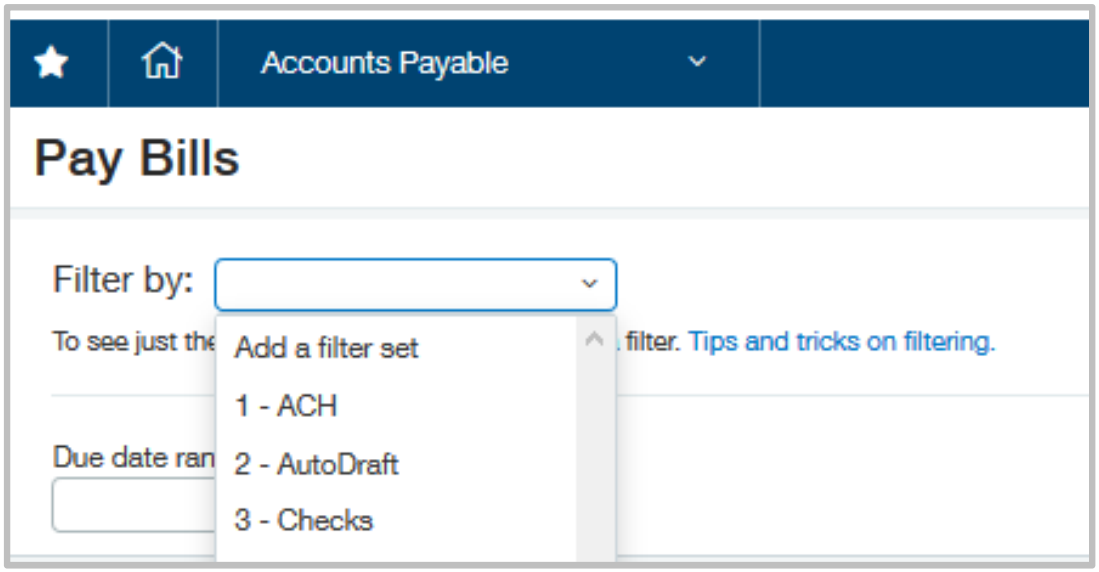
FILTERS FOR PAYMENT TYPES

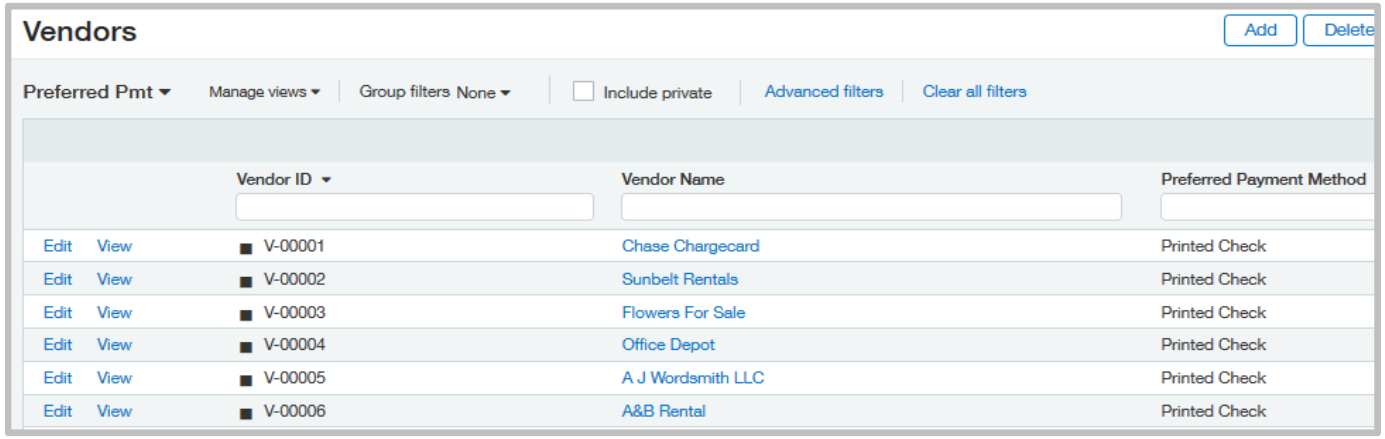
Setup using vendor preferred payment method

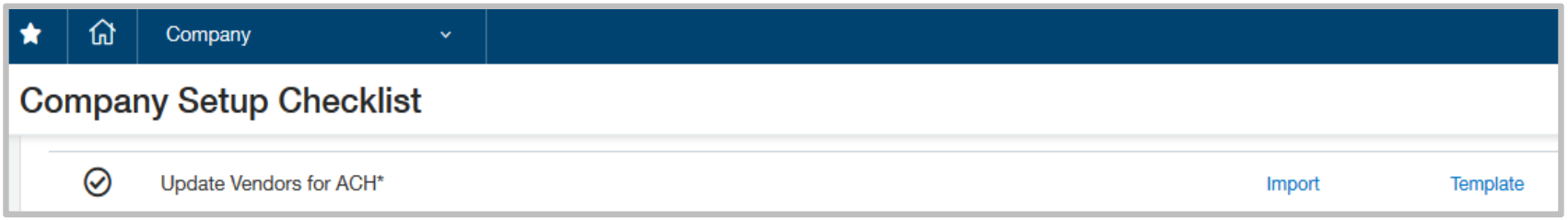
FILTERS FOR PAYMENT TYPES

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

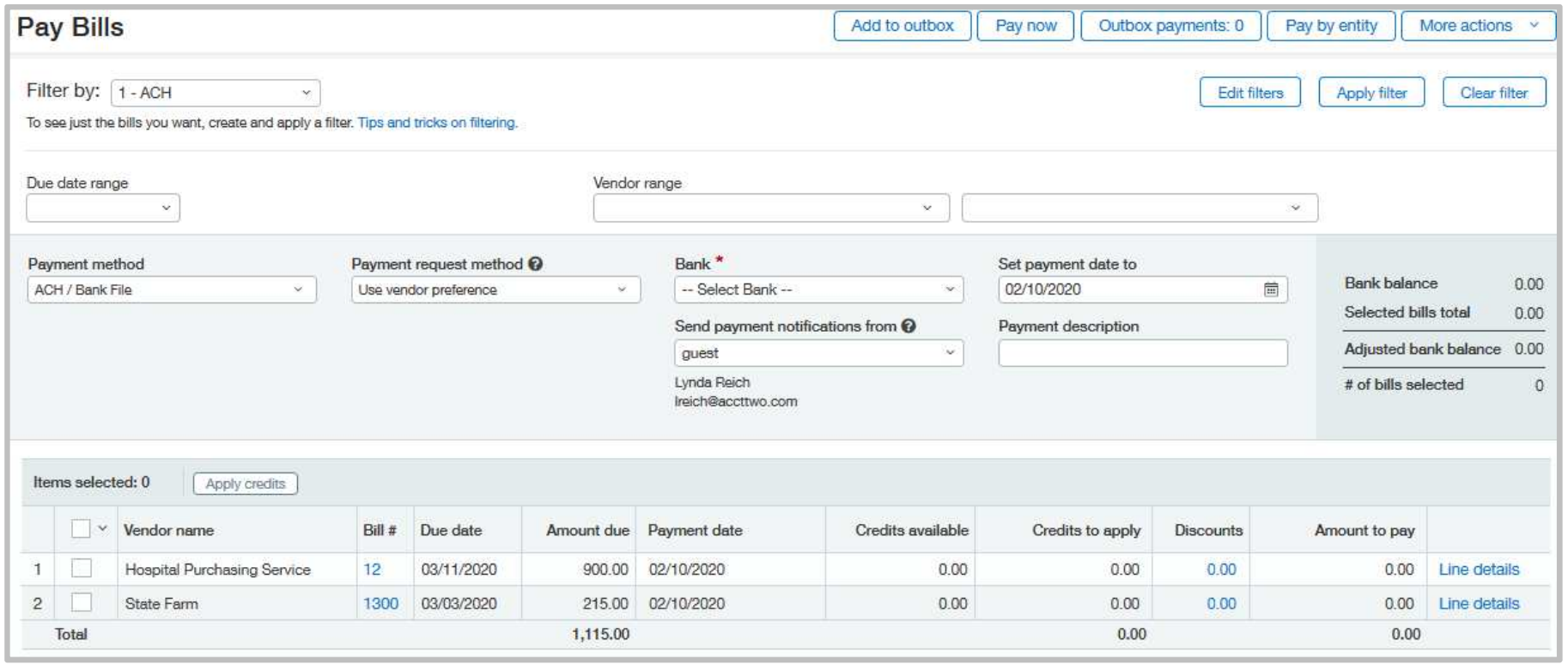


FILTERS FOR PAYMENT TYPES





FILTERS FOR PAYMENT TYPES



DEMO TIME

QUESTIONS?

MISSION:SUPPORT

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