



# Pay Bills On-line

Property Management Solutions for Over 30 Years

## Overview

This document explains ways to post transactions when your bank pays bills directly.

## Options

You can use one of the following methods to post those transactions. We recommend that you check with your accountant before proceeding. There are several methods you can use, depending on what history you want to maintain:

1. If you only want the transaction to show on the owner statement and in the bank account.
2. If you want vendor history as well as owner and bank history, but do not need invoice history.
3. If you want vendor and invoice history as well as owner and bank history.

### 1. Transaction will show on owner statement and Bank History

When you receive the notice from the bank, go to <<GL, Journal Voucher>>. The [Ledger] is the Unit.

- Line Item 1 -- Account - Expense Account (e.g. Plumbing)
- Line Item 2 -- Account - Bank Account

Account	Debit or Credit	Amount
PLUMBING: Plumbing	Debit	\$184.77
CHECKING: Bank Account Checking	Debit	(\$184.77)

This takes the money from the owner for the expense account chosen, and decreases the bank account.

## 2. Create Vendor History

When you receive notice from the bank, go to <<AP, Single Check>>:

- Mark the [Handwritten] checkbox.
- Enter a [Check Number] that will differentiate it from a real check, e.g. begin with 1 or 99.
- Bill to is the Unit, Payee the Vendor

**Write Check**

Posting Date: 12/18/2018  Hand Written

Invoice #: DECEMBER 18, 2018

Payee: GARCIA: Victor Garcia [Vendor] Vendor

Bank: CHECKING: Bank Account Checking

One Time:

Memo:

Work Order:

Check Number: 1

Discount (%):

Discount (\$):

1. Invoice / 2. Payee Address & Comments

Bill To: MAIN212: 212 Main Street [Unit]

Bill Code: PLUMBING: Plumbing

Amount: \$184.77  Split Charge with Owner

This takes the money from the owner for the expense account chosen, decreases the bank account and adds the transaction to the vendor's history.

## 3. Create Vendor and Invoice History

Use <<AP, Invoice>> and <<AP, Scheduled Payables>> to post the transaction. When you receive notice from the bank:

1. Go to <<AP, Invoice>> and enter an invoice. Mark the "Separate Check" checkbox. (Optional--in the memo or invoice field add ACH.)

**Invoice**

Invoice #: DECEMBER 18, 2018  Hold  Separate Check  Copy Information

Payee: GARCIA: Victor Garcia [Vendor] Vendor

Invoice Date: 12/18/2018

Due Date:

Discount (%):

Discount (\$):

Last Day:

One Time Payee:

Memo: ACH

Priority: Normal

Work Order:

1. Invoice / 2. Payee Address & Comments

Bill To: MAIN212: 212 Main Street [Unit]

Bill Code: PLUMBING: Plumbing

Amount: \$184.77  Split Charge with Owner

- Go to <<AP, Scheduled Payables>> to post the payment. There are several fields on that screen to restrict the payments that will be compiled. You may be able to restrict to the [Payee] or the [Payer] or use a Due Date in the past on the invoice and use the [Scheduled Through] date to restrict.

- Once the list is compiled, skip any that are not being paid online and <Post>. The checks can be printed on blank paper or, if you have many to post, you can turn off the printer before posting so the checks will not print. When the printer error message displays, simply cancel. The checks will be posted.

Due Date	Payer	Payee	Amount	
11/18/2018	MAIN212: 212 Main Street	Victor Garcia [Vendor]	\$37.80	<input checked="" type="checkbox"/> Skip
12/18/2018	MAIN212: 212 Main Street	Victor Garcia [Vendor]	\$184.77	<input type="checkbox"/> Skip

The invoice will be in invoice history. It also takes the money from the owner for the expense account chosen, decreases the bank account and adds the transaction to the vendor's history.