# ClubConnect® Accounts Payable Prepaid and Reciprocal Processes

## Webinar Topics

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**Introduction**

This document shows how to use the pre-paid invoice and reciprocal invoice processes that are built into ClubConnect Accounts Payable, Accounts Receivable and General Ledger.

Data being used as a sample is using a November 2003 AP and GL data and April 2003 AR sample data. Keep this in mind during the webinar class.

- **Prepaid invoices processed thru ClubConnect Accounts Payable** will post the total amount of the invoice to the prepaid account, at the time the batch that contains the pre-paid invoice is posted. Setting up how and when the invoice needs to be expensed each month is setup at the time the invoice is entered.

  Once the pre-paid invoice is posted in CC Accounts Payable, the editing and posting of the pre-paid amount that needs to be expensed is then available for editing within CC General. The physical posting of the expense amount is controlled and completed from within CC General Ledger.

  This separation of tasks, allows for any potential changes to the pre-paid entry, to be completed in CC General Ledger. The entry can also be added to the Journal Master so tracking the completion of tasks can also be accomplished.

- **Reciprocal Club Invoices also begins in ClubConnect Accounts Payable.** Reciprocal invoice entry relieves the need to key the same invoice information twice.

  In order to utilize this feature, a Reciprocal AP Type first needs to be setup under: Options > Master Files > AP Types

  ![AP Types](image)

  Once a reciprocal invoice has been entered using CC Accounts Payables reciprocal invoice entry screen, the charges will flow to ClubConnect Accounts Receivable and wait to be edited and posted within the Sales Entry screen.

  Attaching the member’s to these charges is completed during accounts payable invoice entry. If needed, the member’s charged detail can be edited in Accounts Receivable even after posting the reciprocal invoice within CC Accounts Payable.
**Pre-paid Invoice Processing in Accounts Payable**

To begin a batch of invoices that contains invoice(s) that need to be processed and paid before the expense is incurred, go to: Options ➔ Data Entry ➔ Invoice Entry ➔ Begin New Batch

**AP batch creation screen**

- Click on New
- Use the Look Up icon on the Vendor line to find the vendor the invoice is from.

- Enter the invoice information as normal.
- Select the pre-paid G/L account that the pre-paid amount needs to flow to.

- Click on the Prepaid button

- The following screen will appear:

  ![Save Invoice Warning]

  Warning: To continue, this invoice will have to be saved. Do you want to continue?

  [OK] [Cancel]

- Click OK
• Pre-paid information can now be set here. Use the up/down arrows on the ‘Number of Periods for Expense Allocation’ line to set how many months the full invoice will be expensed over.

• The amount per period will automatically calculate based on the number of periods selected.

• Select or enter the G/L expense account into the GL Expense Accounts field that the pre-paid invoice is to be expensed to.
If this account number is not known, use the search icon to browse for it.

- Once the general ledger expense account is selected, adjust the amount field to reflect the total amount to be expensed each month. If the cost is to spread to multiple accounts, a secondary line will appear if an amount is entered for less than the calculated prepaid expense funds per period selected.

Make certain all lines are assigned a general ledger account before continuing.

Our example is expensing postage to one expense account over a 3 month period.
• Click OK to save the invoice information.

The invoice will be saved and the invoice entry screen will appear so additional invoices may be added to this batch.

To view or edit the pre-paid invoice go to the top browse button and select ‘All Records’.

A message will appear asking if you’d like to save changes to the current blank record. If no other invoice was in process of being entered, click on No.
A listing of all invoices saved in this batch will appear, including the pre-paid invoice just saved. If there is only one invoice in the batch, that invoice will pop up automatically for editing/viewing.

Once all invoices have been entered and saved in this batch, click on End Batch. Print and post the batch of invoices as normal.

Expense allocation from the pre-paid account the invoice was posted to is now available to maintain and post in General Ledger as needed.
Posting Pre-Paid Invoice Expense from AP within General Ledger

- Editing and posting of prepaid items is completed in CC General Ledger.
  - Log into CC General Ledger.
  - Go to Options > Master Files > Journal Master to add an identifying ID for the prepaid expense that was posted in CC Accounts Payable.

- Create a new Journal Master ID for Prepaid Entries and save.

- Go to Options > Master Files > Prepaid Expenses
The following screen will appear. If multiple pre-paid items have been posted within CC Accounts Payable, use the Look Up button to search for the prepaid expense desired.

- Attach the Journal Number within the Journal Number field.
- Make any adjustments needed to the Start Expensing period date and/or G/L account that this pre-paid item needs to be expensed to.

- Save changes.
To Post the prepaid journal entry(s), go to: Options > Data Entry > Post Entries from Prepaid Expenses.

The following screen will appear.
Set the journal date and G/L period that needs to be posted.

Click OK. The following screen stating that the Process is completed will appear.

Click No to save changes to the blank record that appears on the screen.
Prepaid entries set to be processed and posted in the selected period are available to view and/or edit using the Look up icon. If only one pre-paid entry for the period selected is present, then the screen will automatically show that entry as shown below:

- Make any adjustments as needed and Save.
- Click on End Batch

- Print and Post the entry.
- Your prepaid entry for the period selected is now complete.
Reciprocal club’s Invoice Processing in Accounts Payable

To begin a batch of invoices that contains Reciprocal Club invoice(s) that need to be billed back to club members, go to:
Options ➔ Data Entry ➔ Invoice Entry ➔ Begin New Batch

AP batch creation screen

• Click on New

• Set the batch date, default schedule date and verify GL Period. Keep the batch Type stays as Regular Invoice. The Control Totals may be used to verify your entries.
• Click OK

The Invoice Entry Screen will appear. To access the Reciprocal Invoice entry screen, click on the Reciprocal Invoice button at the bottom of this screen.

• Use the Look Up icon in the Vendor box to find the club the invoice is from.
• Enter the invoice information as normal.
• Select the member that will need to be charged in ClubConnect Accounts Receivable by either using the Look up Icon or entering the first few letters of the member’s name.

- Enter the Reference number and revenue code that this charge needs to be posted to in Accounts Receivable.
- Multiple members included on this reciprocal club’s invoice? If so, enter the amount for this 1st member keyed and hit the tab key. A second line will appear that another member’s charge information can be keyed to.
- Repeat these steps until the invoice detail balances.
• Click on Save Icon.

• To enter another Reciprocal Invoice, click on the New Icon.

• Invoices that are not Reciprocal Type invoices can be entered into the same batch as the Reciprocal Invoices. Once Reciprocal Invoice entry is complete, click on the Regular Invoice button.

• A message will appear asking to save changes to a blank record. Click on No.

• Enter any Regular type invoices as needed using the normal invoice entry process.
• Once invoice entry is complete, click on End batch.

• A message will appear asking to save changes to a blank record. Click on No.
• Print and Post the Batch.
Posting Reciprocal Invoice from AP within Accounts Receivable

To Post Reciprocal Club invoice(s) Charges to member accounts within ClubConnect Accounts Receivable that are flowing from Accounts Payable, Log into Accounts Receivable with the same user ID that was used to post these items in ClubConnect Accounts Payable. Next go to:
Options ➔ Data Entry ➔ Sales and Payments Entry/Edit

- The charges will appear on the Sales Entry Screen. If the revenue code, amount or any other changes need to be edited, make these changes as needed.
- Click on Batch Total to view the total amount appearing on the screen.
- Click Post Sales to print the report and post these charges to the members.
- Are charges no longer appearing on the Sales Entry Screen and okay on the printed report? If yes, then you’ve successfully processed these reciprocal club charges.

- If no, and these charges are still appearing on the screen, look at the date of the charge.

**Note:** Future dated charges will not post to a revenue code unless the setup of that revenue code is flagged for future date posting. Let’s say it’s April in Accounts Payable, but March hasn’t been closed in Accounts Receivable yet. We want the reciprocal charges on the Member’s March Statement.

When entering the Reciprocal Invoice in Accounts Payable, if we forget to edit the date field back to March, the dates reflected on the member charges will show as April and will not post. Editing the date fields to the active month of March will allow them to post.

All posted activity will appear in the corresponding General Ledger period.