







Sage Business Cloud Accounting: Expense Transactions, Vendor Bills & Cheque Payments

Learning Objectives

After completing this chapter, you will be able to:

- Create and manage expense transactions and vendor bills
- Pay Vendor Bills
- Manage Accounts Payable
- Enter and record Vendor Bills
- Print a remittance advice
- Make online payments within banking
- Set frequently made payments to 'recurring'
- Attach a file to a vendor bill like a receipt

NOTE Throughout the duration of the course, you will encounter important icons and visual conventions as part of your learning experience to guide learners through the chapters. Some of the cues are indicated here.

	Important Information / Important Note / Additional Information	Item where caution and attention is required or additional insight and information is provided.
	Exercise	Your opportunity to practice a concept.
	End of Exercise	Indicates the end of an exercise.
	Check Your Knowledge	Review questions at the end of a lesson to check your understanding and ability to implement concepts.
	Summary	Overview of the most important items covered in a section or lesson.
	End of Lesson	The end of the lesson.

Expense Transactions

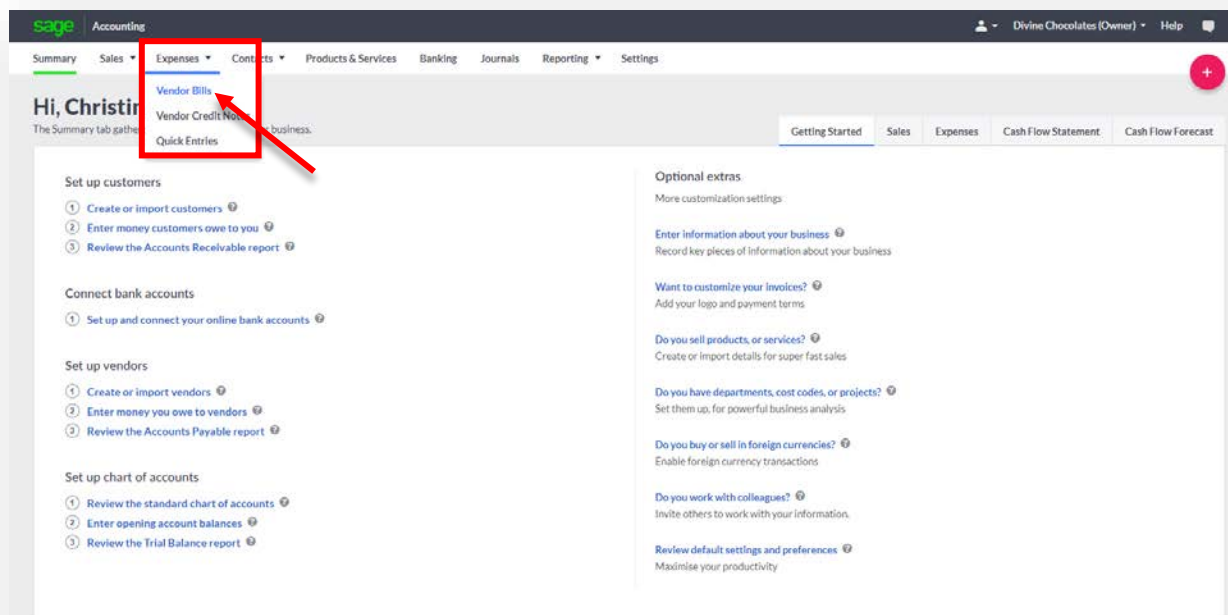
Accounting will help Divine Chocolates keep track of expenses, how much they owe their vendors, and any vendor credits by recording the invoices received. Similar to customers, it's best practice to set up vendors prior to recording any bills but can be done on the fly within **Vendor Bills**.

If you recall, Divine Chocolates is utilizing a vendor Toronto Chocolate Makers for their initial candy orders. We learned how to create a new account within the **Contacts** dashboard including how to import a list of vendors into **Accounting** in a previous lesson (pgs. 33-39)

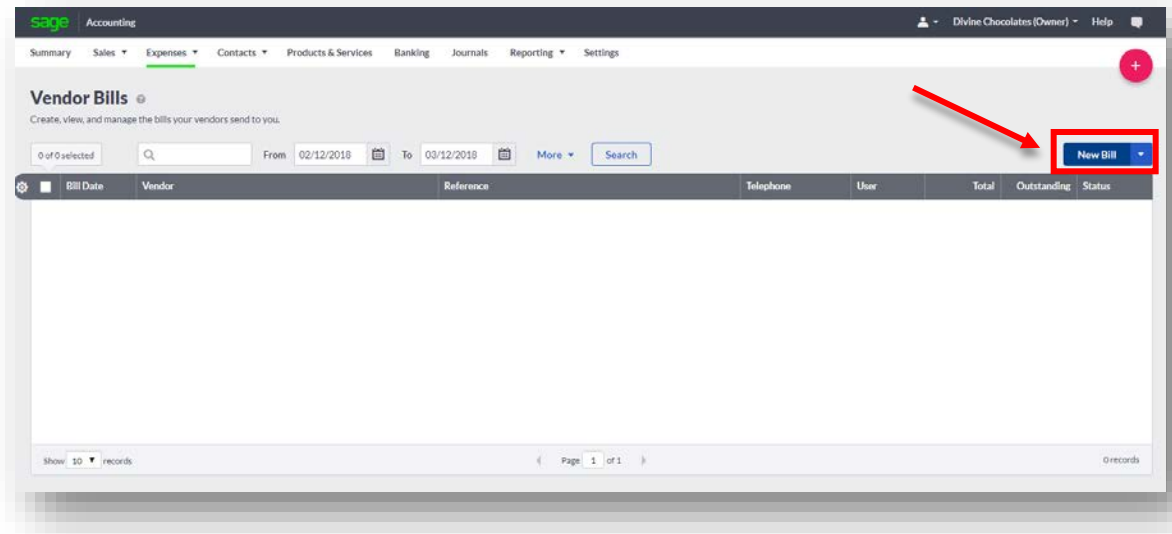
Entering Expenses/Vendor Bills

To enter and record individual bills or expenses for accounts payable in **Accounting**, we'll explore **Vendor Bills**. Larger batches can be done for multiple bills within **Banking** which we'll explore next. For now, Christina has to make a single payment to one of her vendors for Lisa Smith's order, so we'll explore **Vendor Bills** within **Expenses**.

- From the **Expenses** menu bar at the top select **Vendor Bills**:

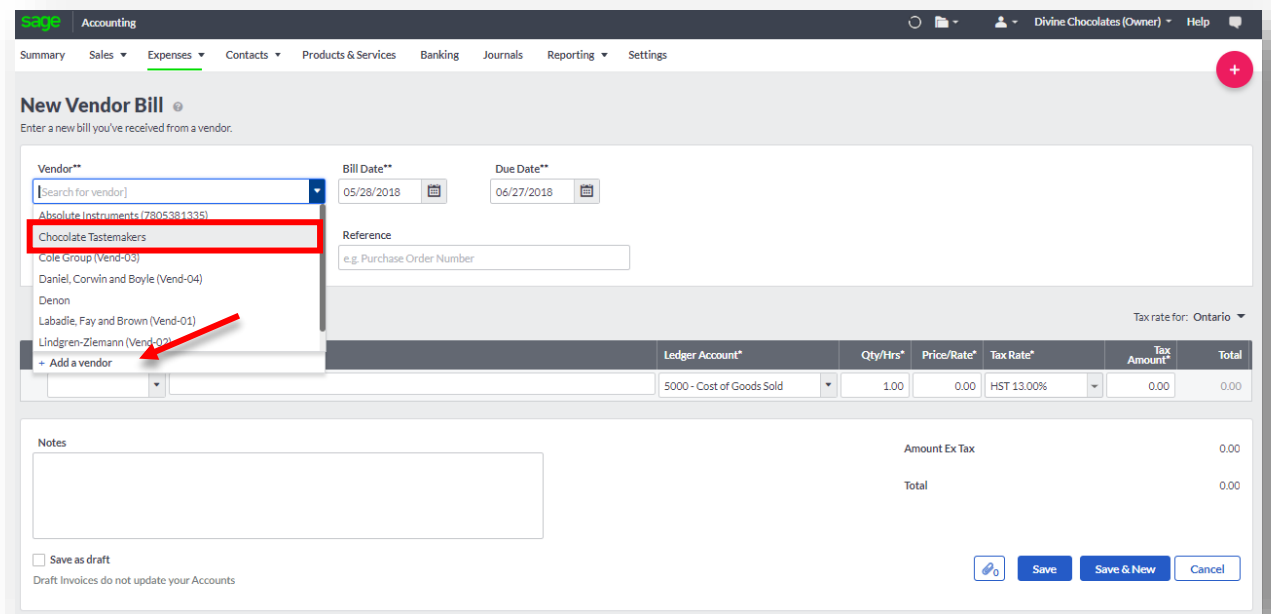


- Navigate to **New Bill**



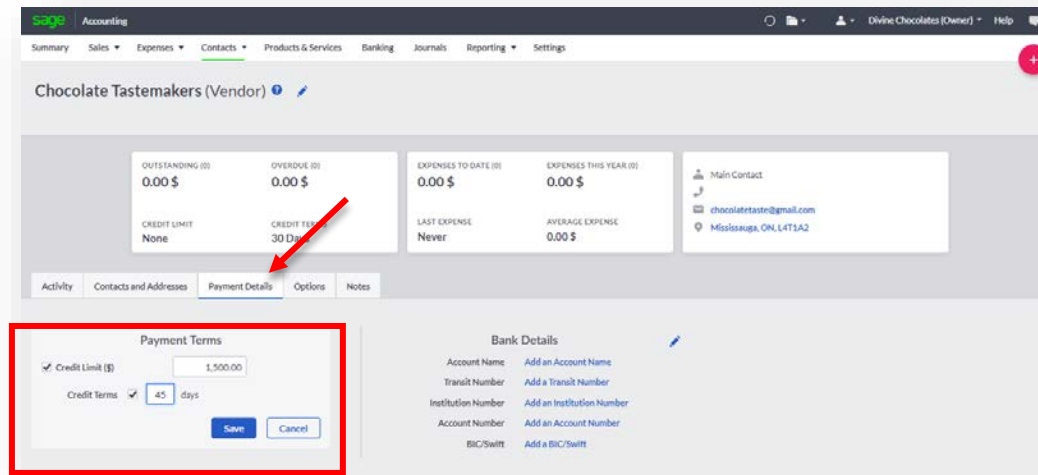
Divine Chocolates just received an invoice from Chocolate Makers of Toronto. It's for 25 Milk Chocolate Wedding Bells. If you recall Lisa Smith placed an order for 100 of the divine delights for the guests at her wedding reception.

- Navigate to the **Vendor** drop down menu and select the vendor, Chocolate Makers of Toronto. You can easily add any vendor not already listed by clicking on **+ Add a Vendor**.



Calculating Vendor Bill Due Dates

- **Bill Date** – will default to today's date. Change the date if necessary to reflect the actual bill date as it appears on the invoice.
- **Due Date** – As with the customer profile record, the **Vendor Bill** due date is date automatically calculated from one of two places:
 1. The custom payment terms within **Payment Details** entered in the **Vendor** record.



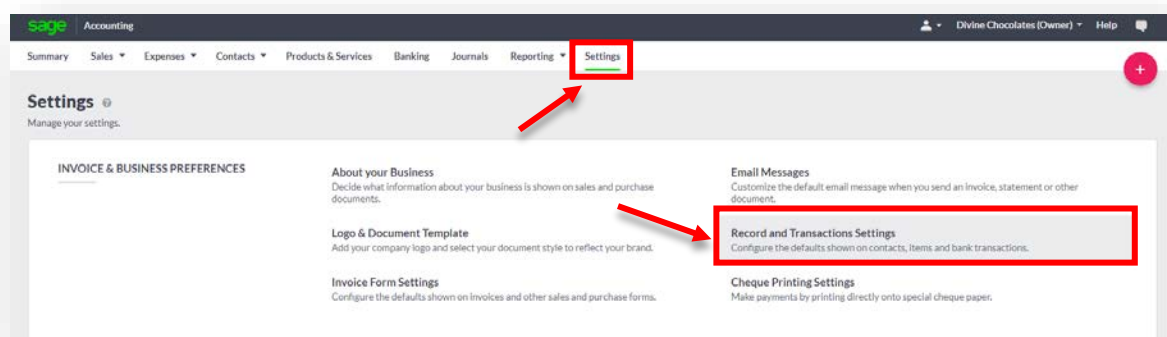
Or

2. It calculates based on the default number of credit days in the **Default Settings**.



Let's look at the default settings to understand where the due date is being calculated from:

- Navigate to **Settings** from the menu bar and **Record and Transaction Settings**



- Navigate to **Vendors** and observe the **Days before Invoices are overdue**. This is the amount of days allotted for *all* vendors/bills before considered overdue. The default is 30 days.

Record and Transactions Settings

Choose the preferences and defaults to use when creating records and transactions.

CUSTOMERS

Days before invoices overdue* 30

Ageing (for reporting) From 30 60 90 120 To 59 89 119 Older

Sales Ledger Account* 4000 - Sales - Products

Sales Discount Ledger Account* 4100 - Sales Discounts

Carriage Ledger Account* 4900 - Other Income

Customer Statement Type Outstanding Items only

VENDORS

Days before invoices overdue* 30

Ageing (for reporting) From 30 60 90 120 To 59 89 119 Older

Expense Ledger Account* 5000 - Cost of Goods Sold

Expense Discount Ledger Account* 5100 - Purchase Discounts

Vendor Statement Type Outstanding Items only

If a specific **Vendor** has allotted more time for Divine Chocolates to make payment, and customized payment arrangements have been setup within the **Vendor** record, the **Vendor** record will override the default settings shown here.

- Let's look at Toronto Chocolate Makers vendor record that was created. Navigate to **Contacts** and then **Vendors**. Highlight and select the record created for Toronto Chocolate Makers.

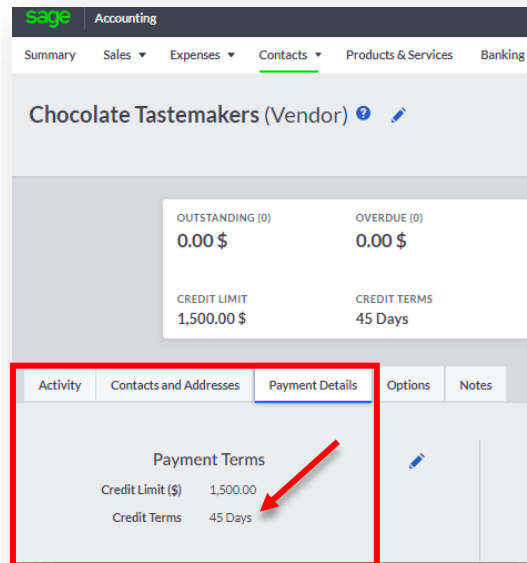
Vendors

Create, view and manage your vendor records. To view a vendor's account details and transactions, click their record.

0 of 8 selected

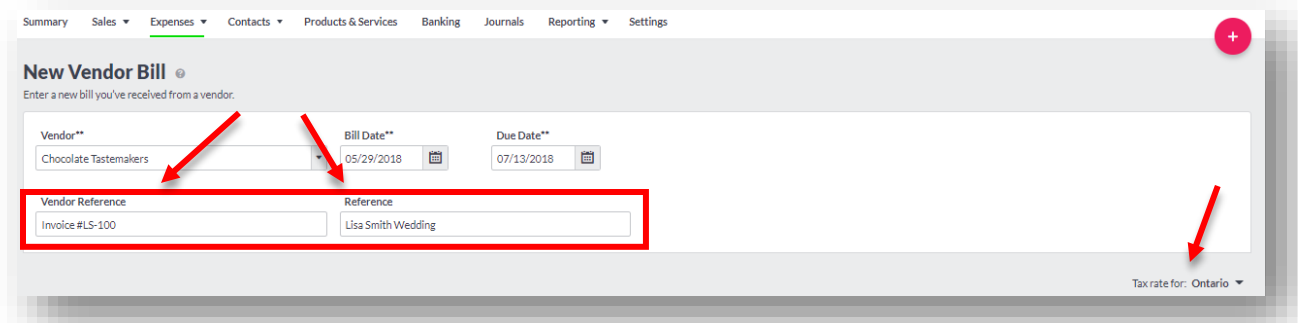
Company / Name	Reference	Email	Telephone	Balance Owed	Credit Terms	Currency	Overdue Balance	Postal Code	City	Country
Labadie, Fay and Brown	Vend-01	daniella.huel@dubuque.name	765-830-6667 x8675	76.03	60	Canadian Dollar (CAD)	100.03	53388-8765	Tellyfort	Canada (C)
Lindgren-Ziemann	Vend-02	garrett.gerhold@cole.info	352-513-0930 x6746	424.86	62	Canadian Dollar (CAD)	424.86	36251-4856	Annetahaven	Canada (C)
Cole Group	Vend-03	anna.wiegand@harrisjacobson.com	(616) 319-6063 x7814	595.31	68	Canadian Dollar (CAD)	595.31	96072-6615	West Kenya	Canada (C)
Daniel, Corwin and Boyle	Vend-04	carlotta@zemlak.io	605-228-5756 x5778	49,842.22	55	Canadian Dollar (CAD)	51,048.70	24394-8868	East Miguelstad	Canada (C)
Absolute Instruments	780-381335	john@yopmail.com		1,282.29	30	Canadian Dollar (CAD)	1,282.29	T8V 3J4	Grande Prairie	Canada (C)
Denon				803.42	30	Japanese Yen (JPY)	803.42	106-0047	Tokyo	Japan (JP)
Montreal Pet Food	Acct. #389	ricksi@montrealpetfood.com		97.74	45	Canadian Dollar (CAD)	97.74	H2S 2K4	Montreal	Canada (C)
Chocolate Tastemakers		chocolatetaste@gmail.com		0.00	45	Canadian Dollar (CAD)	0.00	L4T1A2	Mississauga	Canada (C)

- Navigate to the **Payment Details** tab. Observe the **Credit Terms**. It appears Divine Chocolates has been granted 45 days to make payment to the **Vendor** as shown in the customized credit terms. The 30 days as shown in the default settings will be overridden and the 45 days is what will appear as the due date on the vendor bill we're currently creating.

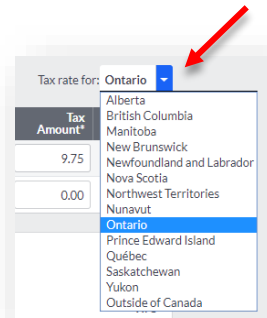


Now that we understand how the due date is determined and where it can be changed, let's return to the **Vendor Bill** to complete it.

- **Vendor Reference** – Input a reference for the bills such as an invoice #
Type: *Invoice #LS -100*
- **Reference** – Purchase Order # or number from another accounting system
Type: *Lisa Smith Wedding*



- **Tax rate for:** The tax rate will default to the Province the company is doing business in. You have the ability to change that here, should you need to. Since the company is located in Ontario, the tax rate is automatically shown for that Province.



- **Product/Service** – Navigate to the **Product** or **Service** you're being billed *for* and select from the drop-down menu. Select: *Milk Chocolate Wedding Bells*

Product / Service	Description*	Ledger Account*	Qty/Hrs*	Price/Rate*	Tax Rate*	Tax Amount*	Total
Milk Chocolate W	Milk Chocolate Wedding Bells	1200 - Inventory	25.00	2.00	HST 13.00%	6.50	56.50
Milk Chocolate Wedding Bells (MCWB - 100)		5000 - Cost of Goods Sold	1.00	0.00	HST 13.00%	0.00	0.00
New Product Description - THIS FIELD REQUIRED							
N Pineapples (PROD-05)				Amount Ex Tax			50.00
O Pineapples (PROD-05)				HST 13.00%			6.50
Pineapples (PROD-05)							
Product Description Field							
+ Create item							
Total							56.50

- **Ledger Account** – The GL account will default to the product/service selected. If necessary, change the ledger account to reflect the proper expense account if it is an expense or a bill.
- **Qty/Hrs** – Input the quantity you're being billed for. Type: 25
- **Price** – You'll notice the price will pull automatically from Inventory set up
- **Notes** – Input any vendor notes Type: *Order 1 of 3*

New Vendor Bill ⊙
Enter a new bill you've received from a vendor.

Vendor**
Chocolate Tastemakers

Bill Date**
05/29/2018

Due Date**
07/13/2018

Vendor Reference
Invoice #LS-100

Reference
Lisa Smith Wedding

Tax rate for: Ontario ▼

Product / Service	Description*	Ledger Account*	Qty/Hrs*	Price/Rate*	Tax Rate*	Tax Amount*	Total
Milk Chocolate W	Milk Chocolate Wedding Bells	1200 - Inventory	25.00	2.00	HST 13.00%	6.50	56.50
		5000 - Cost of Goods Sold	1.00	0.00	HST 13.00%	0.00	0.00
							50.00
							6.50
							56.50

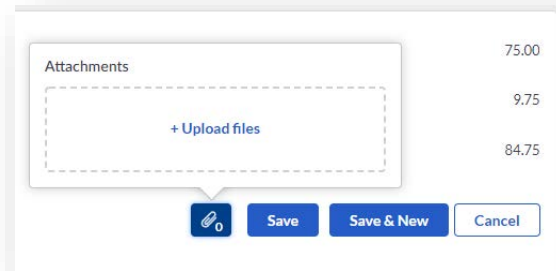
Notes
Order 1 of 3

Attachments
Toronto Chocolate Makers Invoice.pdf
+ Upload files

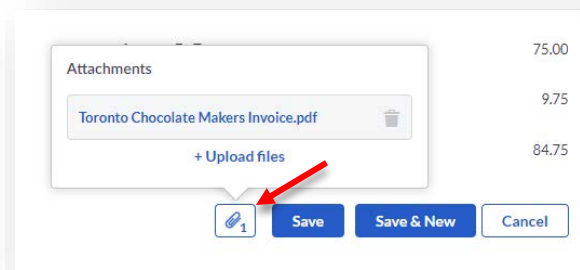
Save as draft
Draft Invoices do not update your Accounts

Save Save & New Cancel

- **Attachment** – Add a copy of the vendor bill/invoice by clicking on the paper clip icon. Browse files and select to upload. Note: It must be a PDF, PNG or JPEG file. Let's add the invoice from Toronto Chocolate Makers.



- You will receive a notification of confirmation that the attachment has been successfully uploaded:



- Once uploaded, click on the Attachment to preview the **Vendor Bill**:

Toronto Chocolate Makers		INVOICE	
		DATE:	3/12/2018
		INVOICE #:	LS - 100
		CUSTOMER ID:	721 - DIVCHOC
BILL TO	Christina Lopez Divine Chocolates 100 Chocolate Way Toronto ON M4B 1B3 7389729929	SHIP TO	Christina Lopez Divine Chocolates 100 Chocolate Way Toronto ON M4B 1B3 7389729929
Lisa Smith Wedding 8/18			
Delivery		Due on receipt	
DESCRIPTION	AMOUNT		
25 Milk Chocolate Wedding Bells	\$84.75		
TOTAL	\$84.75		
Make all checks payable to Toronto Chocolate Makers. Thank you for your business!			
900 Dupont Street, Toronto ON M6G 1Z4, Canada (CA)			

- Click **Save**.

- Your completed **Vendor Bill** is ready to **Record Payment, Email, Edit, Copy, Dispute, Add file** (attachment) or **Delete**.

Vendor Bill: Chocolate Tastemakers Awaiting Payment

View, edit or manage your Vendor Bill

Great! Bill Created
Add Another Bill | View All Bills

To: Chocolate Tastemakers

Vendor Reference: #LS-100
Invoice Date: May 29, 2018
Due Date: Jul 13, 2018
Reference: Lisa Smith Wedding
Due in 45 days

Item	Qty/Hrs	Price/Rate	Tax	Amount
Milk Chocolate Wedding Bells Inventory (1200)	25.00	2.00	6.50 HST 13.00%	50.00
Subtotal				50.00
Tax Breakdown HST: 50.00 @ 13.00%				6.50
Total (25 items)				56.50 \$

Notes: Order 1 of 3

Activity: MAY 29, 2018 - 11:27AM Created

The **Vendor Bill** will now appear on the **Vendor Bills** dashboard with a **Status** of **Unpaid**.

Vendor Bills

Create, view, and manage the bills your vendors send to you.

0 of 1 selected

From: 02/12/2018 To: 03/12/2018

Bill Date	Vendor	Reference	Telephone	User	Total	Outstanding	Status
05/12/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	84.75	84.75	Unpaid

Disputing a Vendor Bill

If you recall, Christina received an order of wedding bells in which some were broken. Therefore, she'd like to change the status of the bill to disputed.

- Navigate to the **Expenses** tab and then **Vendor Bills**
- Select the Vendor Bill to dispute from the list below.

Bill Date	Vendor	Reference	Telephone	User	Total	Outstanding	Status	Due Date	Contract Reference	Vendor Reference	Amount Ex tax	Total tax
05/29/2018	Chocolate Tastemakers	Lisa Smith Wedding		KS	56.50	0.00	Paid	07/13/2018		LS-100	30.00	6.50
05/29/2018	Chocolate Tastemakers	Order 2 of 3		KS	169.50	169.50	Unpaid	07/13/2018		LS-200	150.00	19.50
05/29/2018	Chocolate Tastemakers	Cocoa Powder		KS	169.50	169.50	Unpaid	07/13/2018		BT-Prev	150.00	19.50

- When the Vendor Bill launches, navigate to the side menu and select **Dispute**:

Vendor Bill: Chocolate Tastemakers AWAITING PAYMENT

View, edit or manage your Vendor Bill.

To: **Chocolate Tastemakers**

Vendor Reference: LS-200 Invoice Date: May 29, 2018 Due Date: Jul 13, 2018 Reference: Order 2 of 3
Due in 45 days

Item	Qty/Hrs	Price/Rate	Tax	Amount
White Chocolate Wedding Bells - Solid Inventory (1200)	50.00	3.00	19.50 HST 13.00%	150.00
Subtotal				150.00
Tax Breakdown				19.50
HST: 150.00 @ 13.00%				
Total (50 items)				169.50 \$

AMOUNT PAID: **0.00 \$** AMOUNT OUTSTANDING: **169.50 \$**

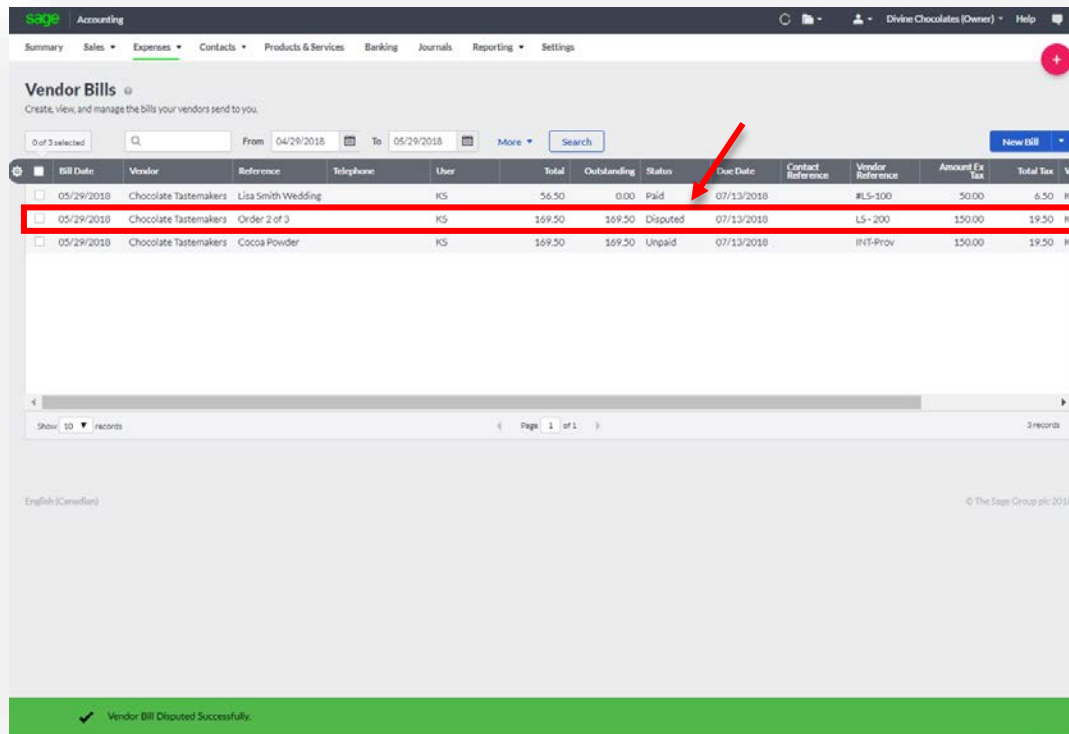
[Record Payment](#)

Edit Add credit note
Copy Add file
Dispute Delete

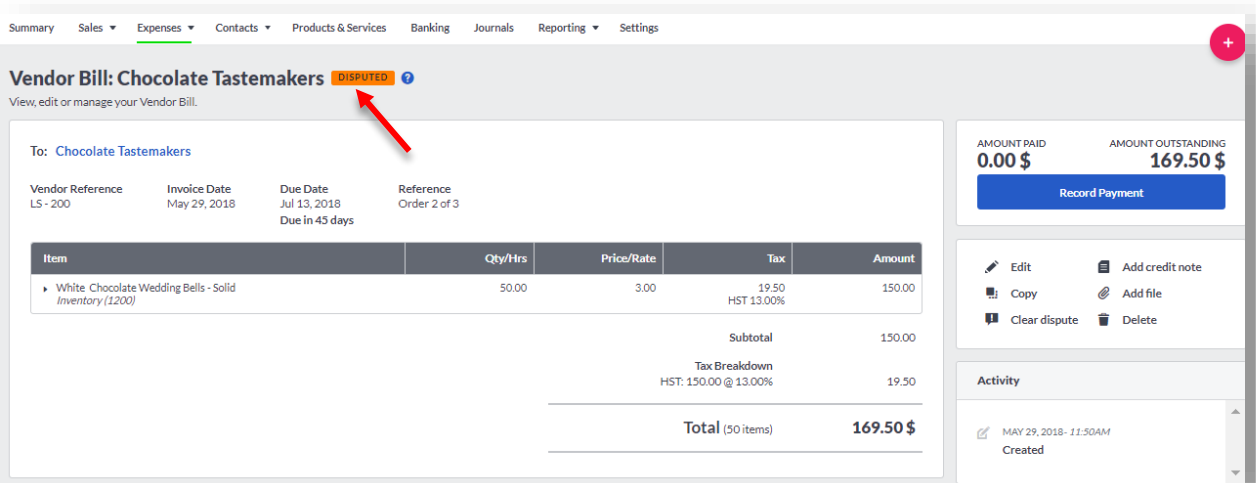
Activity

MAY 29, 2018 - 11:50AM
Created

- The status of the **Vendor Bill** changes and appears on the dashboard as **Disputed**. Also, a notification appears at the bottom in green that the **Vendor Bill** has been **Disputed**:



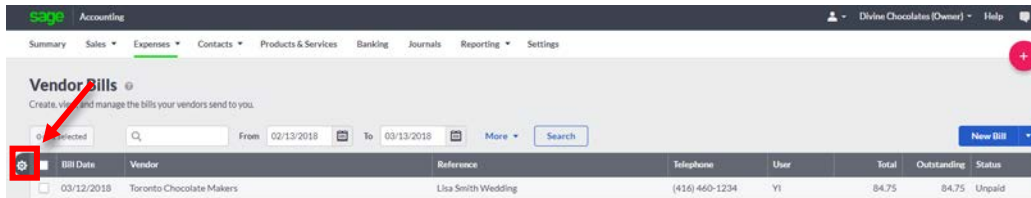
The **Vendor Bill** is also marked as **Disputed**, highlighted in orange above:



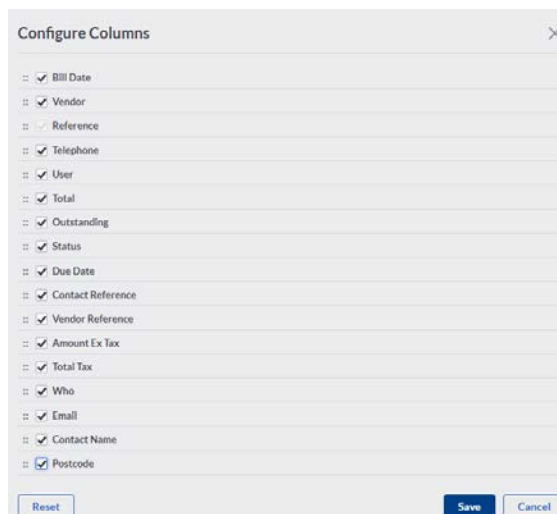
Vendor Bills Dashboard

Similar to the **Sales Invoice** dashboard, the **Vendor Bills** dashboard has a similar appearance. All **Vendor Bills** appear in list form at the bottom of the page.

To change the columns as they appear on the dashboard, click on the wheel to the left of the **Vendor Bills**:



- In doing so, the configure columns box will launch. For purposes of this lesson, check the remaining boxes so Divine Chocolates will have full visibility of all **Vendor Bill** information within the dashboard:



- Click **Save**. You'll notice the column headers at the top of the dashboard have changed and many more reference fields have been added:

Bill Date	Vendor	Reference	Telephone	User	Total	Outstanding	Status	Due Date	Contact Reference	Vendor Reference	Amount Ex Tax	Total Tax
03/12/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	84.75	84.75	Unpaid	04/11/2018	98035	LS-100	75.00	9.75

- To filter **Vendor Bills** by type, click on **More** and then **Status**. You can sort bills by *Outstanding, Overdue, Unpaid, Part-Paid, Paid, Void, Draft and Disputed*.

Bill Date	Vendor	Reference	Telephone	User	Total	Outstanding	Status	Due Date	Contact Reference	Vendor Reference	Amount Ex Tax	Total Tax
03/12/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	84.75	84.75	Unpaid	04/11/2018	98035	LS-100	75.00	9.75

- If the **Vendor Bill** you're looking for doesn't appear, be sure to check the dates at the top as **Accounting** will recall and save the last dates searched. You may need to clear your previous search.

Paying Vendor Bills

There are different ways for Divine Chocolates to pay **Vendor Bills** in **Accounting**:

- There are two ways to pay a **Vendor Bill** within the **Expenses** tab:
 - Directly from within the Vendor Bill OR
 - Select a **Vendor Bill** from the list with a checkmark, navigate to **More** and select **Pay or Allocate**

Vendor Bills

Create, view, and manage the bills your vendors send to you.

1 of 4 selected

From 02/21/2018 To 03/21/2018

<input type="checkbox"/>	Bill Date	Vendor	Telephone	User	Total	Outstanding	Status	Due Date	Contact Reference	Vendor Reference	Amount Ex Tax	Total Tax
<input type="checkbox"/>	03/12/2018	Toronto Chocolate Makers	(416) 460-1234	YI	84.75	0.00	Paid	04/11/2018	98035	LS-100	75.00	9.75
<input type="checkbox"/>	03/13/2018	Toronto Chocolate Makers	(416) 460-1234	YI	22.60	0.00	Paid	04/12/2018	98035	LS-100	20.00	2.60
<input type="checkbox"/>	03/16/2018	Toronto Chocolate Makers	(416) 460-1234	YI	418.10	0.00	Paid	04/15/2018	98035		370.00	48.10
<input checked="" type="checkbox"/>	03/21/2018	Toronto Chocolate Makers	(416) 460-1234	YI	5.65	5.65	Unpaid	04/20/2018	98035		5.00	0.65

- In doing so, you are navigated to the **Banking** screen to record or allocate the payment to the account. An allocation simply links the payment to the vendor bill.

Banking

Payment

Vendor Payment Other Payment Customer Refund

Record money paid to vendors and allocate it to one or more outstanding bills, or save it as a payment on account to allocate later.

Vendor** Toronto Chocolate Makers (98035) Owed 5.65

Paid from Bank Account** Please select Balance 0.00

Method** Please select

Date Paid** 03/21/2018

Reference (optional) e.g. Cheque number or BACS Ref

Amount Paid** 5.65

Display Outstanding Exclude Disputed

<input checked="" type="checkbox"/>	Date	Number	Reference	Type	Total	Outstanding	Discount	Paid
<input checked="" type="checkbox"/>	03/21/2018			Inv	5.65	0.00	0.00	5.65

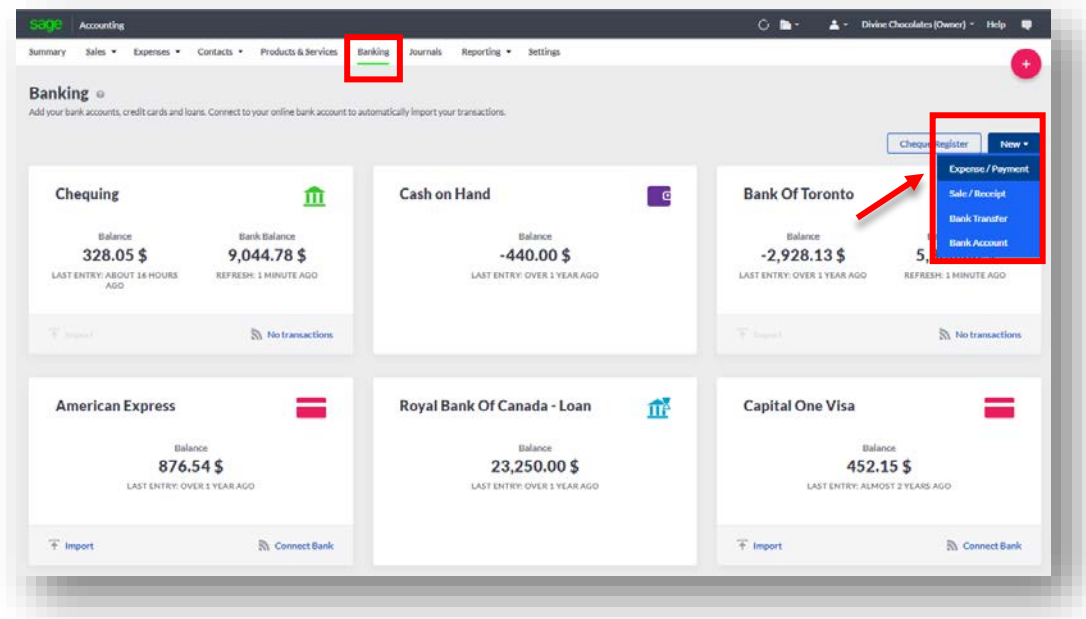
Left to allocate 0.00

Save Cancel

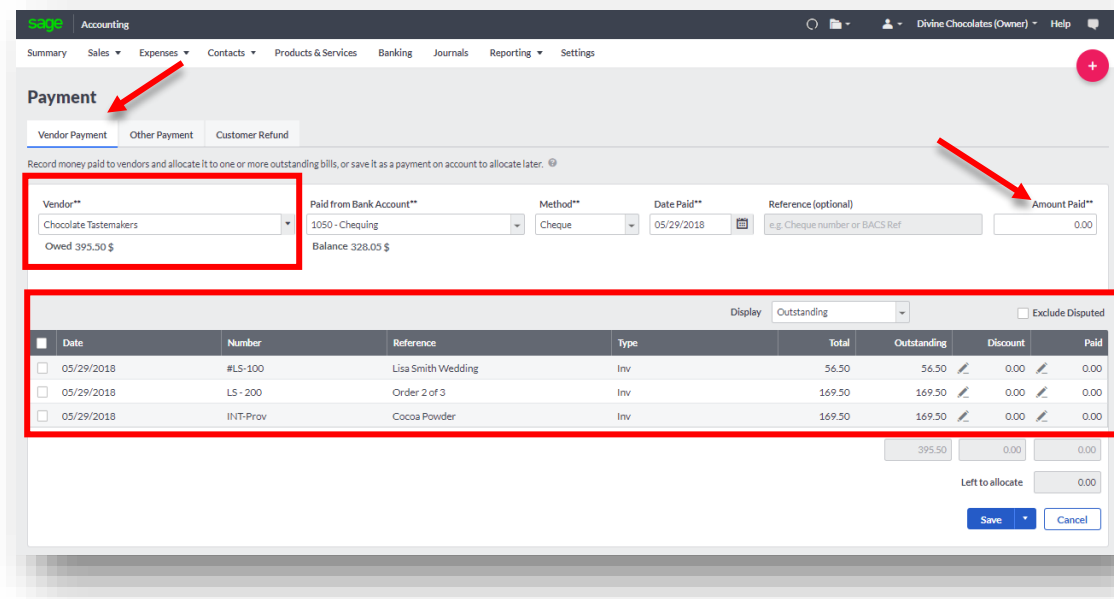
OR

2. Within the **Banking** screen to pay multiple vendors at one time.

- From the Banking module, navigate to **New** and **Expense/Payment**:



- The Vendor Payment screen will launch. Navigate to **Vendor** and select Toronto Chocolate Makers. In doing so, all **Vendor Bills** for the **Vendor** appear in list form at the bottom.



- Christina can indicate which bills she'd like to pay with a checkmark in each box below. She can also input an amount in the **Amount Paid** box on the top right but in doing so, she'll need to select invoices to allocate the payment to.
- She'd like to make a payment for 56.50\$ for **Vendor Bill LS-100**. Put a checkmark in the box. In doing so, the **Outstanding Amount** moves to **Paid** and the **Amount Paid** at the top prefills in the amount of 56.50\$. Click **Save**.

Payment

Vendor Payment | Other Payment | Customer Refund

Record money paid to vendors and allocate it to one or more outstanding bills, or save it as a payment on account to allocate later.

Vendor** Chocolate Tastemakers
Owed 395.50 \$

Paid from Bank Account** 1050 - Chequing
Balance 328.05 \$

Method** Cheque
Date Paid** 05/29/2018

Reference (optional) e.g. Cheque number or BACS Ref
Amount Paid** 56.50

Display Outstanding Exclude Disputed

<input type="checkbox"/>	Date	Number	Reference	Type	Total	Outstanding	Discount	Paid
<input checked="" type="checkbox"/>	05/29/2018	#LS-100	Lisa Smith Wedding	Inv	56.50	0.00	0.00	56.50
<input type="checkbox"/>	05/29/2018	LS - 200	Order 2 of 3	Inv	169.50	169.50	0.00	0.00
<input type="checkbox"/>	05/29/2018	INT-Prov	Cocoa Powder	Inv	169.50	169.50	0.00	0.00

339.00 0.00 56.50

Left to allocate 0.00

Save Cancel

- The **Vendor** payment now appears within the **Banking** Activity:

Sage Accounting

Summary Sales Expenses Contacts Products & Services **Banking** Journals Reporting Settings

Bank Accounts

View your bank account details and account activity. Use New Entry to record new transactions for this bank account, or use the Reconcile option to check entries on this account against your bank statement.

Account Name** Chequing
Account Type** Chequing
Default Transaction Method Cheque
Ledger Account 1050

Balance (\$) Opening Balance 271.55 \$
Today's Balance (\$) 271.55 \$

2,300.00 \$
0.00 \$

Apr 09 Apr 23 May 07

Balance Cash Flow In Cash Flow Out

Save Cancel

Activity | Address & Contacts | Reconciliations

0 of 5 selected

<input type="checkbox"/>	Date	Reference	Name	Type	Received	Paid	Cleared	Reconciled?	Recurrence
<input type="checkbox"/>	05/07/2018		Lisa Smith	Customer Refund	0.00	25.00			
<input type="checkbox"/>	05/08/2018	Journal #193		Journal	30.00	0.00			
<input type="checkbox"/>	05/24/2018	Monthly Subscriber	Jack Johnson	Other Receipt	39.95	0.00			
<input type="checkbox"/>	05/26/2018	Dole		Customer Receipt	1,450.00	0.00			
<input type="checkbox"/>	05/29/2018		Chocolate Tastemakers	Vendor Payment	0.00	56.50			

We've just explored how to pay multiple **Vendor Bills** within **Banking**. Let's explore how to pay an individual **Vendor Bill** directly from the **Vendor Bill** itself. Navigate to **Expenses** and **Vendor Bills**.

Sage Accounting

Summary Sales **Expenses** Contacts Products & Services Banking Journals Reporting Settings

Vendor Bills
Create, view, and manage the bills your vendors send to you.

0 of 3 selected From 02/13/2018 To 03/13/2018 More Search New Bill

Bill Date	Vendor	Reference	Telephone	User	Total	Outstanding	Status	Due Date	Contact Reference	Vendor Reference	Amount Ex Tax	Total Tax
03/12/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	84.75	84.75	Unpaid	04/11/2018	98035	LS-100	75.00	9.75
03/13/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	84.75	84.75	Unpaid	04/12/2018	98035	LS-101	75.00	9.75
03/13/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	22.60	22.60	Unpaid	04/12/2018	98035	LS-100	20.00	2.60

- Highlight and select the **Vendor** to pay from the **Vendor Bill** list at the bottom.

Sage Accounting

Summary Sales **Expenses** Contacts Products & Services Banking Journals Reporting Settings

Vendor Bills
Create, view, and manage the bills your vendors send to you.

0 of 3 selected From 02/13/2018 To 03/13/2018 More Search New Bill

Bill Date	Vendor	Reference	Telephone	User	Total	Outstanding	Status	Due Date	Contact Reference	Vendor Reference	Amount Ex Tax	Total Tax
03/12/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	84.75	84.75	Unpaid	04/11/2018	98035	LS-100	75.00	9.75
03/13/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	84.75	84.75	Unpaid	04/12/2018	98035	LS-101	75.00	9.75
03/13/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	22.60	22.60	Unpaid	04/12/2018	98035	LS-100	20.00	2.60

- When the **Vendor Bill** launches, navigate to **Record Payment**:

Sage Accounting

Summary Sales **Expenses** Contacts Products & Services Banking Journals Reporting Settings

Vendor Bill: Toronto Chocolate Makers (98035) Awaiting Payment

To: Toronto Chocolate Makers (98035)

Vendor Reference: LS-100 Invoice Date: Mar 12, 2018 Due Date: Apr 11, 2018 Reference: Lisa Smith Wedding Due in 29 days

Item	Qty/Hrs	Price/Rate	Tax	Amount
Milk Chocolate Wedding Bells Inventory (1200)	25.00	3.00	9.75 HST 13.00%	75.00
Subtotal				75.00
Tax Breakdown HST: 75.00 @ 13.00%				9.75
Total (25.00 items)				\$84.75

Notes: Order 1 of 3

AMOUNT PAID: \$0.00 AMOUNT OUTSTANDING: \$84.75

Record Payment

Edit Add credit note
Copy 1 file
Dispute Delete

Activity
MAR 12, 2018 - 6:43PM Created

- Enter the **Amount Paid**, either a partial payment of full amount
- Discount** – if any received from the vendor
- Payment Date**

- **Paid From** – Enter the bank account the **Vendor Bill** will be paid from
- **Method** – Select the method of payment i.e. Electronic, Cheque etc.
- **Reference** – An optional field but we recommend entering what the bill payment is for
- **Print remittance advice** – Indicate with a check mark in the box to print a remittance to notify vendors payment has been made
- **Record Payment**– Click to **Record Payment** to vendor.

The screenshot shows a 'Record Payment' window with the following fields and values:

- Amount paid: 84.75
- Remaining balance: \$0.00
- Discount: 0.00
- Payment date: 03/13/2018
- Paid from: Cash on Hand (1000)
- Method: Cheque
- Reference (optional): (empty)
- Print remittance advice:

A blue button at the bottom right is labeled 'Record \$84.75'. Red arrows in the original image point to the 'Paid from', 'Method', and 'Print remittance advice' fields.

Cheque Payments

When **Cheque** is selected as the payment method, you will be prompted to make a selection how the cheque will be created:

- *I'll write out a cheque manually*- If you don't want to print a check, but want to write it manually, you can mark the check as issued manually.
- *I'll print this cheque right now* – Take me to the Cheque Register
- *I'll print this cheque later* – I'll go to the Cheque Register in Banking when I'm ready.

Pay by Cheque

Want to print your cheque?
To print from Accounting, remember to choose a supplier. Or, continue without a supplier and write your cheque.

You chose 'Cheque' as the payment method for this transaction.
How would you like to create your cheque?

I'll write out a cheque manually - and enter a cheque number.

Cheque Number (optional)

I'll print this cheque right now - take me to the Cheque Register.

I'll print this cheque later - I'll go to the Cheque Register in Banking when I'm ready.

[Confirm](#)

- Divine Chocolates wants to prepare payment now. Select **Print this cheque right now**. Click **Confirm**.
- You will be navigated to the **Cheque Register**.

sage Accounting
Divine Chocolates (Owner) Help

Summary Sales Expenses Contacts Products & Services Banking Journals Reporting Settings

Cheque Register

View all the cheque payments you've recorded and select cheques to print.

Cheques to Print (3)
All Cheques

Bank Account

1050 - Chequing (3)

Bank Balance \$174.86
Cheque Paper Supreme Security Multi-Purpose Cheque (English)
[Settings](#)

0 Selected [Print Cheques](#) [Issue Manually](#) [Delete](#)

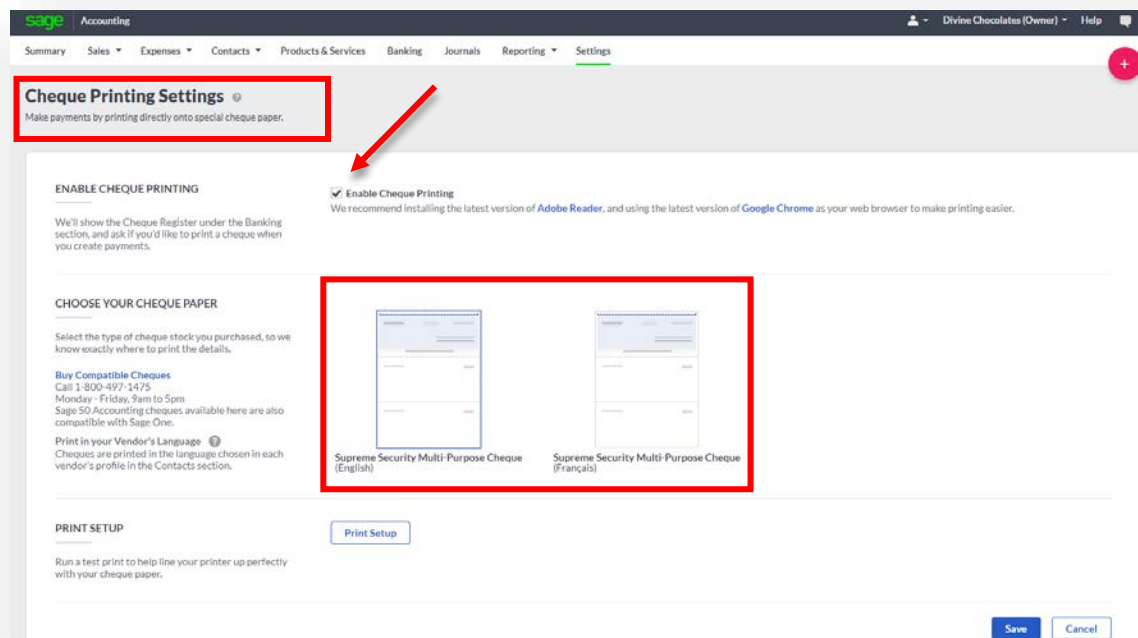
Trx Date	Name	Type	Amount
<input type="checkbox"/> 03/09/2018	Lisa Smith	Customer Refund	100.00
<input type="checkbox"/> 03/09/2018	Lisa Smith	Customer Refund	50.00
<input type="checkbox"/> 03/13/2018	Toronto Chocolate Makers	Bill Payment	84.75

Show 10 records Page 1 of 1 3 records

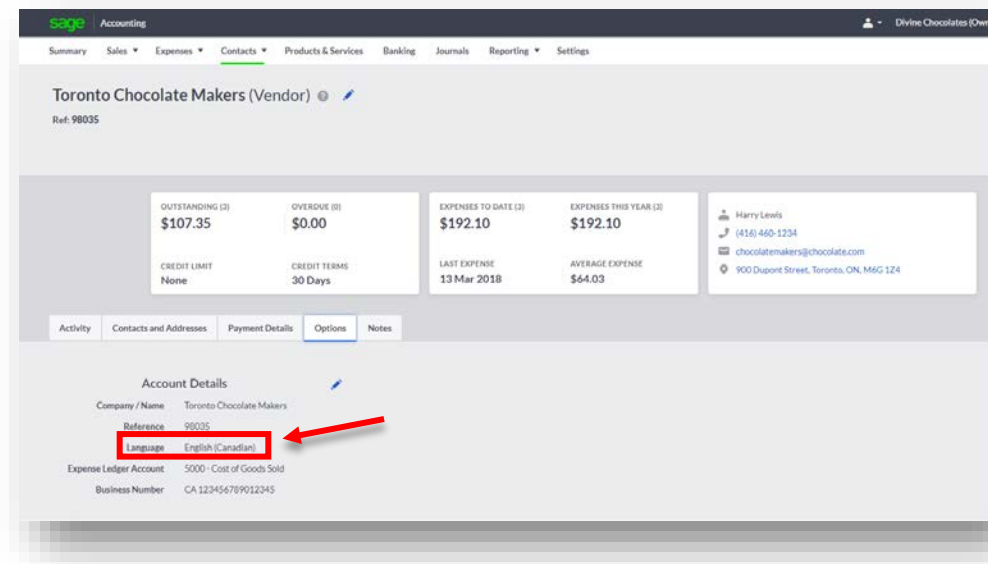
- **Cheques To Print:** When the **Cheque Register** screen launches, all recorded cheque payments will appear in the list below based on the **Bank Account** selected from within the drop-down box above. These are cheques awaiting to be issued. They can be bill payments or customer refunds. You can:
 - Print cheques
 - Issue cheques manually: Handwrite a cheque

- Delete a cheque: This is a permanent action. In doing so, it deletes the transaction it's linked to. Cheques linked to an invoice will revert to 'unpaid' again.
- **All Cheques:** The second tab displays all cheques that have been saved and not yet issued, as well as voided checks based on the selected date range in the 'From' and 'To' calendar above. The date the cheque was **Issued/Printed** also appears for informational purposes.

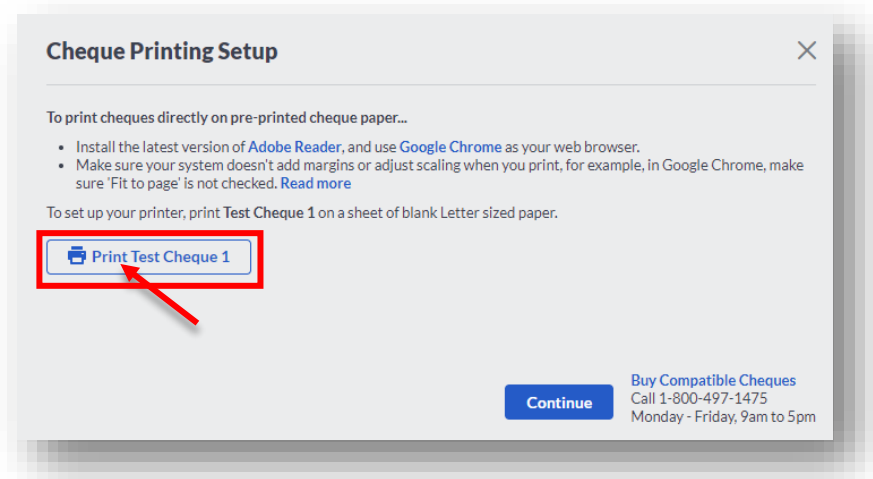
The information bar in the middle displays the selected **Bank Account** to print checks from, as well as the ability to toggle back and forth to select other banks to print checks from in the drop-down menu. The bank account balance and Cheque paper selected to print from displays for informational purposes. You can also access the Cheque printing **Settings** from here:



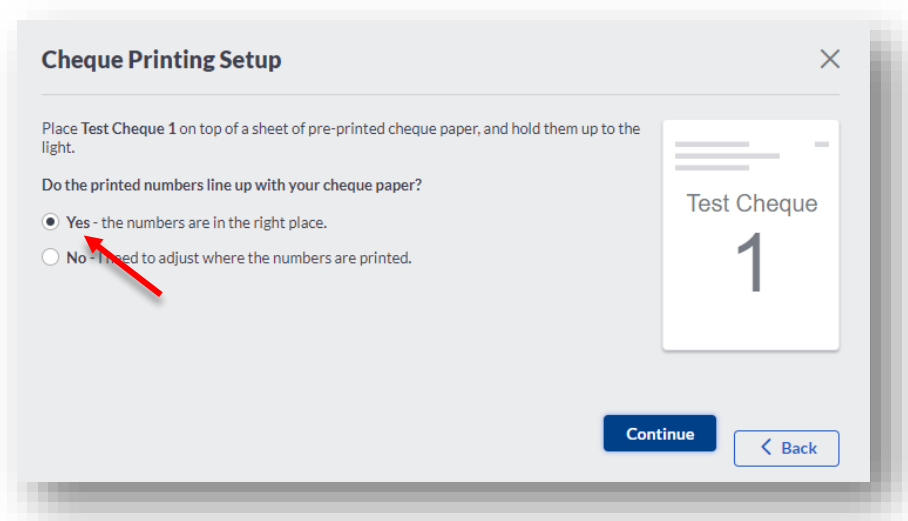
- It's important to note, if the **Enable Cheque Printing** feature isn't checked, you won't be able to create cheque payments.
- **Choose Your Cheque Paper:** Business can purchase Cheque paper here.
 - Sage **Accounting** is compatible with Quick Books Online Cheque paper.
 - To print cheques in French (or another language) ensure you have selected their language preference when creating the vendors profile:



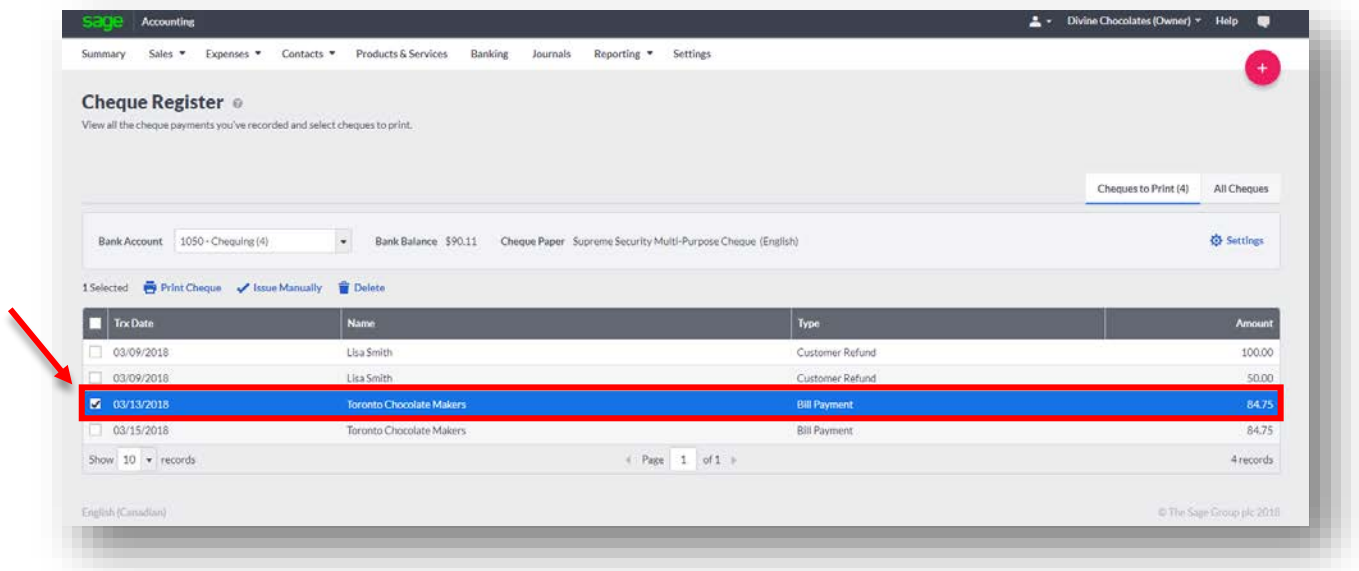
- **Print Setup:** Use this feature to do a test run to ensure your printer and cheques are aligned:



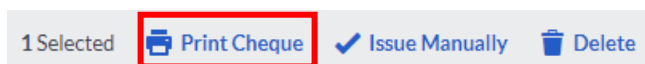
- Click **Continue**
- Place your test cheque *on top of* your cheque paper and hold them up to the light. If the printed text aligns in the correct places, select **Yes** and click **Continue** and then **All Done**. If not, check your margins within your settings.



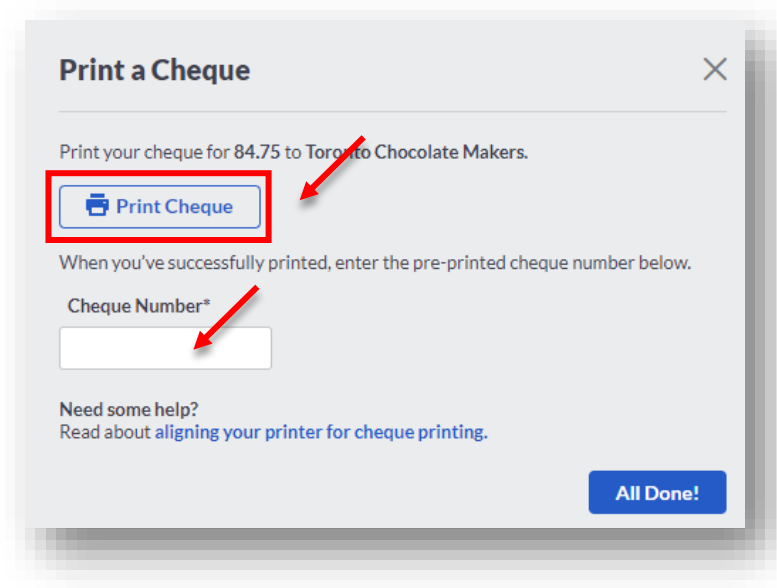
- Now that our checks are aligned, let's print our check to our vendor. Select (put a check mark in the box) the bill *Toronto Chocolate Makers* for 84.75\$.



- Click **Print Cheque**



- When the dialog box appears, click **Print a Cheque** and enter the cheque number.



- A PDF of the check will launch. If correct, click the printer icon to begin printing. If your customer preference was **French**, this is how it will appear:

Quatre-vingt-quatre dollars et 75 cts.

84,75 \$

Toronto Chocolate Makers
 900 Dupont Street
 Toronto, ON M6G 1Z4

Paiement par chèque

À: Toronto Chocolate Makers

Montant du chèque: 84,75 \$

Date: 13/03/2018

Détails	Taux de taxe	Montant payé
		84,75

Paiement par chèque

À: Toronto Chocolate Makers

Montant du chèque: 84,75 \$

Date: 13/03/2018

Détails	Taux de taxe	Montant payé
		84,75

If your customer preference is set to **English**, this is how your invoice will appear:

	1 3 0 3 2 0 1 8 D D M M Y Y Y Y	
Eighty Four Dollars and 75/100	\$84.75	
Toronto Chocolate Makers 900 Dupont Street Toronto, ON M6G 1Z4		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <h3 style="margin: 0;">Cheque Payment</h3> <p style="margin: 0;">To: Toronto Chocolate Makers</p> </div> <div style="width: 50%; text-align: right;"> <p style="margin: 0;">Cheque Amount: \$84.75</p> <p style="margin: 0;">Date: 13/03/2018</p> </div> </div>		
Details	Tax Rate	Amount Paid
		84.75
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <h3 style="margin: 0;">Cheque Payment</h3> <p style="margin: 0;">To: Toronto Chocolate Makers</p> </div> <div style="width: 50%; text-align: right;"> <p style="margin: 0;">Cheque Amount: \$84.75</p> <p style="margin: 0;">Date: 13/03/2018</p> </div> </div>		
Details	Tax Rate	Amount Paid
		84.75

- Once the check has finished printing, if you haven't already, enter the check number and click **All Done!**

Print a Cheque

Print your cheque for 84.75 to Toronto Chocolate Makers.

[Print Cheque](#)

When you've successfully printed, enter the pre-printed cheque number below.

Cheque Number*

1275

Need some help?
Read about [aligning your printer for cheque printing](#).

[All Done!](#)

- The printed check will move from the **Cheques to Print** tab and will now appear in the **All Cheques** tab within the **Cheque Register**. The date the check was printed/issued will appear as well as the check number.

Cheque Register

View all the cheque payments you've recorded and select cheques to print.

[Cheques to Print \(3\)](#) [All Cheques](#)

0 Selected [Print Cheque](#) [Delete](#) [View](#) From 02/13/2018 To 03/15/2018

Trx Date	Name	Type	Bank Account	Status	Date Printed/Issued	Date Voided	Cheque Number	Amount
03/09/2018	Lisa Smith	Customer Refund	1050 - Chequing	Saved				100.00
03/09/2018	Lisa Smith	Customer Refund	1050 - Chequing	Saved				50.00
03/15/2018	Toronto Chocolate Makers	Bill Payment	1050 - Chequing	Printed	03/15/2018		1275	84.75
03/15/2018	Toronto Chocolate Makers	Bill Payment	1050 - Chequing	Saved				84.75

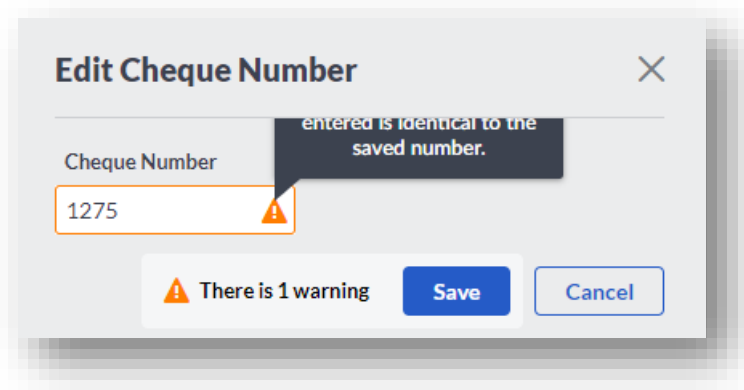
Show 10 records Page 1 of 1 4 records

Editing Cheque Number

- To edit a cheque number simply click the **cheque number** (blue hyperlink) and click **Save**.

Cheque Number

1275 [✎](#)

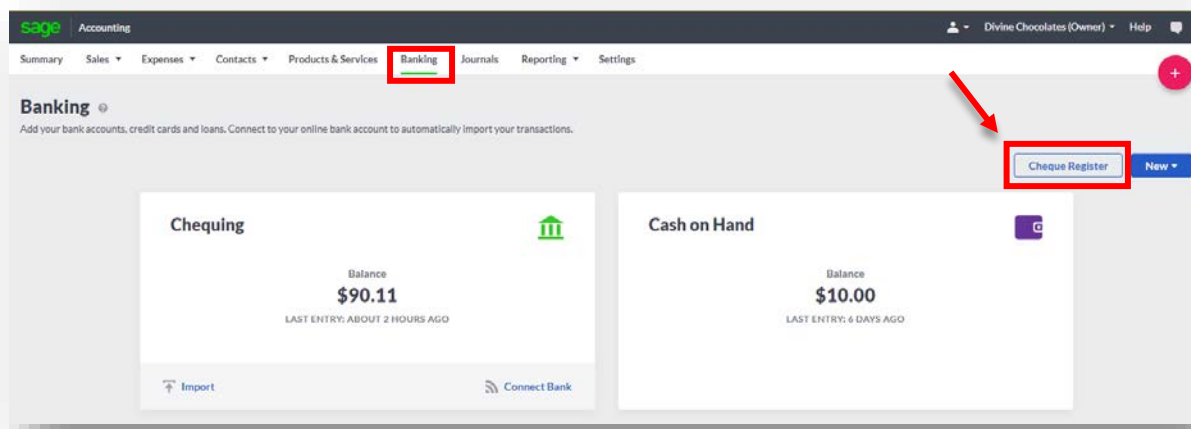


The vendor bill now appears as **Paid** within the vendor bill screen:

Bill Date	Vendor	Reference	Telephone	User	Total	Outstanding	Status	Due Date	Contact Reference	Vendor Reference	Amount Ex. Fee	Total Tax
03/12/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	84.75	0.00	Paid	04/11/2018	98035	LS-100	75.00	9.75
03/13/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	22.60	22.60	Unpaid	04/12/2018	98035	LS-100	20.00	2.60

Accessing the Cheque Register

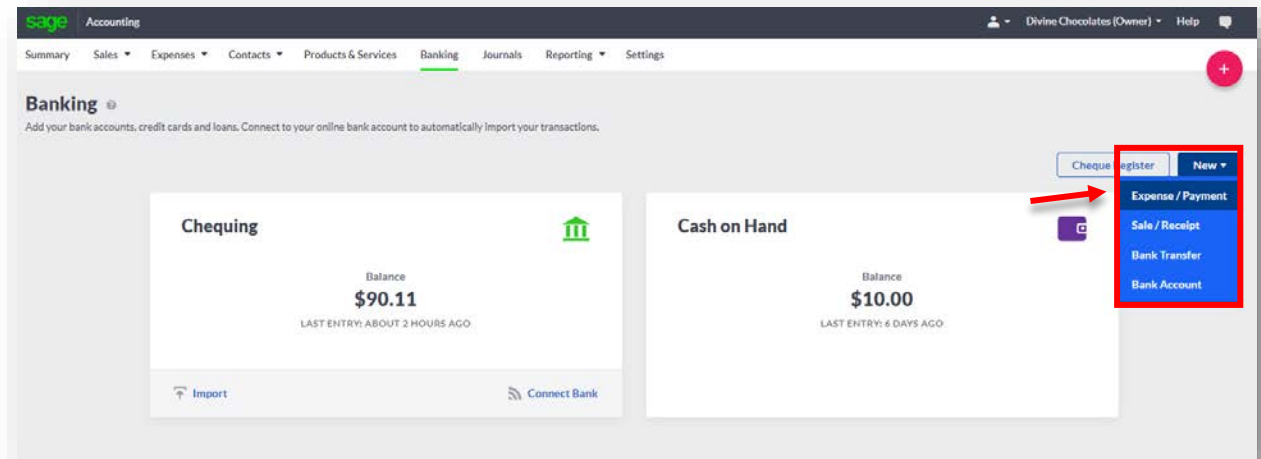
- To return to the cheque register to create additional checks, return to **Banking**. The **Cheque Register** will appear in the top right:



Making Multiple Vendor Payments

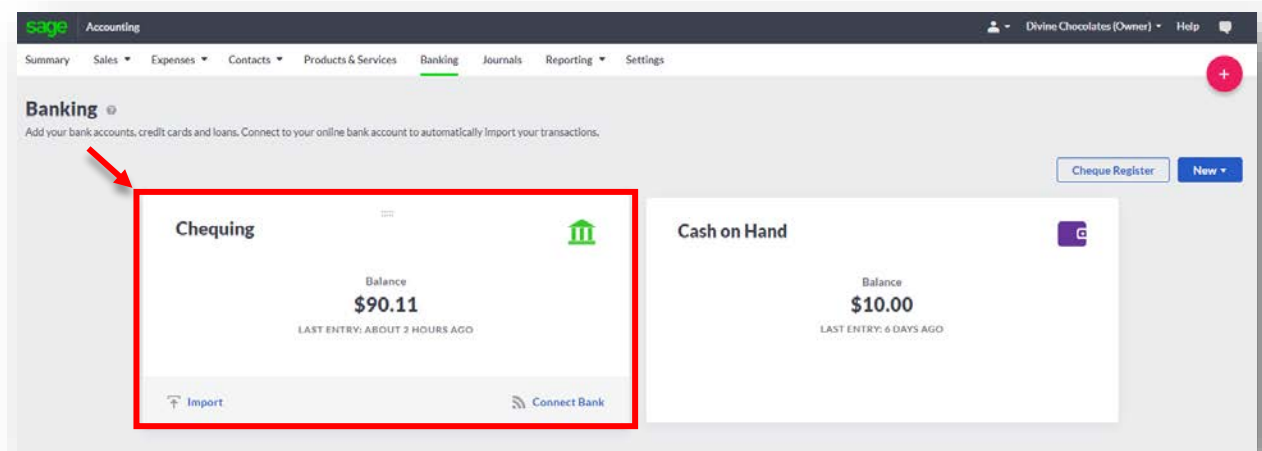
Divine Chocolates has vendors Christina orders supplies from. She also has vendors she pays her expenses to for things like her lease. To pay multiple vendors at one time Christina can use the **Banking** screen. This is a great feature for larger companies that may need to do large batches of payable transactions. There are two methods to access/pay bills from the **Banking** screen:

1. Navigate to **New** and select **Expense/Payment** from the drop-down menu:

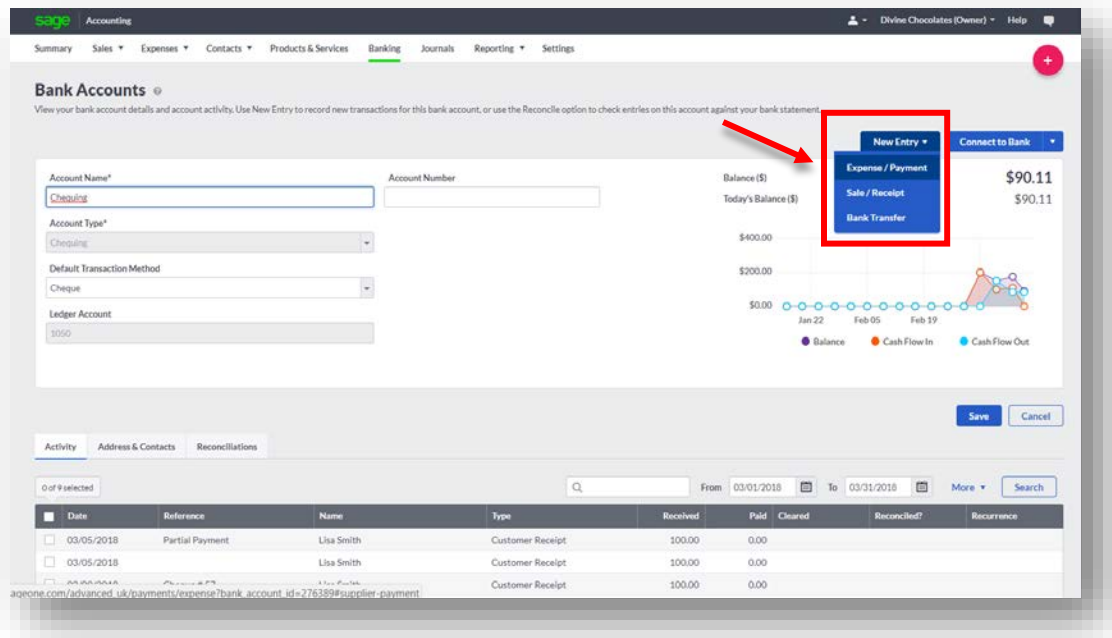


OR

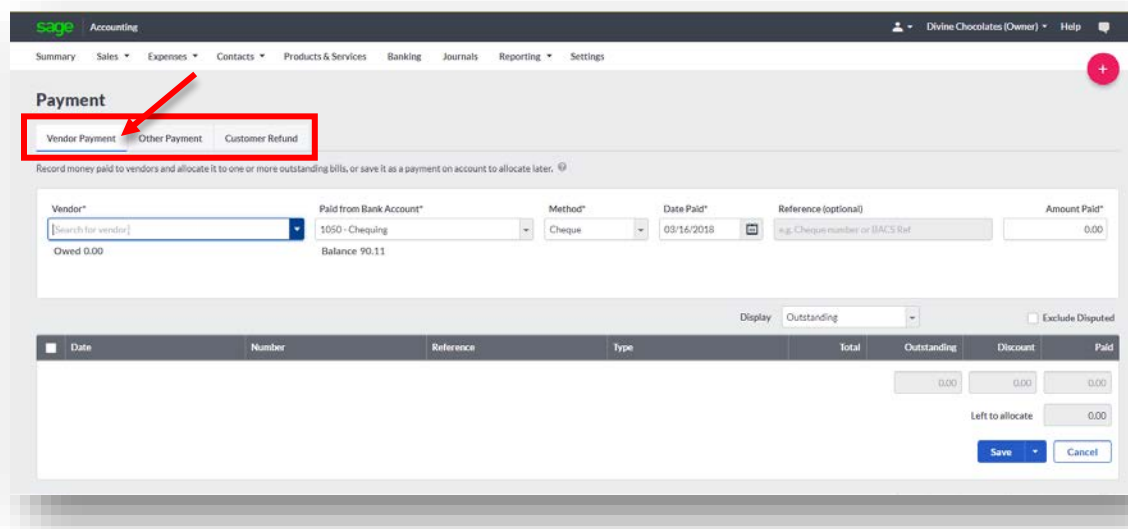
2. Select the account from the **Banking** dashboard. Let's select **Chequing**.



- When the account launches, navigate to **New** and select **Expense/Payment** from the drop-down menu:



- The **Payment** screen will launch. This should look familiar as we explored this area above, as well as when recording **Other Payment's**, payments for over the counter purchases or one-off transactions not associated with an invoice. **Vendor Payment** is the default tab but the order in which the tabs appear can be changed within settings.



- Navigate to **Vendor** and select the vendor you want to make multiple payments to as well as the payment **Method**, Electronic, Cheque etc. This will save time and

expedite administrative tasks. Select *Toronto Chocolate Makers* and select *Electronic* as the payment method.

- In doing so, the total amount **Owed** to the vendor and account **Balance** appear at the top.
- Below, all **Vendor Bills** associated with the vendor, as well as any **Credit Notes** will appear.

Record money paid to vendors and allocate it to one or more outstanding bills, or save it as a payment on account to allocate later.

Vendor* Toronto Chocolate Makers (98035) **Owed \$355.95**

Paid from Bank Account* 1050 - Chequing **Balance 90.11**

Method* Electronic Date Paid* 03/16/2018 Reference (optional) Amount Paid* 0.00

Display Outstanding Exclude Disputed

Date	Number	Reference	Type	Total	Outstanding	Discount	Paid
<input type="checkbox"/> 03/12/2018	LS - 100	Lisa Smith Wedding	Inv	84.75	84.75	0.00	0.00
<input type="checkbox"/> 03/13/2018	LS - 100	Lisa Smith Wedding	Inv	22.60	22.60	0.00	0.00
<input type="checkbox"/> 03/13/2018			On Acct	-84.75	-84.75		0.00
<input type="checkbox"/> 03/15/2018			On Acct	-84.75	-84.75		0.00
<input type="checkbox"/> 03/16/2018			Inv	418.10	418.10	0.00	0.00

355.95 0.00 0.00

Left to allocate 0.00

Save Cancel

- Divine Chocolates wants to see **Outstanding** bills only. Navigate to **Display** where to choose from **Outstanding**, **Due** or **All** to filter which transactions appear below:

Record money paid to vendors and allocate it to one or more outstanding bills, or save it as a payment on account to allocate later.

Vendor* Toronto Chocolate Makers (98035) **Owed \$355.95**

Paid from Bank Account* 1050 - Chequing **Balance 90.11**

Method* Cheque Date Paid* 03/16/2018 Reference (optional) Amount Paid* 355.95

Display Outstanding Exclude Disputed

Date	Number	Reference	Type	Total	Outstanding	Discount	Paid
<input checked="" type="checkbox"/> 03/12/2018	LS - 100	Lisa Smith Wedding	Inv	84.75	0.00	0.00	84.75
<input checked="" type="checkbox"/> 03/13/2018	LS - 100	Lisa Smith Wedding	Inv	22.60	0.00	0.00	22.60

- If you recall, Christina received one shipment with broken candy. She marked that **Vendor Bill** as **Disputed**. As such, she doesn't want it to appear within the outstanding **Vendor Bills** list. She can put a check mark in the box **Exclude Disputed** to prevent disputed invoices from appearing in the list below:

A close-up of a form section. At the top, there is a checked checkbox labeled "Exclude Disputed". Below it are two columns: "Discount" and "Paid". Under "Discount", the value is "0.00" with a pencil icon. Under "Paid", the value is "84.75" with a pencil icon. A red arrow points to the "Exclude Disputed" checkbox.

- From the transactions at the bottom, Christina will select the **Vendor Bills** to pay as well as any **Credits** to apply against any balances owed:

The screenshot shows the Sage Accounting interface for recording a payment to a vendor. The vendor is "Toronto Chocolate Makers (98035)" with a balance of \$355.95. The payment is for \$355.95, dated 03/16/2018. A table of transactions is shown below, with the first five rows selected. The "Outstanding" column for these rows is 0.00, and the "Paid" column is 84.75, 22.60, -84.75, -84.75, and 418.10 respectively. Red arrows point to the "Exclude Disputed" checkbox, the "Date" column, and the "Outstanding" and "Paid" columns.

Date	Number	Reference	Type	Total	Outstanding	Discount	Paid
03/12/2018	LS-100	Lisa Smith Wedding	Inv	84.75	0.00	0.00	84.75
03/13/2018	LS-100	Lisa Smith Wedding	Inv	22.60	0.00	0.00	22.60
03/13/2018			On Acct	-84.75	0.00		-84.75
03/15/2018			On Acct	-84.75	0.00		-84.75
03/16/2018			Inv	418.10	0.00	0.00	418.10

- Divine Chocolates has a balance of 355.95\$. They also have two **Credit Notes** on the account, for 84.75\$ each. We'll select all transactions to ensure the credit is applied against the outstanding balance. In doing so, you'll notice the **Outstanding** amounts have moved to the **Paid** column:

A close-up of the transaction table from the previous screenshot. The "Outstanding" column now shows 0.00 for all rows, and the "Paid" column shows 84.75, 22.60, -84.75, -84.75, and 418.10. Red arrows point to the "Outstanding" and "Paid" columns.

Outstanding	Discount	Paid
0.00	0.00	84.75
0.00	0.00	22.60
0.00		-84.75
0.00		-84.75
0.00	0.00	418.10

Partial Vendor Bill Payments

To make a partial payment navigate to the **Paid** column. Click on the pencil icon in the amount column and the **Part Pay** box will launch. Input the partial payment amount and click **Apply**.

The screenshot shows a 'Part Pay' modal window with the following fields:

- Reference:
- Outstanding: 22.60
- Amount to Pay: (indicated by a red arrow)
- Discount: 0.00
- New Outstanding Amount: 22.60

Buttons: **Apply**, **Cancel**

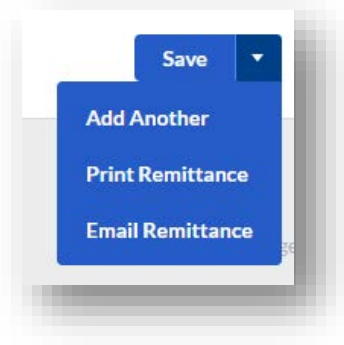
The background interface includes a 'Reference (optional)' field with the value 'e.g. Cheque number or BACS Ref', an 'Amount Paid*' field with '-84.75', a 'Display' dropdown set to 'Outstanding', and an 'Exclude Disputed' checkbox. A table below shows the following data:

	Total	Outstanding	Discount	Paid
	22.60	22.60	0.00	0.00
	-84.75	0.00		-84.75

Additional controls include a 'Left to allocate' field with '0.00' and a 'Save' dropdown menu with a 'Cancel' button.

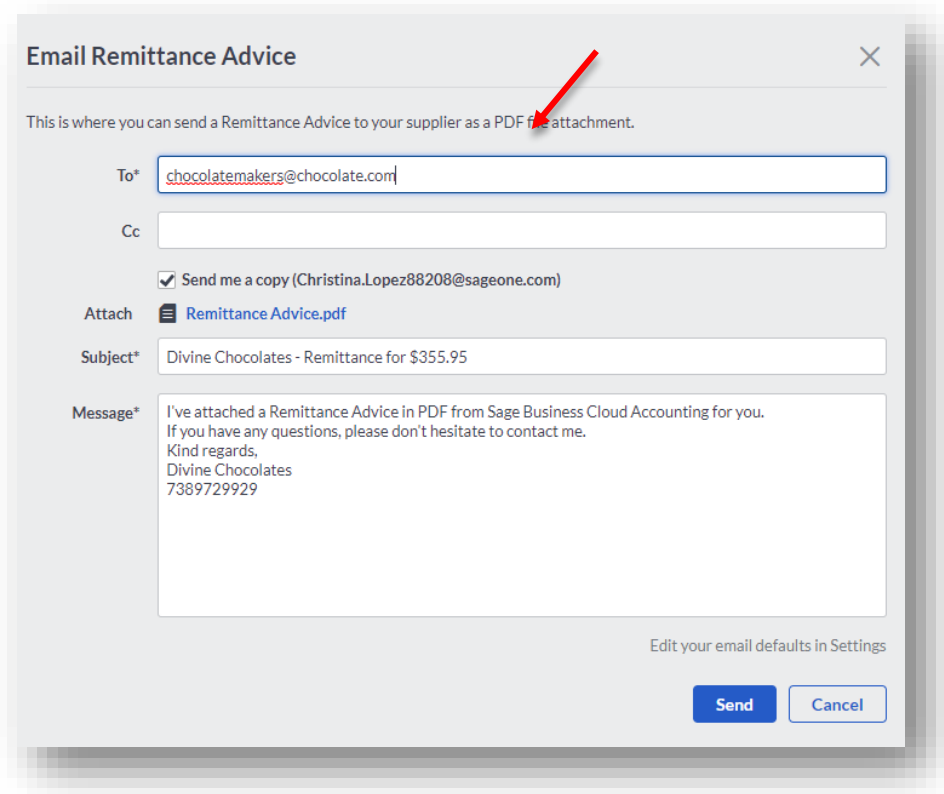
Vendor Bill Completion Options

- Once done creating the **Vendor Bill**, select **Save** to apply the **Vendor** payment, **Add Another**, to start another Vendor Payment, **Print Remittance** to print a remittance for your vendor notifying them of your payment or **Email Remittance** to email the **Vendor** notifying them of the payment.



Email Remittance

- Christina would like to email her vendors a **Remittance Advice** to notify them of her forthcoming payment. Simply confirm the email and 'CC' address, and click send:




Email Remittance Advice ✕

This is where you can send a Remittance Advice to your supplier as a PDF file attachment.

To*

Cc

Send me a copy (Christina.Lopez88208@sageone.com)

Attach  Remittance Advice.pdf

Subject*

Message*

[Edit your email defaults in Settings](#)

Remittance Advice PDF:

Remittance Advice

Date Paid: 03/16/2018
Reference: 98035

Toronto Chocolate Makers
900 Dupont Street
Toronto, ON M6G 1Z4

Divine Chocolates
100 Chocolate Way
Toronto, ON M4B 1B3
Canada

Telephone: 7389729929

Attn: Harry Lewis

Our Ref	Your Ref	Date	Total Amount	Amount Paid
Lisa Smith Wedding	LS - 100	03/12/2018	84.75	84.75
Lisa Smith Wedding	LS -100	03/13/2018	22.60	22.60
		03/13/2018	-84.75	-84.75
		03/15/2018	-84.75	-84.75
		03/16/2018	418.10	418.10
Total Paid:				\$ 355.95 CAD

Vendor Payment Default Tab

- When making **Vendor Payments** within **Banking**, **Vendor Payments** is the default tab but can be changed to default to **Other Payment**.

Payment

Vendor Payment | Other Payment | Customer Refund

Record money paid to vendors and allocate it to one or more outstanding bills, or save it as a payment on account to allocate later.

Vendor* [Search for vendor] | Paid from Bank Account* 1050 - Chequing | Method* Cheque

Owed 0.00 | Balance -265.84

- To change the sort order in which the tabs appear, navigate to **Settings** and then **Record and Transaction Settings**.

Settings

Manage your settings.

INVOICE & BUSINESS PREFERENCES

About your Business
Decide what information about your business is shown on sales and purchase documents.

Logo & Document Template
Add your company logo and select your document style to reflect your brand.

Invoice Form Settings
Configure the defaults shown on invoices and other sales and purchase forms.

Email Messages
Customize the default email message when you send an invoice, statement or other document.

Record and Transactions Settings
Configure the defaults shown on contacts, items and bank transactions.

Cheque Printing Settings
Make payments by printing directly onto special cheque paper.

- Scroll down to **Payments and Receipts** and change the **Default Payment Type** from **Vendor Payment** to **Other Payment**. Click **Save**.

PAYMENTS & RECEIPTS

Set how you'd like to handle payment transactions to vendors, and receipt transactions from customers.

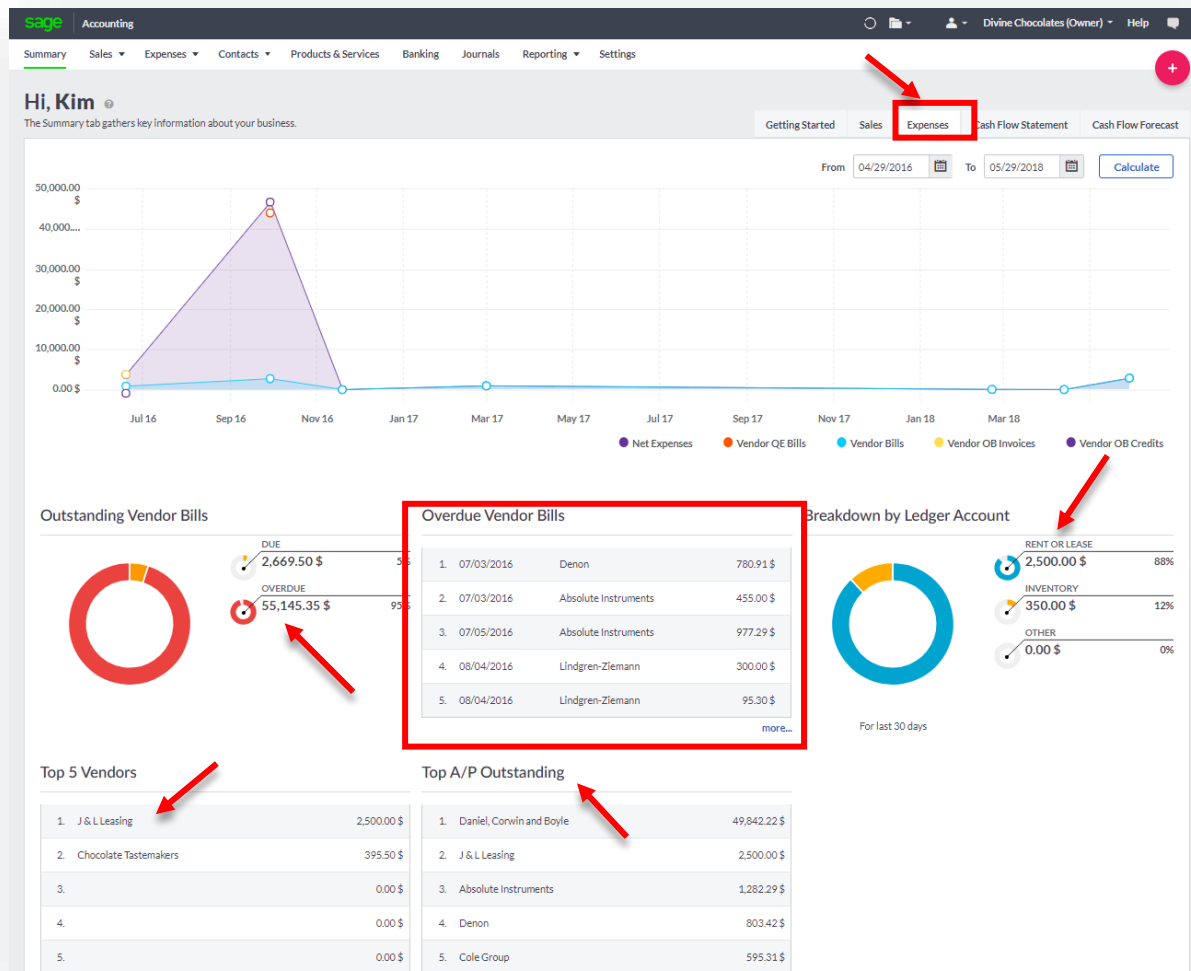
Other Receipt Ledger Account**	4900 - Other Income
Other Payment Ledger Account**	5000 - Cost of Goods Sold
Customer Receipt - Discount Ledger Account**	4100 - Sales Discounts
Vendor Payment - Discount Ledger Account**	5100 - Purchase Discounts
Bank Interest Received Ledger Account**	4700 - Interest Income
Bank Interest and Charges Paid Ledger Account**	6200 - Bank Fees and Interest
Default Payment Type**	Vendor Payment
Default Receipt Type**	Customer Receipt

Expense Reporting at a Glance

As with Sales, Christina wants to keep an eye on her **Expenses**. She wants to see what Vendor Bills are outstanding, Credits that have been recorded and Expenses.

She can easily see a snapshot of this information in graph form.

- From the **Summary** tab, navigate to the third tab **Expenses**:

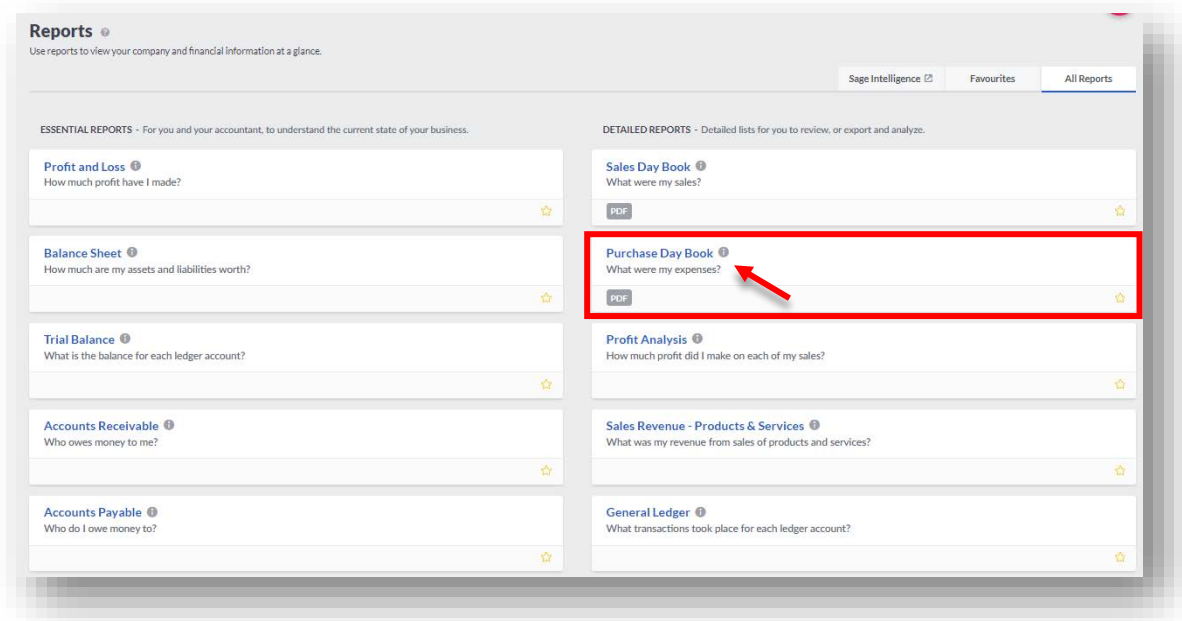


- By default, the chart shows the last 30 days. Christina would like to see her expenses for this week only. To do this change the date range in the **From** and **To** fields above.
- She would also like to know what her top overdue vendor bills are. This can be seen in the **Overdue Vendor Bills** below. The graph also shows the **top 5 Vendors**, **Top A/P Outstanding** and **Breakdown of Expenses by Ledger Account**. change the purchase information you want to show on the chart by selecting the relevant option from the bottom of the chart.

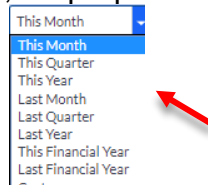
Purchase Reports

Christina accountant has called and asked how business is doing. She's thrilled that she was able to get a quick snapshot within Expenses, but she also wants to see what her expenses were for the month in further detail.

- To do this, navigate to the **Reporting** tab. Select **Purchase Day Book**.



- Select a time period, for purposes of this lesson, select **Month**:



- Click Calculate. To see the granular details of Christina's Expenses for the Month, click on **Detailed**:

The screenshot shows the Sage Accounting 'Purchase Day Book Report' page. The report is displayed in a table format with columns for Trx No, Type, Date, Name, Bill Number, Ref, Details, Net, Tax, and Total. The 'Detailed' button is highlighted with a red arrow.

Trx No	Type	Date	Name	Bill Number	Ref	Details	Net	Tax	Total
185	Vendor Bill	05/29/2018	Chocolate Tastemakers	#LS-100	Lisa Smith Wedding		50.00	6.50	56.50
186	Vendor Bill	05/29/2018	Chocolate Tastemakers	LS-200	Order 2 of 3		150.00	19.50	169.50
189	Vendor Bill	05/29/2018	Chocolate Tastemakers	INT-Prov	Cocoa Powder		150.00	19.50	169.50
190	Vendor Bill	05/29/2018	J & L Leasing	Divine Chocolate Lease	March		2,500.00	0.00	2,500.00

Purchase Day Book - Detailed

This report shows detailed purchase transactions for a specified date range. You can view a certain transaction type, or all of your purchase transactions, listed in date order.

Q Period This Month From** To** More

Trx No	Type	Date	Name	VAT Registration No	Bill Number	Ref	Details	Net	Tax	Total
185	Vendor Bill	05/29/2018	Chocolate Tastemakers		#LS-100	Lisa Smith Wedding		50.00	6.50	56.50
							HST 13.00%	50.00	6.50	56.50
186	Vendor Bill	05/29/2018	Chocolate Tastemakers		LS - 200	Order 2 of 3		150.00	19.50	169.50
							HST 13.00%	150.00	19.50	169.50
189	Vendor Bill	05/29/2018	Chocolate Tastemakers		INT-Prov	Cocoa Powder		150.00	19.50	169.50
							HST 13.00%	150.00	19.50	169.50
190	Vendor Bill	05/29/2018	J & L Leasing		Divine Chocolate Lease	March		2,500.00	0.00	2,500.00
							No Tax	2,500.00	0.00	2,500.00

Check Your Knowledge



Answer the following questions about the material covered in this lesson.

Short Answer

Write a short answer to the question below.

1. Where can Christina go to run a report on her monthly expenses?
-
-

Mark the correct answer(s) to the question below

2. To create a Vendor Bill, navigate to:

- A. _____ Vendor Contact > New Bill
- B. _____ Expenses tab > Vendor Bill > New Bill
- C. _____ Banking > New > Expense/Payment
- D. _____ Expenses Graph > Top 5 Vendors

3. The Bill Date on the Vendor Bill defaults to:

- A. _____ The 1st day of the month
- B. _____ The date set up in the Vendor profile
- C. _____ Today's date
- D. _____ The date the Vendor Bill is paid

4. The Due Date on the Vendor Bill is calculated by: (select all that apply)

- A. _____ Accounts Start Date
- B. _____ The custom payment terms within Payment Details entered in the Vendor record.
- C. _____ Today's date
- D. _____ The default number of credit days in the Default Settings.

5. To change the default due date for all vendor bills, go to _____. To customize a due date for particular vendor, go to _____

- A. _____ Contacts > Vendors > User Management > User Setup > Vendors
- B. _____ Settings > Record & Transaction Settings > Vendors > Days before Invoices are overdue / Vendors > Payment Details > Credit Terms
- C. _____ Financial Settings > Vendors / Banking > Vendor Bills > Vendors
- D. _____ Default Settings > Financial Management / Online Banking > Vendors

6. The Products and Services that appear within the drop-down menu while creating a Vendor Bill are pulled from: (Select all that apply)
- A. Settings > Record & Transaction Settings > Product Prices/Service Rates
 - B. Products and Services
 - C. Getting Started Tab > Optional Extras > Do you sell products or services?
 - D. Settings > Inventory Auto-fill
7. The following are Vendor Bill completion options: (Select all that apply)
- A. Record Payment, Email, Edit
 - B. Copy, Dispute, Add file, Delete
 - C. Save, Save & New, Save as Draft
 - D. Save as Pro Forma
8. There are several ways to sort Vendor Bills. They are: (Select all that apply)
- A. Unpaid, Part-Paid, Paid
 - B. Void, Draft, Disputed
 - C. Deleted, Pending
 - D. Outstanding, Overdue
9. Three ways to pay a Vendor Bill are: (Select all that apply)
- A. Selecting a Vendor Bill, then More and Pay or Allocate
 - B. Banking > New > Expense Payment
 - C. Directly from within the Vendor Bill
 - D. Contact Records > Settings > Online Payment
10. Where can Christina pay multiple Vendor Bills at one time?
- A. Expenses > Vendor Bill
 - B. Banking > New > Expense Payment > Vendor Payment
 - C. Settings > Connect > Online Payments
 - D. Vendor Contact Record > Payment Details > Payments
11. There are several options for writing cheques. Can you recall what they were? (Select all that apply)
- A. I'll print this cheque right now
 - B. Cheque printing isn't a feature in Accounting
 - C. I'll print this cheque later
 - D. I'll write out a cheque manually

12. While recording a payment within Vendor Bills/Expenses, the option to print a cheque didn't appear for Christina. Why might that be?
- A. The printer was out of ink
 - B. Cheque printing wasn't added to the Vendors payment profile
 - C. Divine Chocolates exceeded expenses for the month. It's a safety feature.
 - D. Check printing wasn't enabled within Cheque Printing Settings.
13. True or False: Enter 'T' for True or 'F' for False for each of the affirmations below.
- Tax Rates can be changed within a Vendor Bill
 - Attachments can be added to vendor bills, like bills, proposals etc.
 - You can change the language a Remittance Advice is printed in by selecting Language within the Options tab within the Vendor Record.
 - To access the Cheque Register directly, go to Banking
 - You can change the sort order of how the tabs appear (Vendor Payment/Other Payment) within Banking.



End of Lesson

Please note:

Every effort has been made to ensure that the information provided in this educational series is accurate, up-to-date, and complete, but no guarantee is made to that effect. URLs and additional resources 'Beyond the Classroom' are continuously changing. Because the software is customizable in a number of ways, the language used in this guide may be different from what you 'see' when you work with your company's data file(s).

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