



Sage 300CRE Accounts Payable & Cash Management: Beyond the Basics!

Presented by: Mary Kay Campbell | Senior Solution Architect



What Questions do You have On AP & CM?

01.

Recurring Invoices

- Setting up the invoices
- Generating the invoices

02.

Handling Sales & Use Tax

- Sales & Use Tax Settings
- Additional Considerations

03.

Partial Payments & Retainage Payments

What are my options when selecting invoices to pay?

04.

Correcting Errors in AP

- Is there a “date” issue?
- Can we clear with a “Zero Check?”

05.

Should we use Pending Invoices or turn on the Approval System?

06.

Exploring Subcontractor Compliance

- What items can we track?
- Where can we Manage Compliance?



Recurring Invoices

Requirements

- Recurring Invoices are setup in Setup > Recurring Invoices
- Invoices are assigned an “Recurrence Group”

Additional Considerations

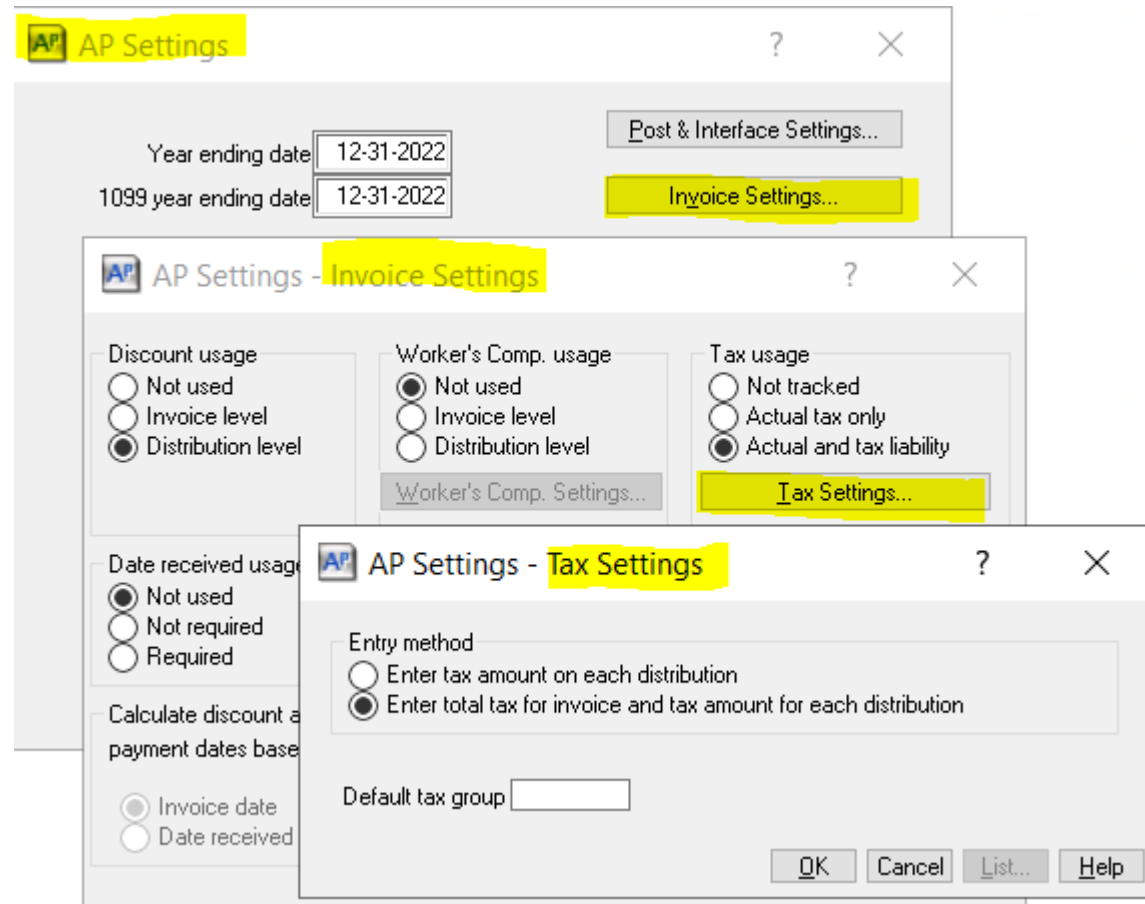
- These invoices are generated by running Tasks > Generate Recurring Invoices

Sales & Use Tax Settings

AP Settings

Invoice Settings

Tax Settings



Setting Up Tax Rates & Tax Groups

- Assign each Tax a Liability Payee, a %, and a State
- Create a “Tax Group” for Each tax jurisdiction
- Consider setting up an “Exempt” and/or a “NoTax” Tax & Group
- Accounts Receivable can use these same Tax Groups

Additional Tax Considerations

- Jobs, Vendors, Customers, and Contract Items can also be assigned a Tax Group
- The Tax Preparation Report is found in AP > Reports > Miscellaneous
- States can be set up in:
Company Settings > Custom Descriptions

Partial Payments - Selecting Invoices to Pay

- The “Selection List Order” and [Ranges] buttons can help with “Pay when Paid”.
- Use the [Distributions] button to only pay specific invoice distributions.
- The “Retainage invoices only” checkbox lets us easily pay retainage along with the net amount of the invoice.
- Run the “Invoices Selected for Payment” report before printing checks.

Error Correction

- Is this a “Date Issue”?
 - Run the report “As of” 12-31-9999.
 - Is the issue with the Check Date or the Invoice Date?
 - Can the entries be moved to history?
- Do we need to enter a credit invoice & cut a zero check?
- Will a zero “Manual Check” allow us to clear out the entries?

Pending Invoices The Approval System

Pending Invoices

- Allows for the entry of partially coded invoices
- Can be set to Not Uses, Single User, or Multiple Users
- GL account. They can be moved out.

Use the Approval System

- Requires setting up “Authorization Codes”
- Invoices MUST be approved before they can be paid

Sage Paperless may replace the “Pending’ and “Approval” systems.

Compliance

- Track Subcontractor Compliance for:
 - Lien Waivers
 - Certified Reports
 - Insurance Certificates – Vendor Level or Commitment Level
 - Miscellaneous items – Licenses, Permit, W-9
- You can setup & track Miscellaneous Items
- Compliance can be Managed in AP and in PJ- Contract Control.



Please share your ideas for future meetings!

Thank You for Joining Us

Whatever your next move, we're here to help!

Help Desk: support@rklesolutions.com

Mary Kay Campbell

mkcampbell@rklesolutions.com

Ben Hofferan

bshofferan@rklesolutions.com

Fred Gaasche

fwgaasche@rklesolutions.com