

Compeat Help

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Accounts Payable – Quick Points

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Bills and credit memos received by the restaurant and paid using either Manual Payments or Computer Payment Processing (computer-printed checks) are processed using the AP Invoices screen to record the accounting.

Invoices and credit memos should be entered within the restaurant they apply to, even if the home office is paying them, in order for the inventory processing calculations to be correct. If you enter a restaurant's invoices in an accounting entity, you will not be able to enter line item detail, and the restaurant's inventory will not be updated

Navigation

» AP Invoices: quick access in left panel or on Transactions menu

- » Manual Checks: quick access in left panel or on Transactions menu
- » Manual Payments: Transactions menu
- » Payment Processing: Transactions menu
 - » Compeat Pay payment batches are created in this function

Batch Rules

- » Batches are electronic folders that contain individual records or transactions
- » Invoices and Credit Memos are referred to as vouchers in Compeat
 - » A batch can hold as many vouchers as desired
- » Two users cannot work in the same batch at the same time
- » Users can access and edit already created batches, regardless of who created the batch

Paying AP Invoices

Manual Checks

Used to pay invoices that have **not** been previously entered in the AP Invoices screen.

- » Simultaneously records and accounts for checks that are written by hand in the local restaurant
- » Print Quick Checks for immediate payment
- » Record E.F.T. payments

Access Manual Checks in left hand quick-links bar or on the Transactions menu

Manual Payments

Used to record payment of invoices that have been previously entered in AP Invoices.

- » Record payments of AP Invoices using handwritten checks
- » Record payments of AP Invoices using E.F.T. payments
- » Supports partial payment of invoices
- » Supports payment of multiple invoices for a single vendor
- » Access Manual Payments on the Transactions menu

Payment Processing

Use Computer Payment Processing to *print and post checks* for AP Invoices previously entered into Compeat. This is a multi-step process.

Use Computer Payment Processing to create payment batch for Compeat Pay.

- » Allows payment of a single invoice or multiple invoices to a single or to multiple vendors.
- » Access Computer Payment Processing on the Transactions menu

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