Master A/P
Settings > Accounts Payable > Entry Options

The Master A/P process is outlined below. In the payment process, each fund feeds the payment amount (with a manual check) to the Master A/P fund for payment out of that checking account (defined in Settings > Accounts Payable > Entry Options).

Payments processed through the other funds may be processed as computer or manual checks.

Below is the outline of the entire process in addition to the norm.

Payment is Created

The following entries are made for the total of each expense fund, all of which use the same payment batch, acct period, and current date.

All journal entries are marked with a Master A/P source in A/P options.

1. Invoice to master A/P vendor
2. Debit Master A/P Clearing account for expense fund
3. Credit A/P account for expense fund for the SA entry
4. Journal Entry for master A/P fund
5. Debit Cash account
6. Credit A/P account
7. Journal Entry for expense fund
8. Debit A/P account
9. Credit Master A/P Clearing account

Checks should be written to the Master A/P vendor. (Each contributing fund pays the master A/P.)

1. Dr. A/P account (each fund)
2. Cr. Cash (each fund)

Void Payment

The following entries are made for the total of each expense fund, all of which use the same void payment batch, acct period, and current date.

All journal entries are marked with the Master A/P source in A/P options.

1. Auto-generated void payment to Master A/P vendor.
2. Dr. Master A/P fund Cash
3. Cr. Master A/P fund A/P account

4. Auto-generated void invoice to misc vendor.
5. Dr. A/P account (each fund)
6. Cr. Expense (each fund)
7. Auto-generated JE will wash liability back to the fund.
8. Dr. Master A/P fund A/P account
9. Cr. Master A/P fund Void Payment account
10. Auto-generated A/P invoice to each fund vendor. (Payable for Master A/P to return the money to each fund.)
11. Dr. Master A/P fund Void Payment account
12. Cr. Master A/P fund A/P account
13. Auto-generated journal entry
14. Dr. Void Payment account (each fund)
15. Cr. A/P account (each fund)
16. Auto-generated journal entry to deposit money back to each fund.
17. Dr. Cash (each fund)
18. Cr. Void Payment account (each fund)

A check should be written to each fund vendor. (Master A/P bank account returns money to each fund).

1. Dr. Master A/P fund A/P account
2. Cr. Master A/P fund Cash

When using Master A/P there is also a Print Unsatisfied menu that shows during the payment process. This allows you to print the unsatisfied invoices generated by the payment (or void) process.

The report must first exist and be specified in A/P options.